

## **Guidelines**

### **Confirmation/Contract**

After you have reserved a date for your wedding reception or family celebration, you will receive a confirmation/contract from us. Review and complete the document, and return to us with your signature of acceptance and the required deposit. The deposit is non-refundable should you cancel.

### **Preparation**

You are welcome to call, e-mail, or visit us in person to discuss questions you might have regarding your upcoming event. However, to ensure the success of your wedding reception or family celebration, we recommend a formal meeting, six to eight weeks prior to the date of your event. At this meeting, we will review all details, including menu selection, beverage options, room arrangements, estimated number of attendees and any other specific requirements.

### **Guarantee of Attendance**

A final count is the responsibility of the client, and is required three (3) business days prior to the function date. This number will be considered a guaranteed number for attendance, not subject to reduction. There is no charge for children aged 2 and under; however, we need a count to ensure adequate seating for all guests. If the actual number of attendees is greater than the guarantee, the client will be invoiced for the additional guests.

### **Room Assignments**

All rooms are assigned by guaranteed number of attendees, as well as food and beverage requirements. Liberty Hall reserves the right to assign the facilities most suited to the size and type of function being held.

### **Price Guarantee**

Prices are subject to change, and can only be confirmed sixty (60) days prior to your event date.

### **Payment**

Unless prior arrangements have been made, payment is required following your event. We accept all major credit cards, cash, money order or check. An 18% service charge, taxable by Wisconsin law, and 5% Wisconsin sales tax will be applied to all costs related to your event. If you are tax exempt, a copy of your Wisconsin tax-exempt status is required for our files, and should be submitted to us prior to the scheduled function.

### **Food and Beverage Service**

All federal, state, and local laws with regard to food and beverage purchase and consumption will be strictly enforced. Therefore Liberty Hall will not serve alcoholic beverages to anyone under legal drinking age or to any person considered under the influence of alcohol. Wisconsin State Statute 125.36 prohibits beverages to be carried into the facility.

Quarter or half-barrels of beer may only be tapped after the dinner is complete and the ballroom is cleared.

The Wisconsin Administrative Health Code (DHS and SS196.07) prohibits serving any food or beverage on the premises that was not purchased from Liberty Hall. The only exception is a wedding cake provided by a licensed baker. The Code also prohibits any food or beverage from being removed from the premises following the event.

### **Decorations and Decorating**

No staples, tacks or adhesives are allowed on the ceilings, walls or doors. No banners or signs are to be hung from the ceiling or affixed to the walls. The client is responsible for any damage to the premises by attendees or outside groups contracted by the client. As a general rule, you may decorate on the day of your scheduled event. Unless prior

arrangements have been made, decorations and any other personal property must be removed from the premises immediately following your event.

#### **Entertainment**

Should you have entertainment at your event, please provide contact information to Liberty Hall three (3) business days prior to the function date. On the day of the event, your entertainer is required to unload and load any equipment through doors specified by Liberty Hall staff.

#### **Personal Property**

Liberty Hall is not responsible for damage or loss of any items brought on the premises prior to, during or following any function. Items remaining three (3) days following an event will be disposed of.

#### **Damage and Liability**

The client is responsible and shall reimburse Liberty Hall for any damage, loss or liability incurred by the facility caused by guests or outside groups contracted by the client to provide any service or goods prior to, during or following any function.