

The Historic Eau Claire
MASONIC BALLROOM

RATES AT A GLANCE

Ceremony, Reception & Fireside Lounge \$1,900

(without Fireside Lounge \$1,800)

Reception & Fireside Lounge \$1,375

(without Fireside Lounge \$1,280) (chapel as rain site +\$150)

Ceremony & Fireside Lounge \$1,000

(without Fireside Lounge \$800)

HOSTED & CASH BAR

20% service fee on all beverages sold

Bar minimum service fee of \$250

No outside alcohol permitted

SECURITY DEPOSIT

\$500 Security deposit held for excessive cleaning/damages that may occur

CATERING EXCELLENCE



20% service fee charged on all food

Catering minimum service fee of \$2,500

(roughly serves 150 guests)

Complimentary Tastings

PAYMENT SCHEDULE

1st deposit: due at booking, total room rental, non refundable

2nd deposit: due 60 days before event, minimum \$1,500

Final deposit: due 15 days before event, remaining balance & \$500 security deposit

Refund: week after event, any unused security deposit or refund to hosted beverages

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POSSIBLE ADDITIONAL FEES

ADDITIONAL TIME

- Decorating time beyond Thur & Fri 8a.m.-2p.m. at \$25/hour
- Un-decorating time beyond Mon 8a.m.-2p.m. \$25/hour weekday, Sunday \$50/hour minimum \$100
 - Ceremony rehearsal beyond 2 hours Friday within 5p.m.-8p.m. at \$25/hour
 - Day of rental before 10a.m. opening at \$25/hour
 - Day of evening extension after 12a.m. at \$150/hour
- Vendor set-up/take down outside of above openings \$25/hour, Sunday \$50/hour minimum \$100

BAR RELATED

- Mimosa service starts at \$30
- Additional beverage service time \$50/hour
- Outside alcohol brought onto premises, forsake all/some of deposit

RENTALS

- 8 Ballroom column scarves \$40
- Up-lighting in Chapel & Ballroom \$200, provided by professional lighting vendor
- Tuxedo doorman to greet guests, \$50

DAY OF EVENT

- Request to change ballroom layout week of event, starts at \$50
- Damages incurred by guests, rate dependent on damages
 - Excessive cleaning fee, \$25/hour

CATERER RELATED

- Head table service (for buffet meal) at \$5/guest
- Hors d'oeuvres servers at \$25/server - Cake service \$0.55/guest
- Late-night food service fee \$75, in addition to the cost of food selected
- Delayed meal time at \$50/15 minutes - Buffet extension at \$75/half hour
- Additional place settings over final guest count at To Be Determined by caterer