

## *The Birch Room Banquet Hall*

*Thank you for considering The Birch Room as your venue for your special event.*

*We are conveniently located between Beloit and Janesville, on Riverside Drive. We have a large private room in the upper-level of Boundaries Bar & Grill that can accommodate up to 175 guests. The room includes:*

- *Free Wi-Fi*
- *Private bar (bartender fee applies)*
- *Private restrooms*
- *Tables & chairs*
- *Ceiling-mounted projector w/pull-down projection screen*
- *Microphone available*

*We take pride in providing excellent food and caring service in a warm, friendly atmosphere for you and your guests.*

*Boundaries Bar & Grill / The Birch Room Banquet Hall*

*3807 S Riverside Dr, Beloit, WI 53511*

*[amhbirchroom@gmail.com](mailto:amhbirchroom@gmail.com)*

*(608)368-8289*

# *The Birch Room Banquet Hall*

## *Banquet Pricing*

### *Wedding Package 1*

*\$1000.00 Deposit*

*\$2000.00 Room Charge*

*Room use for Friday, Saturday, and Sunday*

### *Wedding Package 2*

*\$1000.00 Deposit*

*\$1000.00 Room Charge*

*Room use for day of scheduled event*

### *Rehearsal Dinner*

*For bridal party with us*

*No Deposit*

*\$250.00 Room Charge w/Pkg 2*

*Room use for Friday, Saturday, and Sunday*

### *Rehearsal Dinner*

*\$500.00 Deposit*

*\$500.00 Room Charge*

*Room use for day of scheduled event*

### *Non-Bridal Events/Parties*

*\$500.00 Room Deposit*

*\$500.00 Room Charge (8 hours total usage)*

### *Funeral Luncheons*

*No Deposit*

*\$100.00 Room Charge*

*\*Catering for all events is handled by The Birchroom.*

# *The Birch Room Banquet Hall*

## *Banquet Policy Agreement*

*The following policies have been established to enable us to accommodate you the best way we can. We encourage you to read them carefully and present us with any questions that you may have so we can avoid any last-minute confusion or disappointments.*

### *Security Deposit*

*A security deposit is required to reserve your event date. Your security deposit is a deposit only and does not apply towards your balance owed. The security deposit will be applied towards any damages or loss incurred by PJ Vance 2014 LLC due to negligent or willful acts of clients or client's guests. Refundable portions of the security deposit will be returned to the booking party within 15 business days after the function. In the event of a cancellation, the security deposit will be refunded only if we receive written notice 6 months prior to the original booking date. Past the 6-month timeframe; only if we book the hall for the same type of event, same date, same time. If you cancel your function two-weeks prior to your event, you will be charged up to 50% of the estimated food and room charges.*

### *Prices, Service Charges, Gratuity, and Taxes*

*\*A room rental charge is required for all events. (Please see Banquet Pricing Page)*

*\*There is a \$50.00 bartender fee for each bartender for your event. Banquet planner will determine the number of bartenders needed.*

*\*A twenty percent (20%) service charge will be added to all food and beverage prices. The service charge is a cost component of the meal, which is retained by the company for services rendered. Services include: waitstaff, event set-up/take-down, clean up, cake, gift, registration, and head table.*

*\*Applicable state and local taxes will be added to the total bill. Groups requesting tax exemption must submit current documentation of their tax-exempt status at the time of payment.*

## *The Birch Room Banquet Hall*

### *Banquet Policy Agreement*

#### *Decorations and Other Services*

*\*We ask that you please discuss your decorating ideas with the banquet coordinator. The following items are not allowed: tacks, nails, loose glitter, silly string, confetti, or animals (including fish). If you wish to put up pictures, banners, or any other items that need to be attached to the walls or ceiling, you must provide a non-damaging mounting material (poster putty, Glue Dots, removable mounting tape, Command Strips/hooks, etc.)*

*\*In the event that additional clean-up is necessary, i.e. use of loose glitter/confetti, or other excessive disorder, client will be charged a clean-up fee, which will be taken out of the security deposit. Any decorations, cake parts, or other items left in the banquet hall the following day will become property of The Birch Room unless arrangements have been made.*

#### *Linen*

*There is a \$50.00 charge for the use of table linens, linen napkins, and table skirting.*

# *The Birch Room Banquet Hall*

## *Banquet Policy Agreement*

### *Beverage Facilities*

*Please discuss with the banquet coordinator the different beverage stations available:*

- *Cash Bar- Your private bar is set up with a wide selection of rail, call, and premium liquors along with the most popular domestic beers, our house wines, and soft drinks. \* A fee of \$50.00 will be charged for each bartender.*
- *Host Bar- Your guests are provided with an open bar for as long as you specify. This service is served by-the-glass and includes wines, domestic and premium bottled beer, soft drinks, and mixed drinks*
- *Drink Tickets- If you would like to offer drinks to your guests without exceeding your budget, this is a wonderful alternative to the host bar option. You would be required to furnish drink tickets (you can be creative and have them match the theme of your event) that you can give to your guests. You would decide how many each guest would receive. Any drink purchased with the tickets would be put on a separate tab that you, the host of the event, will be responsible for paying at the end of the evening with either cash or credit card. Once the drink tickets are exhausted, your guests may continue to purchase drinks for cash at the bar. \*\$50.00 Bartender Fee will be charged per bartender.*

*Under no circumstances are you or your guests allowed to bring in any alcoholic beverages. Please note that state and local liquor laws regulate all alcoholic beverage sales. We reserve the right to check any and all identification. We do not serve anyone under the age of 21. Anyone who violates this policy will be asked to leave. Last call at is at 12:00am (Midnight).*

# *The Birch Room Banquet Hall*

## *Banquet Policy Agreement*

### *Catering*

*You will find a selection of various menus attached to this agreement. Our menus are suggestions only; we would be pleased to customize a menu to meet your needs. Our buffet-style meals will allow for a 5% overage to cover larger appetites.*

*All menu selections will be confirmed two weeks in advance of your event date. All special needs, requests, set-up instructions, and a guaranteed guest-count will be given at this time.*

*Special price considerations (Children's Menu) will be given for **children under the age of ten**. It is the policy of The Birch Room to prohibit guests/clients to take with them any food items at any time, including leftover items from the buffets, etc.*

*The National Restaurant Association guidelines and local Health Department regulations will be strictly enforced. Please understand that these restrictions are designed to ensure the safety of you and your guests, and your complete cooperation is appreciated. \*The only exception to this rule is your event/wedding cake.*

*As required by the Wisconsin Health Department, we must inform consumers that the consumption of raw, undercooked, or otherwise not processed certain animal foods on the menu may pose a health risk to highly susceptible people (elderly people, children under the age of 4, pregnant women, and immune-compromised individuals).*

## The Birch Room Banquet Hall

### Menu Selections

<i>Pasta Bar</i>	<i>Alfredo &amp; red sauce, 2 types of pasta, garlic bread, salad</i>	<i>\$15.00</i>
<i>Single-Entree Buffet</i>	<i>Choice of 1 entree item with 2 sides</i>	<i>\$17.00</i>
<i>Two-Entree Buffet</i>	<i>Choice of 2 entree items with 3 additional sides</i>	<i>\$20.00</i>
<i>Three-Entree Buffet</i>	<i>Choice of 3 entree items with 3 additional sides</i>	<i>\$22.00</i>

*\*Buffet meals include dinner rolls with butter & appropriate condiments*

*\*Listed prices excludes sales tax and 20% gratuity*

*\*Prices are subject to change*

### *Entree Selections*

*Glazed ham, Baked chicken, Chicken cordon bleu, Swedish meatballs, Roasted turkey, Roasted pork, Roast Beef, Baked fish, Vegetarian lasagna rolls, Spaghetti and meatballs, Baked mostaccioli*

### *Salad Selections*

*Tossed salad, Potato salad, Creamy coleslaw, Cheddar macaroni salad, Asiago pasta salad, Southwestern pasta salad, Fruit salad (seasonal only)*

### *Potato Selections*

*Mashed potatoes w/gravy, AuGratin, Baked, Roasted Red, Rice, Pasta, Sage dressing*

### *Vegetable Selections*

*Baby glazed carrots, Green beans, Corn, Green beans deluxe, Baked beans*

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*Hors D'oeuvres*

<i>Fresh Fruit.....</i>	<i>\$95.00</i>
<i>Cheese, Sausage, and Cracker Tray.....</i>	<i>\$85.00</i>
<i>Vegetable Tray w/Dip.....</i>	<i>\$75.00</i>
<i>Relish Tray.....</i>	<i>\$85.00</i>
<i>Gourmet Stuffed Deviled Eggs.....</i>	<i>\$125.00</i>
<i>Mini Rubens.....</i>	<i>\$125.00</i>
<i>Assorted Pinwheels.....</i>	<i>\$125.00</i>
<i>Tea Sandwiches.....</i>	<i>\$125.00</i>
<i>Parmesan, Basil, and Tomato Skewers.....</i>	<i>\$150.00</i>
<i>Chicken Skewers w/Dipping Sauce.....</i>	<i>\$85.00</i>
<i>Shrimp Cocktail.....</i>	<i>\$150.00</i>
<i>Meatballs (Swedish or BBQ).....</i>	<i>\$85.00</i>
<i>BBQ Little Smokies.....</i>	<i>\$85.00</i>
<i>Artichoke Dip w/Crostini.....</i>	<i>\$125.00</i>
<i>Taco Dip w/Chips.....</i>	<i>\$75.00</i>
<i>Chex Mix, Gardettos, Chips &amp; Dip.....</i>	<i>\$75.00</i>

*\*Listed Prices excludes sales tax and 20% service charge*

*\*Prices are subject to change*

*The Birch Room Banquet Hall*  
**Beverages**

<i>Punch (2 gallons).....</i>	<i>\$35.00</i>
<i>Champagne:</i>	
<i>House Verdi.....</i>	<i>\$15.00</i>
<i>Asti.....</i>	<i>\$24.00</i>
<i>Non-Alcoholic.....</i>	<i>\$12.00</i>
<i>½ Half Barrel Domestic Beer.....</i>	<i>\$220.00</i>
<i>½ Half Barrel Premium Beer (Michelob, etc).....</i>	<i>\$250.00</i>
<i>Unlimited Soda - Per Person.....</i>	<i>\$3.00</i>
<i>Coffee Station - Per Fill.....</i>	<i>\$35.00</i>

**Desserts**

<i>Cookie Tray.....</i>	<i>\$60.00</i>
<i>Brownie Tray.....</i>	<i>\$65.00</i>
<i>Mini Cheesecakes.....</i>	<i>\$75.00</i>

*\*Listed Prices excludes sales tax and 20% service charge  
\*Prices are subject to change*

# The Birch Room Banquet Hall

## Banquet Policy Agreement

I have reviewed the information contained within the Banquet Policy Agreement packet provided to me by The Birch Room. I understand the policies outlined and understand my responsibility to honor them.

### General Information:

Name of Client: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Hours of Service: \_\_\_\_\_ to \_\_\_\_\_

Estimated Guest Count: \_\_\_\_\_

Menu & Guest Count Guarantee Date: \_\_\_\_\_

I have read and understand these policies and agree to honor what is outlined in this agreement.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Birch Room Representative

\_\_\_\_\_  
Date