



**La Sure's Hall
Policies**

Catering Policies for La Sure's Banquet Hall

Guarantee

In arranging for social functions, the attendance must be specified two weeks before the event. For all functions we require a definite final number 72 hours in advance. This final number will be considered a guarantee, not subject to reduction and charges will be made accordingly. Due to fluctuation in prices, La Sure's catering may not make a firm price commitment for the food & beverage until 60 days prior to a function.

Payment

For social functions, a deposit will be required upon signing the contract with full estimated charges paid two weeks in advance of scheduled event. For all other functions, we ask that your account be paid in full the day of your event unless, credit has been approved by our catering department. Changes can be made up to 72 hours before the event. All additional charges must be paid for in full upon completion of the event.

Sales Tax & Service Charge

For the service of all personnel, a 18% service charge is applicable to all food and beverage charged to your account. This service charge is taxable by law. A state sales tax will be added to your account unless a tax certificate is presented to the catering department in advance.

Room Setup Fees with Food & Beverage Orders

For the use of each room there can be room setup fees. Room setup fees are determined by the size of the room used, number of guest, times needed and the amount of food and beverage purchased. Please ask our sales staff for price quotes. Setup fees include tables and chairs set up in your meeting room as prearranged with our sales staff, cloth linen and napkins, china, silver and glassware as needed for your food and refreshments.

Deposit & Cancellation Policy for Social Events

A deposit of \$500.00 is required to hold any of the ballrooms or combination of ballrooms when the event contract is signed. The deposit is not applied towards your account. If any additional charges are incurred from your event, these charges will be deducted from your deposit. You will receive the remainder of your deposit within 7 to 10 days after the event.

A down payment, as specified on your contract, will be required one year prior to your event date.

In the event of a cancellation the following fees will be assessed: Cancellations received more than 12 months before your event, will result in a loss of your deposit unless La Sure's can resell the space for equal or greater value. Cancellations received less than 12 months up to 2 months before your event will result in forfeiture of your deposit and your 1-year down payment. In the event cancellation occurs within 2 months of your event, 100% of the estimated revenue is due and payable upon receipt of cancellation.

Deposit & Cancellation for Business events

Deposit and Cancellations for any Business event. Cancellations received in writing or verbally 28 days or less but more than 14 days notice of scheduled function (s) will be subject to 15% of the revenue from an average business function (s) based on the estimated # of people on the contract unless a function (s) of equal or greater value is rebooked for the same day and time. Cancellations received in writing or verbally 14 days or less notice of scheduled function (s) will be subject to 30% of the revenue from an average business function (s) based on the estimated # of people on the contract unless a function (s) of equal or greater value is rebooked for the same day and time. Menus must be confirmed at least 1 week in advance.

Food & Beverage Regulations

According to Wisconsin Administrative code (DH & SS196.07) no food will be allowed in any function room of the banquet hall from outside sources, with the exception of wedding favors (nuts & mints). All food must

be prepared by La Sure's Banquet Hall & Catering. Any food or beverage that is left from the function (except wedding cake) is prohibited from leaving our property due to La Sure's liability.

It is a policy that alcoholic beverages cannot be brought into the function rooms of the banquet hall (WI statute 125.36). As the licensee, La Sure's Banquet Hall is responsible for the dispensing of all alcoholic beverages by a licensed bartender. Everyone consuming alcoholic beverages must be of legal drinking age. La Sure's has the right to refuse alcohol service to anyone at its discretion.

All events with a meal must be served no more than 30 minutes after the scheduled meal time or every 10-minute delay after that a \$50.00 charge is taken off of your security deposit.

Entertainment

All banquet functions must be completed by 12 a.m. The doors of the banquet room are locked by 12:30 a.m.

Room Assignment

La Sure's Banquet Hall reserves the right to change room assignments based on the guaranteed number of attendees.

Liability

La Sure's catering reserves the right to control all private functions. Damage to the premises or equipment will be charged accordingly. La Sure's cannot assume responsibility for personal property brought onto the premises of the banquet hall. No banners or signs may be hung from the ceiling or fixed to the walls without permission from La Sure's management. No glitter, rice, confetti, silly string, or fog machines are permitted.

Audio Visual Equipment

The catering department will arrange for rental of audio visual equipment which you may require for meeting or program activities. Please place your order with our catering department at least three business days before your scheduled event.

Special Meal Request

Special diet requests for allergies can be accommodated, but we must be informed at least 3 days ahead of time. There may be extra charges added on to the bill for special diet requests.

Special Arrangements

We would be more than happy to assist you with making arrangements for musical entertainment, custom made menus, flowers, or special shows.

Prices do not include a 18% service charge or 5% sales tax.

Prices subject to change. La Sure's Banquet Hall & Catering

Wedding Planner

Dear Wedding Couple

Congratulations and thank you for your interest in La Sure's Banquet Hall and Catering. Please keep in mind that these menus are very popular but we can customize any menu to fit your needs.

La Sure's Hall and Ceremony Garden Rental Fee (with food & beverage purchase)

For weddings or social events there is a charge for the use of the Paris Ballroom and Ceremony Garden. Please check with our sales staff for hall & ceremony garden pricing and availability.

The minimum number of guests needed to rent each room are as follows:

	<u>Round 5ft. (seats 8)</u>	<u>Buffet 8ft. (seats 8)</u>
Paris Ballroom A, B & C	min 150 to max 288	min 150 to max 390
Ballroom A & B	min 100 to max 150	min 120 to max 200

The room rental also includes the following for your wedding:

- * Mirrored tiles, with centerpieces
- * Linen tablecloths and napkins
- * Skirted gift, guest book and cake tables
- * Skirted head table on risers, with lights under skirts of head & cake table
- * Bartenders & complete bar set up
- * Free cutting & serving of your wedding cake when it is purchased from La Sure's and served with dinner. A \$150.00 cake serving charge will be added to the bill if the cake or cup cakes is not purchased from La Sure's. Any cake or cup cakes brought into La Sure's by law must come from a licensed bakery. For insurance reasons, only La Sure's staff can cut or serve the cake or cup cakes.

The Ceremony garden rental includes the following(May-September)

- * Set up for up to 200 white chairs for the ceremony.
- * Use of the garden for up to 4 hours.

Deposit, Down Payment & Cancellation Policy

A security deposit of \$500.00 is required to hold any of the ballrooms or combination of ballrooms or ceremony garden when the event contract is signed. The deposit is not applied towards your account. If any additional charges are incurred from your event, these charges will be deducted from your deposit. You will receive the remainder of your deposit within 7 to 10 days after the event.

1. A down payment of \$1000.00 for a Saturday's and or \$500.00 for any other day May - Sept with use of the ceremony garden area when the event contract is signed.
2. An additional down payment, as specified on your contract, will be required 12 months prior to your event date.
3. In the event of a cancellation the following fees will be assessed: Cancellations received more than 12 months before your event, will result in a loss of your deposit & down payment unless La Sure's can resell the space for equal or greater value. Cancellations received less than 12 months up to 2 months before your event will result in forfeiture of all deposits and down payments. In the event cancellation occurs within 2 months of your event, 100% of the estimated revenue is due and payable upon receipt of written cancellation.

Hotel Accommodations

Hotel rooms are available from the Hawthorn Inn & Suites. Please contact the hotel at 920-303-1133.