



Amenities & Rates 2021-2022

AVAILABILITY

Please check our website calendar for availability: <https://vennebuhill.com/booking-an-event/calendar/>

RATES

All types of events at Vennebu Hill are subject to the same rate structure. Minimum fees based on a minimum number of people and a fixed rate. There is a variable rate cost increase per head as guest count surpasses minimum fee until the party reaches maximum capacity (325). See below for additional fees. All rates include use of the barn as the ceremony site.

Post-reception parties in the barn are an additional fee of \$500.

Outdoor wedding ceremonies are an additional fee of \$350.

2021 RATES*

- Friday: \$4,950 (based on a minimum of 150 guests)
- Saturday: \$6,950 (based on a minimum of 200 guests)
- Sunday and Weekdays: \$3,950 (based on a minimum of 100 guests)

**For guest sizes up to 300 (facility maximum) on any given weekend day in 2021, please budget an additional \$25 per person beyond minimum noted in parenthesis.*

2022 RATES**

- Friday: \$4,950 (for up to 300 guests)
- Saturday: \$6,950 (for up to 300 guests)
- Sunday and Weekdays: \$3,950 (for up to 300 guests)

***The 2022 event season marks the beginning of introducing Vennebu Hill's own in-house catering. Menu options & pricing coming soon! Currently, our 2021 fee structures are per person as we offer place-settings and linens (valued at \$8-\$10 per person) in the venue fee. In 2022, our venue fee structure will change to a fixed venue rental fee to host up to 300 person events. The place-setting portion of the fee will be absorbed by the in-house catering minimum fee.*

Non-peak season rate: Saturday events get Friday rate and policies. Friday events get Sunday rate and policies.

**Variable rate is a per person fee that applies to the minimum rate once surpassing the number of guests each rate is based on. In 2021, the variable per person fee is \$25. These extra per person fees apply for any number of guests exceeding minimum and up to 325 - the maximum.*

Notes: \$2000 deposit required to secure an available spot. Sunday rates before Memorial Day and Labor Day will be based on a 200-person minimum (essentially treated as Saturdays). Special holidays such as the 4th of July, Christmas Eve/Day, Thanksgiving, and New Year's Eve are also subject to the 200-person minimum rate, plus a special holiday additional fee of \$500. There is a Sales Tax of 6.75% that is not included in the rates.

Contact us at info@vennebuhill.com about booking on weekdays for meetings or other events.



Amenities & Rates 2021-2022

HOURS OF USE

- Friday events must end by 11:00 PM (all guests must be off-property by 11:30 PM). Vendors should be off property within one hour of the last song – no later than 12:00 AM.
- Saturday events must end by 11:00 PM (all guests must be off-property by 11:30 PM). Vendors should be off property within one hour of the last song – no later than 12:00 AM.
- Sunday events (and weekday events) must end by 10:00 PM (all guests must be off-property by 10:30 PM). Vendors should be off property within one hour of the last song – no later than 11:00 PM.

AMENITIES

- Year-round facility with A/C and heating
- Audio/visual capabilities (wired, wireless and over-the-ear microphones, XLR inputs, HDCl inputs, and 1/8" jack inputs to access in-house speakers)
- Outdoor AV (including outdoor mobile speaker with Bluetooth and two microphones)
- Maximum capacity (seated for dinner): 335 people
- Upper event space (main barn): 2,800 sq. ft.
- Lower event space "Wine Cellar" and "Lean To" (combined): 5,700 sq. ft.
- Elevator access
- Restrooms: 10 total stalls (handicap accessible) located on both upper (4) and lower levels (6)
- Outdoor patio space (to the East): approx. 4,500 sq. ft.
- Lighted parking lot
- Also included is a full commercial kitchen space with warming capabilities, two wedding suites/meeting rooms, coat closet, lobby, and deck overlooking the Baraboo bluffs.
- (325) gold resin folding 'ceremony' chairs inside the barn (outside ceremony setups are available for an additional \$350 fee - including tax.)
- (250) Fruitwood cross-back style 'reception' chairs (to sit at 72" round tables)
- (100) Fruitwood folding 'reception' chairs (to sit at 8' long rectangular tables)
- (25) 72" round tables (seating up to 10)
- (10) 32" wide, 8' long rectangular harvest style wood farm tables (seating 8; up to 10)
- (10) standard rectangular 8' tables (support tables)
- (10) 30" cocktail tables
- (10) 24" bistro tables
- Up to 335 place settings – flatware (single dinner plate or salad/app plate for stations), glassware (water (always provided), wine and/or champagne glasses***), and plateware*.
- Linens and napkins for all tables**
- Fully staffed main bar (included in Beverage Package – coming soon)
- (2) Mobile bars for use in the barn (post-dinner dance)

**Assorted vintage style china (dinner plates) are available for events of 200 are available as an alternative to white dinner plate.*

***Vennebu Hill will provide within its rate standard white linen napkins, square tablecloths for all round tables (except 24" bistro tables), and mid-length tablecloths for 8 ft. rectangular folding tables (if used for head table). Additional tables for specialty and*



Amenities & Rates 2021-2022

buffet are extra. If interested in floor length linens, table skirting, and/or any fabric decor, we suggest contacting Cathy Rost at I Do Decorations & Rentals.

***Use of wine or champagne glasses in table setting is an additional fee and associated with the beverage package investment.

PROTOCOL

1. Make an appointment to visit the property.
2. Pre-review the contract.
3. Secure/reserve available date - within seven days pay a security deposit of \$2,000 via check.
4. Plan for a 1-hour meeting to sign the contract (unless virtual signing - scanning by email - works for you).
5. Establish best practice communication - email, phone calls, etc.
6. Pay 90-day payment.
7. Complete via GoogleDocs a Pre-Event Questionnaire & Timeline for easy communication back & forth.
8. Meet once more before the event date to run through event decor details and expectations.
9. Decide on beverage package and investment.
10. Order linens based on guest count.
11. Schedule rehearsal time either on a Thursday - week of the event - or, if available, sometime around noon on the day prior to event date. (Rehearsal time can also happen on the day of the event.) In the event that the day before has been booked, rehearsal can be arranged based on the party's use of the facility.
12. Remaining payment must be paid in full by 8 am following day.