

Roosevelt Hills Event

Pricing

Weddings and Receptions: \$3000

(Rehearsal is included in your rental)

Reception only: \$2000

Wedding only: \$1500

Included in The Rental:

Included in your rental are 150 Chairs and guest dinner tables for 150. This is the amount that fits within the walls of the pavilion, so if your guest count exceeds this amount you will have to rent chairs, tables, and an additional tent. There are 10 extra tables available for your use if needed for gift table, favors, cake, etc. Also, the use of the yard, pavilion and school house for allotted time frame for pictures, ceremony, dinner and dance. Set-up is available to you starting @ 7AM~2PM the day of your event for sure. Friday you may set up from 1-7PM if there is not an event scheduled. The use of our facility is available for the rehearsal for you and your wedding party on one of the days prior to your event~ we will arrange times as we plan your event. The pavilion is limited to your private party the day of your event. Also, our staff will be available to you for One-on-one personal assistance to help with set-up and any questions that may come about that day and along the way. The clean-up should be completed the night of your event. The option to clean up the next day is available if there is not an event scheduled.

Roosevelt Hills Reservation Contract

The following terms and conditions have been established for persons reserving Roosevelt Hills facilities. Please be advised that by signing this reservation contract, you agree to abide by such terms and conditions listed.

1. Roosevelt Hills event facility will be reserved for your use only upon the receiving by Roosevelt Hills of an original signed copy of this contract, together with an advanced event deposit of 50% of the total facilities rental fee. Until Roosevelt Hills receives an original signed copy of this contract and the event deposit, your reservation will not be confirmed, and Roosevelt Hills reserves the right to lend their facilities to other persons, or groups.
2. Roosevelt Hills Schoolhouse is a smoke-free building to comply with the Wisconsin smoking ban. Please be advised that if you, your guests, or invitees should smoke inside the Schoolhouse, a damage fee will be assessed for \$250 to the credit card on file. Note: To accommodate "smokers" there are provided locations and disposal containers for them outside the building.
3. Full payment of the facility will be due 2 weeks prior to your scheduled event, unless prior arrangements have been made and noted with Roosevelt Hills. Any rental of Roosevelt Hills items or additional services should be paid in full also at this time..
4. Party Rentees: Take-down should start immediately after event is over. The rentee will be allowed 2 hours after closing/ending of your arranged event to have the pavilion and any other used space cleaned up. If this doesn't happen a fee of \$500 will be charged to the credit card on file. Roosevelt Hills staff reserves the right to take or discard any remaining items. With that said Roosevelt Hills is not responsible for loss of or damage to any article left at or in our facility prior to, during, or following an event.
5. If you chose to serve any alcohol/liquor to your guests at this event, please be advised that Roosevelt Hills will require 1 bartender/100 people, at the rate of \$10/hour/bartender. This fee will be included to your rental and due 2 weeks prior to your event.

6. Beverages, including, but not limited to, soft drinks and alcohol/liquor can only be purchased directly from Roosevelt Hills, or the staff of. **Bringing in Alcohol/liquor purchased from/provided by anywhere other than Roosevelt Hills is strictly prohibited in accordance with state liquor licensing laws. The carrying in of beverages will not be tolerated. Guests will receive one warning, and then will be asked to leave your event!**
7. It is the policy of Roosevelt Hills that no persons under the age of 21 will be served alcoholic beverages. Roosevelt Hills does recognize the "parental consent" law. Persons to our knowledge under the age of 21 simply aren't of age, and won't be served alcohol without a parent present. The bartenders reserve the right to refuse anyone.
By signing this contract, you hereby agree; for yourself, guests, and invitees that Roosevelt Hills does not assume any responsibility, and shall not be liable for any food or beverage provided and/or served on the premises by any caterer, yourself, guests or invitee's.
8. In the consideration for the use of Roosevelt Hills, you, your guests, and invitees hereby agree to indemnify and save harmless Roosevelt Hills from and against any and all claims, damages, losses or causes of action, of whatsoever kind or nature, either in law or in equity, arising from or by reason of any bodily or persons injuries, death, and/or property damage resulting from or arising out of the use of Roosevelt Hills.

The undersigned hereby agrees to the terms and conditions set forth by Roosevelt Hills

Event Contact's Signature: _____.

Contacts full Name (both bride and groom): _____.

Contacts Address: _____.

Contacts Phone Number: _____.

Roosevelt Hills Event Information Sheet

We are extremely excited to be a part of your special day, and appreciate you choosing Roosevelt Hills to host your event. We promise to do everything in our power to make your event a comfortable-smooth flowing success!

Rentee's Names: _____.

Reservation Date: _____.

Ceremony time: _____ *Dinner:* _____ *Dance:* - _____.

Contact Person: _____ *Phone:* _____.

Address: _____.

E-Mail: _____.

Rental Fee: _____ *Deposit:* _____.

Credit card number: _____ *exp. date:* _____.

Estimated guest count: _____ *Guaranteed Guest Count* _____.

Number at Head Table: _____.

Number of Bartenders Needed (1/100 guests @ \$10/hour): _____.

Number of Kegs (\$200/domestic keg plus 15% Gratuity) _____:

Flavor of Kegs: _____.

Wine or Champagne (check out our wine list): _____.

Are you guys paying for anyone's beverages for the night? _____.

If yes, who would you like to cover? _____.

Would you like to have unlimited fountain pop? _____.

(\$125~includes cups & straws along with Mtn. dew, Pepsi, Dt. Pepsi, sierra mist & root beer)

Licensed Caterer's Name: _____.

Caterer's Telephone Number: _____.

(Note; Roosevelt Hills does not have the facility to prepare food on site~ food should be catered in hot)

Is your Caterer cutting and/or serving the cake? _____.

Do you have Cake plates, Napkins & Forks? _____.

Is Dinner being served or displayed buffet Style? _____.

(We excuse tables if dinner is served buffet style)

Are you using our Glass plates and silverware? _____.

Glass Plates and Silverware are \$1.75/setting (250 settings available and bussing, fork, knife and spoon (if needed) is included along with a paper tri fold white dinner napkin.) Linen napkins are available for rent, please ask for pricing and color availability. If you chose to use plastic or paper, there will be an additional \$150 added on for garbage use~ and no you can't take the garbage with you!

Would you like us to do coffee? _____ . (\$50~includes sugars, cream, cups & stirrers)

DJ/Band Name & Telephone: _____.

DJ Plays until : *(No later than midnight..city ordinance)* _____.

Is the DJ playing during the seating, ceremony, or dinner? _____.

***Please note that if you're specified DJ is not doing your ceremony you will need an alternate sound system provided by you! As well as, a microphone_~it is smoothest flowing and less stressful if one person does it all! ☺*

Are you having a grand March into the reception? _____.

If yes, does the DJ know the Names in the March and the order? _____.

We appreciate your business and we look forward to hosting your event!

Signature of Function Contact: _____ **Date:** _____.

Signature of Roosevelt Hills Representative: _____.

Date Contract & Deposit Received: _____.

