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## WAUPACA CONVENTION CENTER

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## WELCOME

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Walk around our venue and see the incredible views and the breathtaking photo opportunities and you will know you are at the perfect venue for your event.

At Par 4 Resort, we are committed to providing an enjoyable and memorable experience for every guest!

Our amenities can accommodate small, intimate groups and large groups with the same attention to detail and experience for everyone.

On behalf of the owners and staff, welcome to Par 4 Resort and the Waupaca Convention Center. It is our pleasure to help make your event dream a reality.

Don't  
call it  
a dream  
call it  
a plan

## EVENT SPACE

Rates for single space rental only. Additional fees will apply to rent entire facility!

Space Name	Guest Maximum	Rental Rates*
Salon A	80	\$300 Sun-Sat
Salon B	80	\$300 Sun-Sat
Salon C	80	\$300 Sun-Sat
Salon AB	180	\$500 Sun-Sat
Salon BC	180	\$500 Sun-Sat
Grand Ballroom	400**	\$1000 Sat   \$700 Sun-Fr
Fairway	75	\$300 Sun - Sat   \$800 Wedding Reception/Ceremony
White House Tent	225***	\$1000 Sat   \$700 Sun-Fr
Legends Room	50	See Comfort Suites for pricing
Lounge	60	\$100 Sunday - Thursday \$200 Friday & Saturday

All event spaces are non-smoking. Tape, tacks and nails are not allowed to be used to secure items to any surface. No confetti, silly string, glitter, party poppers, or the like are allowed in any of the facility. Failure to adhere to this policy may result in an additional damage/cleaning charge of \$250.

\*\*Grand Ballroom guest maximum >250 allows for plated or family style food service only.

\*\*\*White House Tent guest maximum >175 allows for plated or family style food service only.

## DEPOSITS AND PAYMENTS

All deposits for space rentals are due at the signing of the Catering Sales Event Agreement. All deposits will be applied to your event total. All deposits are non-refundable and are for the booked date on the Agreement only. Full payment is due 5 business days prior to event.

## SERVICE CHARGE & SALES TAX

An 18% service charge and 5.5% state sales tax will be applied to all enhancements, food, beverages and audio-visual costs. Wisconsin state law states that the service charge is subject to sales tax.

## CANCELLATIONS

In the event of a cancellation, all deposits are non-refundable. Notice of cancellation five (5) business days or less before the event will require that all charges (including labor and service fees, rentals and applicable taxes) for the final guarantee or contracted number of guests will be charged. Additional charges may be owed for cancellations of any sleeping rooms with Comfort Suites at Par 4 Resort.



## POLICIES & INFORMATION

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### PRICING

Waupaca Convention Center makes every effort to maintain pricing; however, there may be increases in prices due to unforeseen changes in market conditions at the time of your event. We require written confirmation that you agree to any pricing changes prior to your event and alternatively, we may, in such event, make reasonable substitutions in menus that will also require written confirmation that you agree to any substitutions.

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### SEATING ARRANGEMENTS

Guest seating will be round tables of 8 (salons and ballroom only), oval tables of 10 (tent only), or 8-foot banquet tables. Head table seating will be 8-foot banquet tables on 16" risers.

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### GUEST ROOMS & HOSPITALITY SUITES

Discounted sleeping room rates are available to your guests at the Comfort Suites Par 4 Resort. Rates will vary by season and day/date. Please check with the hotel for availability and pricing if you are interested in reserving guest rooms or hospitality suites for your out-of-town guests.

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### ENTERTAINMENT

Musicians and DJs are booked exclusively by the client and are the client's sole responsibility. All entertainment is subject to prior approval by the venue at least 5 business days prior to the event.

All entertainment must conclude by 12:00am in the tent facility and by 1:00am in all other facilities.

Live music is allowed; however, live music is NOT allowed in the tent facility. Bands and other live entertainment are required to set up any equipment prior to the start time of the event. It is the client's sole responsibility to make sure all entertainers are aware of this policy.

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### LOST & FOUND

The Waupaca Conference Center and Par 4 Resort cannot be held responsible for damage or loss of any articles or merchandise left, or items left unattended for any amount of time, at the facility prior to or following your event.

The venue does request that you assign a representative to gather any items at the end of the event (i.e. cake knife, "save" cake, centerpieces, photos, register books, client glassware, etc.).

# WEDDING SERVICES

## REHEARSAL DINNERS

Waupaca Conference Center can provide rehearsal dinner space in conjunction with a wedding reception. Rehearsal dinner space is subject to availability.

## ON-SITE CEREMONY

Waupaca Conference Center offers several options for on-site ceremonies:

Space Name	Guest Maximum	Ceremony Rental Rates*
Salon A	100	\$500
Salon B	100	\$500
Salon C	100	\$500
Salon AB		
Salon BC		
Grand Ballroom*		
Fairway		\$500
Gazebo**		\$500 Fri-Sat

*\*All ceremonies held in the Grand Ballroom must conclude 2 hours prior to the scheduled reception time. \*\*Only in conjunction with a booked dinner reception.*

## RECEPTION - GENERAL INFORMATION

When you book your reception with Waupaca Convention Center the following is included at no additional charge:

- Experienced wedding consultant
- Professional service staff
- On-site Chef
- Menu prepared on-site
- Ivory or White linens (table coverings & napkins)
- Skirted head table, cake table, gift table, and guest book table
- Dance floor
- All tables, chairs, flatware, and plates
- Private Bridal Room (Grand Ballroom only)

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## REHEARSAL DINNERS

Waupaca Conference Center can provide rehearsal dinner space in conjunction with a wedding reception.

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## DECORATING & CAKE CUTTING

Waupaca Conference Center can provide decorating services outside of basic room set-up. This includes setting out table decorations/centerpieces, cameras, and flowers. We can also provide cake cutting services when cake is served as a dessert.

Decorating Services
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Cake Cutting/Serving Services
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## ADDED TOUCHES

Waupaca Conference Center can provide the following added touches to your event:

ITEM	SPECIFICATIONS
Sauce Fountain	Nacho Cheese, Ranch, Chocolate or BBQ Sauce
Beverage Fountain	Variety of options available
Chair Covers	Ivory
Chair Sashes	Variety of colors available
Colored Table Cloths	Variety of colors available
Colored Napkins	Variety of colors available
Table Lights & Tulle	White lights and tulle on head, cake & gift tables
Cake Knife & Spatula	Rental
P/A System	Portable (wired or wireless)
LCD Projector/Screen	Includes laptop and sound system
Back Drop	White draping only or with white draping, lights & tuling
Assorted Décor Items	Vases, waterproof LED lights, glass rock, mirrors, etc.
White Portable Tent	10 x 10 with or without sides
Card Box	Wood with hinged lid

## ADDITIONAL RENTAL EQUIPMENT

Waupaca Convention Center can provide rental equipment to enhance your event experience.

ITEM
Projection Screen
LCD Projector, Laptop & Screen
Microphone
Podium
Easel
Flipchart
Outdoor Games (Corn Hole; Giant Jenga)
Outdoor Fire Pit (if moved from main patio at the Bistro)



## WEDDING PACKAGES

Waupaca Convention Center offers the following one-stop packages to meet all your event needs. Any of the offered enhancements or add-ons can be added at an additional charge.

# Timeless

## FAMILY STYLE DINNER SERVICE

### **SALAD (choose one)**

Tossed Garden Salad with House Dressing |  
Coleslaw | Caesar Salad

### **STARCH (choose one)**

Garlic Mashed Potatoes (with or without Gravy)  
| Parsley Buttered Red Potatoes | Baked  
Potato

### **VEGETABLE (choose one)**

Steamed Whole Green Beans | Buttered Corn | Vegetable Medley (Broccoli, Cauliflower & Carrots) |  
Asparagus (add \$1.50 pp) | Honey Glazed Baby Carrots (add \$1.50 pp)

### **ENTRÉE (choose two)**

Baked Chicken | Chicken Breast Marsala | Chicken Saltimbocca (Chicken breast with ham &  
asparagus topped with a creamy Alfredo sauce) | Chicken Cordon Bleu | Chicken Kiev | 'Stuffed'  
Chicken Breast | Sirloin Beef Tips & Gravy | Sliced Roast Sirloin & Red Wine Mushroom Sauce |  
Andouille Pork Loin | Baked Ham | White Wine Baked Haddock | Vegetarian Ravioli | Carved Prime  
Rib (add \$5 pp)

### **LATE NIGHT SNACK (choose one)**

Up to ten 1-topping Pizzas | Build-your-Own Nachos Bar | Deli Slider Bar & House-made Seasoned  
Chips | Sweet & Salty Bar

Assorted Dinner Rolls & Butter

Coffee Station with condiments | Water on tables | Unlimited Soda (add \$1.50 pp)

### **Package also includes:**

House Wine (10 bottles) | Champagne Toast at Head Table (3 bottles) Ivory (Ballroom) or White (White House Tent)  
Linens | Bar Set Up | Two ½ Barrels of Domestic Beer (\$275 each additional) | Banquet Captain & Service Staff | On-site  
Event Coordinator | Hotel Suite for Bride & Groom night of event | Preferred Guest Room Rates | Dinner for 2 on 1<sup>st</sup>  
Anniversary at Par 4 Bistro

Contact an Event Coordinator for pricing details

*Prices do not include service charge (18%) or sales tax (5.5%) or rental fees*

150 guests minimum

Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness



# Signature

## FAMILY STYLE DINNER SERVICE

### **SALAD (choose one)**

Tossed Garden Salad with House Dressing | Coleslaw | Caesar Salad

### **STARCH (choose one)**

Garlic Mashed Potatoes (with or without Gravy) | Parsley Buttered Red Potatoes | Baked Potato

### **VEGETABLE (choose one)**

Steamed Whole Green Beans | Buttered Corn | Vegetable Medley (Broccoli, Cauliflower & Carrots) | Asparagus (add \$1.50 pp) | Honey Glazed Baby Carrots (add \$1.50 pp)

### **ENTRÉE (choose two)**

Baked Chicken | Chicken Breast Marsala | Chicken Saltimbocca (Chicken breast with ham & asparagus topped with a creamy Alfredo sauce) | Chicken Cordon Bleu | Chicken Kiev | 'Stuffed' Chicken Breast | Sirloin Beef Tips & Gravy | Sliced Roast Sirloin & Red Wine Mushroom Sauce | Andouille Pork Loin | Baked Ham | White Wine Baked Haddock | Vegetarian Ravioli | Carved Prime Rib (add \$5 pp)

### **LATE NIGHT SNACK (choose one)**

Up to ten 1-topping Pizzas | Build-your-Own Nachos Bar | Deli Slider Bar & House-made Seasoned Chips | Sweet & Salty Bar

Assorted Dinner Rolls & Butter

Coffee Station with condiments | Water on tables | Unlimited Soda (add \$1.50 pp)

### **Package also includes:**

House Wine (10 bottles) | Champagne Toast at Head Table & Reserved Tables (5 bottles) | Ivory (Ballroom) or White (White House Tent) Linens | White Lights & Tulle on Head Table, Gift/Card Table, Dessert Table | Menu Tasting for 2 | Late Night Snacks | Bar Set Up | Two ½ Barrels of Domestic Beer (\$275 each additional) | Banquet Captain & Service Staff | On-site Event Coordinator | Hotel Suite for Bride & Groom night of event | Preferred Guest Room Rates | One-night hotel stay on 1<sup>st</sup> Anniversary

Contact an Event Coordinator for pricing details

*Prices do not include service charge (18%) or sales tax (5.5%) or rental fees*

150 guests minimum

Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness



# Premier

## HORS D'OEUVRES (Choose two)

Seasonal Fruit & Dip | Fresh Vegetables & Ranch Dip | Cheese & Sausage Tray with Crackers | Spinach Artichoke Dip | Tomato Basil Bruschetta | Beer Cheese Dip & Pretzels

## COCKTAIL HOUR

Single Rail Mixers for 1 Hour

\*Amount based on guaranteed count\*

Any amount over maximum billed at \$4 per cocktail

## FAMILY STYLE OR PLATED DINNER SERVICE

### SALAD (choose one)

Tossed Garden Salad with House Dressing | Coleslaw | Caesar Salad

### STARCH (choose one)

Garlic Mashed Potatoes (with or without Gravy) | Parsley Buttered Red Potatoes | Baked Potato

### VEGETABLE (choose one)

Steamed Whole Green Beans | Buttered Corn | Vegetable Medley (Broccoli, Cauliflower & Carrots) | Asparagus (add \$1.50 pp) | Honey Glazed Baby Carrots (add \$1.50 pp)

## ENTRÉE

(Choose two for Family Style | Choose three for Plated)

Baked Chicken | Chicken Breast Marsala | Chicken Saltimbocca (Chicken breast with ham & asparagus topped with a creamy Alfredo sauce) | Chicken Cordon Bleu | Chicken Kiev | 'Stuffed' Chicken Breast | Sirloin Beef Tips & Gravy | Sliced Roast Sirloin & Red Wine Mushroom Sauce | Andouille Pork Loin | Baked Ham | White Wine Baked Haddock | Broiled Atlantic Salmon | Vegetarian Ravioli | Carved Prime Rib (add \$5 pp) | Ribeye (add \$4 pp) | Tenderloin & Shrimp (add \$6 pp)

## LATE NIGHT SNACK (choose one)

Up to ten 1-topping Pizzas | Build-your-Own Nachos Bar | Deli Slider Bar & House-made Seasoned Chips | Sweet & Salty Bar

Assorted Dinner Rolls & Butter

Coffee Station with condiments | Water on tables | Unlimited Soda (add \$1.50 pp)

### Package also includes:

House Wine (10 bottles) | Champagne Toast (10 bottles) | Ivory (Ballroom) or White (White House Tent) Linens | White Lights & Tulle on Head Table, Gift/Card Table, Dessert Table | Menu Tasting for 2 | Colored Napkins (other than standard) | Chair Covers & Chair Sashes | Cake Cutting Service | Table Décor (Candles, vases, mirrors, etc.) | Bar Set Up | Two ½ Barrels of Domestic Beer (\$275 each additional) | Golf Cart for Bride & Groom & Photographer (2 carts for 3 hours) | Banquet Captain & Service Staff | On-site Event Coordinator | Hotel Suite for Bride & Groom night of event | Preferred Guest Room Rates | One-night hotel stay on 1<sup>st</sup> Anniversary

Contact an Event Coordinator for pricing details

*Prices do not include service charge (18%) or sales tax (5.5%) or rental fees*

150 guests minimum

Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness

## TASTINGS

Book a tasting with us to try a few of our menu items when planning your event. Tasting must be booked at least 2 weeks in advance. Limited to one (1) tasting per event. Additional tastings may be scheduled at full-menu pricing.

A maximum of 6 people may attend a scheduled tasting. All menu items are found in the Dinner section under the buffet and family-style offerings (pages 14 - 16).

- **\$12 per person (1<sup>st</sup> two people)**
- **\$22 per person (additional guests)**

Tastings include:

- 4 entrées
- 2 starches
- 2 vegetables

For plated events, a maximum of 6 people may attend a scheduled tasting. All menu items are found in the Dinner section under the Plated offerings (page 14).

- **\$12 per plate (1<sup>st</sup> two people)**
- **Menu pricing for additional plates**

Tastings include:

- 1 meal of each plated choice

## GIFT CARDS

Par 4 Resort offers gift cards for purchase, in any denomination, that can be used anywhere on the resort property including:

- Food and Beverages for your event(s)
- Par 4 Bistro
- Future meals and/or events

Gift cards make great attendant gifts, holiday gifts or just-because gifts.

See your Event Coordinator or call 715 - 942 - 2424 to purchase.



## LOCAL VENDORS

Waupaca Convention Center is happy to feature the following services in the local area.

### DJ Services:

- Yo DJ (920) 538 - 2677
- Northern Explosion (920) 540 - 4533
- Audio Excitement (920) 734 - 2983
- Fortune Talent (800) 472 - 3222

### Bakeries:

- Krumbs by Kim (920) 402 - 0049
- Green Fountain Inn (715) 258 - 5171
- LibbyBug Cookies [libbybugcookies@yahoo.com](mailto:libbybugcookies@yahoo.com)

### Bridal & Formal Wear:

- Victorian Bridal (715) 258 - 5557

### Florists:

- Bonnie's Bloomers (715) 281 - 3990
- Forever Flowers (715) 258 - 7489
- Inspired by Nature (715) 218 - 5011
- Firefly Floral & Gifts (715) 256 - 0000

### Photographers:

- Hagen Pictures Productions (920) 277 - 7921 or (920) 205 - 9763
- Tim Koll Photography (715) 256 - 4988
- Blush Pictures (920) 475 - 6799

*Professional*  
Event Services