



## Wedding Reception and Rental Information

5872 33rd Avenue - Eau Claire, WI 54703  
Phone: 715-874-2900 - Fax: 715-874-5097

# Wedding Guidelines

## Room and Set up Charges

Function rooms are assigned according to the number of persons anticipated. We reserve the right to change function rooms should attendance significantly change, and will notify you. An additional set up fee will be charged if extra-ordinary set up is required.

## DJs, Bands and Playing Time

If your wedding requires musical entertainment, we have a state-of-the-art sound system incorporated into all of our banquet rooms. We request that all music performers/DJ's be 100% alcohol free while working.

We ask all performers to sign a waiver for safety and liability reasons to make sure that your wedding is stress and problem free. Music must end at midnight unless approved by both the wedding party and the Banquet Manager.

## Decorations

The conference center does not allow the affixing of anything to the walls, floors, or ceilings with nails, staples, tape or any other material unless the banquet coordinator gives prior approval. We also do not allow any confetti to be used without prior approval and an additional clean up charge may apply. Our staff is available to assist you with decorating and setting the place cards or other items at the tables sets. There may be additional fees for these special requests.

## Liability

The 29 Pines and Sleep Inn and Suites Conference Center reserve the right to inspect and control all private functions. Liability for damage to the premise and its contents will be charged accordingly. The wedding party is responsible for taking care of all gifts and card boxes. Sleep Inn and Suites Conference Center and 29 Pines cannot be held responsible for any lost, stolen, or misplaced gifts, cards, equipment and/or property that was left in the facility.

## Deposits, Payment, Gratuity and Taxes

The 29 Pines and Sleep Inn and Suites Conference Center requires a 50% deposit on your package price when finalizing the booking of your wedding. The remaining 50% must be paid in full 90 days after booking. Deposits are non-refundable.

Full payment must be made before the event takes place. A valid credit card is required to be on file for additional charges before the event takes place. Reserved barrels, host bars, host tickets, and damages will be calculated the Monday following the event and must be paid no later than the Tuesday following the event. An 18% gratuity charge as well as a 5.5% sales tax will be applied to all food and beverage (non-alcoholic and alcoholic) items. These charges are applied to all functions.

# Wedding Services

## Food and Beverage

All food and beverage must be purchased through 29 Pines and The Sleep Inn and Suites Conference Center. The removal of any food or beverage from the premise is prohibited by law.

A \$1500.00 minimum is required for any "Hors d'oeuvres Reception" unless a plated or banquet meal is planned.

Please see your catering representative regarding any special dietary needs.

All prices may be changed without prior notification.

Absolutely no carry ins of food or beverage allowed without approval from the Banquet Manager.

## Professional Staff

Our catering staff is waiting to make this occasion extra special, not only for you, but for your guests. From the moment you arrive, you will feel the presence of our excellent performance standards and the personal touch that will make this the wedding of your dreams.

## Banquet Room Rentals

The banquet room rates are broken into three packages that will fit your budget and style from "Special and Sweet", to "Simple and Elegant" or "Happily Ever After".

## Hotel Room Blocks

We will offer you a block of over-night rooms at a discounted rate for your guests to reserve so that after the event your guests may simply walk to one of our Sleep Inn & Suites rooms for a comfortable and safe night stay.

## Cake Cutting and Service

Many brides have family and friends that will cut their wedding cake, we welcome them, but if needed, our staff will cut and serve your wedding cake provided by an outside vendor for a \$100.00 service charge. They will also clean up all cake parts and pack them up for you so they may be returned to the baker for any deposit refund.

## Wedding Ceremony

We have the ability to set up and house not only your reception but your Wedding Ceremony as well. If you are looking for that "all under one roof" kind of day, you can have your wedding ceremony at The Sleep Inn & Suites Conference Center. A \$300.00 set up fee will be added to your package .

# Wedding Services

## Table Linens

The dining tables will be elegantly outfitted with crisp linen tablecloths and our signature folded napkins.

Table linen color of choice (white, black or cream)

Linen napkin color of choice (nine to choose from)

## Centerpieces

Mirror centerpieces and a variety of glassware are available for your use throughout your room for your wedding. If you would like any additional decorations such as flowers, we ask that you provide them for us.

Bubbles and confetti are not permitted.

## Dance Floor

Portable dance floors allow us to provide you with a customized entertainment area. The standard dance floor size is 18'X18'. We can provide a larger size upon your request up to 25'X25".

## Parking

Ample parking is available in both the front and back of the premises at no charge. We recommend that large functions use the back parking area to accommodate everyone.

## Rental Items

Lighted Arch	\$25.00
Staging or Risers	\$10.00 per 4'X4' section or \$120 for full 12'x16'
Floor Runner	\$20.00
Rose Petals	\$15.00
Rocks and Crystals	\$15.00

## Friday and Sunday Weddings

All wedding packages are half price the original amount on Friday and Sunday

Excluding Holidays and Holiday weekends.

## Off Season:

Saturdays in January, February and March are 25% off Package prices

# Wedding Packages

All wedding packages include entire Grand Valley Ballroom and a complimentary Whirlpool Suite for the Bride and Groom the night of the wedding.

## Simple & Elegant

Complete set up and tear down  
Linen tablecloth (White, black or cream)  
Skirting with lights for all special tables (White or black)  
Linen napkins (Nine color choices)  
Dance floor  
Microphone and audio system  
Professional wedding coordinator and staff  
Bar and bartenders  
Elegant draping for all specialty tables  
Complimentary banquet room for rehearsal dinner, bridal shower, or gift opening  
Mirrors for centerpieces

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Elegant vases and votive vases  
Riser for the head table or sweetheart table (upon availability)  
Guest menus at every place setting

## Happily Ever After

Complete set up and tear down  
Linen tablecloth (White, black or cream)  
Skirting with lights for all special tables (White or black)  
Linen napkins (Nine color choices)  
Dance floor  
Microphone and audio system  
Professional wedding coordinator and staff  
Bar and bartenders

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Elegant bowl vases and votive vases  
Riser for the head table or sweetheart table (upon availability)  
Mirrors for centerpieces  
Guest menus at every place setting  
Elegant draping for all specialty tables

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Elegant hurricane vases  
LCD projector and screen  
Three bottles of J. Roget champagne  
Cake cutting and serving  
Two complimentary banquet rooms for rehearsal dinner, bridal shower or gift opening  
Breakfast in bed for bride and groom