



# Elizabeth Inn



## Wedding packet

### Enclosed Information

- Convention Center & Banquet Policies
- Convention Center & Meeting Room Rates
- Convention Center & Meeting Room Layouts
- Menu & Bar Selections & Prices

5246 Harding Ave Plover, WI 54467  
715-341-4414 / 800-280-0778

## CONGRATULATIONS ON YOUR ENGAGEMENT!

We know that the next few months before your wedding will be happy, but also extremely busy. Therefore, we would like to offer our help.

As you will see by the enclosed brochure, The Elizabeth Inn & Convention Center is one of Central Wisconsin's premier facilities for wedding receptions. We prepare and serve a wide variety of menu items, from full-service, buffet, and our most popular, family-style dinners, to delicious hot and cold hors d'oeuvres for banquets of up to 400 guests.

Our Convention Center is climate controlled and fully carpeted, with the exception of a built-in wooden dance floor. We have a separate bar/lounge area in which guests can mingle. We use white linen tablecloths and napkins for all our dinner functions to add that extra "Touch of Class" for your special day. We are proud to offer the following amenities at no additional cost:

- Skirted Head Table, Cake Table, Gift Table & DJ Table
- Complimentary Microphone & Dance Floor
- Special Guest Room Block Rates
- Experienced & Professional Wait staff & Bar Staff
- 1 Bottle of Complimentary Champagne at the Head Table
- 10% off discount on all sleeping rooms for your guests.

Looking for a smaller space to host your gift opening the next day? We will gladly offer our meeting room for you to book at the discounted rate of \$75.00 with food being ordered.

We are conveniently located at the intersection of Highway I-39 (Hwy 51) and Highway 54 in Plover, just a few minutes from Stevens Point, Wisconsin Rapids and many other Central Wisconsin locations.

If you would like additional wedding rates and information, or if you have any questions, please feel free to call me at (715) 341-4414 or 1-800-280-0778. I look forward to creating the wedding of your dreams.

Sincerely,

Tia Drifka and Ryan Drifka  
Hotel Managers  
Elizabeth Inn  
5246 Harding Ave  
Plover, WI 54467  
715-341-4414  
tia@elizabethinn.com

## CONVENTION CENTER/BANQUET POLICIES

When we reserve the room for your meal functions, it will be based on your anticipated attendance. If these numbers change between time of booking and the actual function, all efforts will be made to move your group into an appropriately sized room. We cannot however guarantee that additional space will be available. Please be accurate and as realistic as possible when estimating your attendance.

### DEPOSIT

A security deposit and an estimated number of attendance is required to secure the date of your function. The total deposit is \$600.00. This deposit will be applied to your Hall Rental of \$500.00 and the remaining will be put towards the food bill if all policies are met. If booking a Friday or Sunday date the Hall Rental will be \$250.00 with the remaining being applied to the food bill. The Elizabeth Inn & Convention Center reserves the right to retain this money should any damage occur to our facility and/or property. A \$300.00 fee is deducted for excessive clean-up; such as cake fights, or the use of confetti, rice, or glitter. In regards to a cancellation, you may cancel this contract until midnight of the 3<sup>rd</sup> business day after the date on which you signed the contract. If cancellation occurs after this date, The Elizabeth Inn & Convention Center will retain all the deposit received. Additional cancellation penalties are as follows: 12-6 months prior 30% of projected revenue; 5-3 months prior 50% of projected revenue; Less than 3 months prior 75% of projected revenue.

### DECORATIONS

We will gladly open the hall up for you to decorate the morning of your event if available. A guaranteed time will be given one month prior to your event.

No tacks and/or nails may be used to fasten decorations or displays on any wall, floor or ceiling. The client is monetarily responsible for all damages. For any decorating or display, the client must provide their own equipment such as ladders. The Elizabeth Inn & Convention Center is not responsible for any lost, stolen, or missing articles that are brought into the hotel. It is the responsibility of the client to remove, or assign a Personal Attendant to remove, all items brought into the hotel at the conclusion of the wedding (i.e., cake knife, servers, toasting glasses, guest book/pen, envelope box, gifts, cake pieces, centerpieces, decorations, ect).

### FOOD & BEVERAGE

You must have a minimum of \$2500.00 ordered in food and a minimum of \$2000.00 in beverage ordered for your event. The minimum does not include 18% service charge, 5.5% sales tax, or cash bar sales. If you do not reach these minimums then the difference will be added on as an additional Hall Rental.

Menu selections and approximate number to be served should be given to the Hotel Manager/Catering Manager ONE MONTH prior to your event. A final guaranteed number of people to be served is required 10 days in advance of the day of your event. The hotel cannot be responsible for service to more than 2% over the final guarantee. The final contract must be signed by the client One Week prior to the event. All menu prices and bar prices are subject to change without notice. Food and beverage prices will be guaranteed 12 months prior to your event or upon booking if less than 12 months. All food, beer, wine, liquor and other beverages must be purchased from the Elizabeth Inn & Convention Center. The client will be financially responsible for any food or beverage infraction. In accordance with Wisconsin Administrative Code, Department of Health and Social Services, Section 196.07, no food may be allowed in any function room of the hotel from an outside source. The only exception is the wedding cake which must be provided by a licensed baker. The baker must be able to supply a license upon request. It is the policy of the Elizabeth Inn that no leftover food may leave any function room of the hotel.

### PAYMENT

You will be charged for whichever is greater, your minimum guarantee, or the number of meals actually served. Final Payment for guarantee number is due seventy-two (72) hours/three (3) business days prior to your wedding in the form of cash, money order, cashier's check, or credit card only. Third party checks and personal checks will not be accepted. Any remaining balance due for any bar tabs, meal infractions, or any other additional charges must be paid at the close of the event.

**Vendor Policies** It is the responsibility of the client to provide the following information to any vendors for their reception.

All vendor set up times must be pre-arranged with the Hotel Manager/Catering Manager at least one week of the function. Cakes being delivered to the hotel must be handled and completely set up by the bakery. The hotel will not accept responsibility for a cake that is not properly set up. If the hotel is cutting and serving your Wedding Cake, the hotel will place any remaining cake boxed on the cake table and any cake pieces or boards under the cake table. The client or personal attendant is to remove these items at the end of your event. The hotel is not responsible for items left in the ballroom overnight.

Flowers being delivered to the hotel must arrive a short time before the function due to the lack of storage space.

The hotel will place simple centerpieces on the tables that do not require any preparing. Any other centerpieces or additions to the centerpieces are the responsibility of the client or vendor.

It is the responsibility of the client to make arrangements with the vendors to have any centerpieces, decorations, or equipment removed at the end of the event. Any items brought in for the reception cannot be stored in the hotel or ballroom overnight.

Bands and DJ's are responsible for bringing in their own sound system/equipment. The hotel will provide the DJ's with One Black clothed and skirted 8 foot table. The DJ must provide any additional tables that would be required.

**BAR POLICY**

The Wisconsin State Liquor Commission regulates the sale and service of alcoholic beverages. As a licensee, The Elizabeth Inn is responsible for the administration of these regulations. It is our policy, as found in the Wisconsin State Statute 125.32(6), that liquor cannot be brought into the function rooms of the hotel from outside sources. A licensed bartender at all functions will dispense alcoholic beverages. Everyone consuming alcoholic beverages must be of legal age. The hotel reserves the right to ask for identification from anyone (including the bride and groom) wishing to consume alcohol. Furthermore, it is a policy of The Elizabeth Inn that we will not serve any alcohol to individuals under the age of 21, even with parental consent and/or supervision. If a parent or guardian gives alcohol to anyone under the age of 21 then they themselves will no longer be served. The Elizabeth Inn reserved the right to refuse alcohol service to anyone at anytime regardless of age.

**ADDITIONAL WEDDING INFORMATION**

The Hotel will give all guests a 10% off discount sleeping rooms for the night of your event. The bride and groom will receive a complimentary standard room for that night if 20 or more rooms are booked for your event. If 40 or more sleeping rooms are booked for your event then the you will receive a complimentary suite for the night of your event. We must have a valid credit card on file for complimentary rooms.

If the client provides any dessert/sweets (not including the Wedding cake) that is not ordered through the hotel, a \$100.00 charge will apply. The hotel will store and set out these at designated times provided in advance by the client. All desserts must be pre-trayed. If the hotel must tray the dessert then a \$25.00 per tray charge will apply. All dessert must be from a licensed baker and a copy of the bakers license is required.

Our staff is available to deliver welcome baskets or gift to specific guestrooms at an additional \$3.00 per room delivery charge.

I HEREBY AGREE TO ALL POLICIES STATED ON THIS POLICY SHEET

SIGNATURE \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**CONVENTION CENTER & MEETING ROOM RATES**

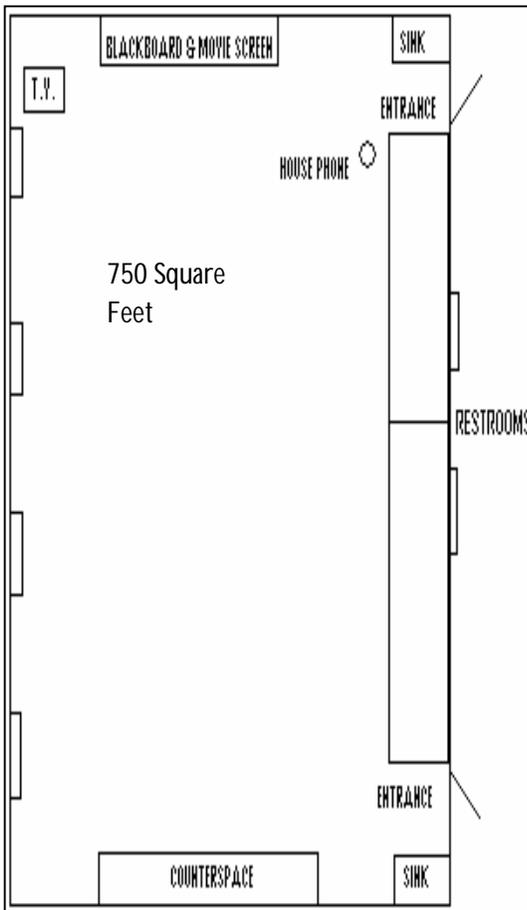
Our convention and meeting room seating and price specifications are as follows:

Meeting Room	Theater Style	Classroom Style	Banquet Style	*With Food Ordered	Room Charge without food
Convention Center	400	200	350	\$500.00	\$1000.00
½ Convention Center	200	100	175	\$300.00	\$600.00
Plover Room 112/118	60	35	50	\$125.00	\$175.00

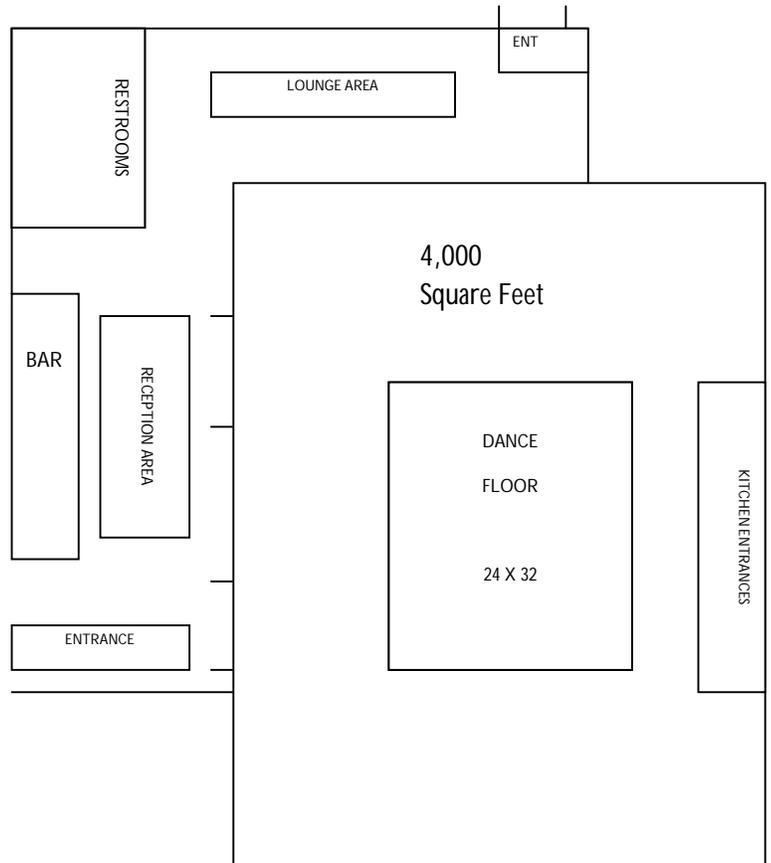
\*Price shown for food ordered is based on a full service meal for 20 people or more being ordered.

**THE ELIZABETH INN & CONVENTION CENTER MEETING ROOM LAYOUTS**

**THE PLOVER ROOM**  
112/118



**THE CONVENTION CENTER**





ELIZABETH INN & CONVENTION CENTER  
CAKE CUTTING SERVICES OFFERED:

To make your special day easier, we at The Elizabeth Inn & Convention Center, offer this service which includes the following:

Use of:  
NAPKINS  
PLATES

CAKE BOXES  
SERVING TRAYS  
FORKS

\_\_\_\_ Yes, we want this service for \$60.00 offered by The Elizabeth Inn & Convention staff

\_\_\_\_ No, we do not need this service and understand that The Elizabeth Inn & Convention Center is not responsible for any of the above listed items on the evening of our event.

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Please have sheet signed and dated and given to the Hotel Manager / Catering Manager no later than 10 days before your function.

## RECOMMENDED WEDDING VENDORS

### DJs & Live Music

<b>CJ the DJ</b> .....	<b>715-630-0012</b>
A Jock in a Box DJ Agency .....	715-344-8899
Dunn Entertainment.....	715-341-3967
Party Tyme Karaoke.....	715-347-7464
DJ Junky .....	715-295-9350
Music in Motion.....	800-597-2789
Digital Extreme Karaoke/DJ .....	715-574-5269
Regal Blend Quartet.....	715-344-1180
Northern Gateway Chorus ....	715-213-0028/715-321-2202
Sherri Reinwand (Harpist) .....	715-344-6076
Jim Jinkerson (Keyboard) .....	715-423-3850
Austin Healey Band .....	715-886-5020

### Florists

<b>Flowers of the Field</b> .....	<b>715-693-8800</b>
Blooming Envy's.....	715-421-1633
Flowers by Kenneth .....	715-335-4262
Bev's Floral & Gifts .....	715-345-1661
Creative Touch .....	715-344-6630
Floral Innovations by Lin .....	715-252-6343
Tomorrow River Floral Studio.....	715-824-5222

### Amenities

Basket Case Gifts .....	715-213-1978
Envy Handbags, LLC .....	715-803-4634

### Chair Covers

Flowers of the Field.....	715-693-8800
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### Wedding Cakes

<b>The Knock Shoppe</b> .....	<b>608-296-2300</b>
Nancy Lemke's Custom Cakes .....	715-344-7293
Cakes by Heidi .....	715-421-1174
Sweet Temptations.....	715-544-4272
Party Time Cakes.....	715-423-1850

### Transportation

Embassy Limousine .....	715-342-5466
Xecutive Limousine.....	715-344-1153
VIP Limousine.....	920-213-1945
Lamers Transportation.....	800-954-1555

### Photographers

<b>Photography by Jen</b> .....	<b>715-340-9977</b>
Cj Photography.....	715-965-3176
Callie Crass Photography.....	715-254-1804
Life is Art.....	715-204-9221
M Photography.....	715-343-2706

### Hair & Nails

Seventh Heaven Salon LLC .....	715-343-7980
Vita Bella Salon & Spa .....	715-342-1132
Trendsetters Act II Inc. ....	715-344-3440
Lee's Nails.....	715-345-1008
Nail Art Salon .....	715-343-2666
Best Nails .....	715-342-5559
Nail Masters .....	715-343-1461
Platinum Salon LLC .....	715-344-4244





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