

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 a detailed oriented and caring service in a warm, friendly atmosphere for you and your guests.

*The Birch Room Banquet Hall
3807 S Riverside Dr.
Beloit, WI 53511
mrmbirchroom@gmail.com (Shelly)
(608)368-8289
Cell: (608)290-7962*

The Birch Room Banquet Hall
Banquet Pricing

Wedding Package 1

\$1000.00 Deposit

\$4500.00 Room Charge

Room use for Friday, Saturday and Sunday

Wedding Package 2

\$1000.00 Deposit

\$2000.00 Room Charge

*Room use for **day of scheduled event***

Rehearsal Dinner

**For bridal party with
us**

No Deposit

\$250.00 Room Charge/Pkg2

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

\$1000.00 Room Charge (8 hours total usage)

\$250.00 Room Deposit

\$500.00 Room Charge (4 hours total usage)

Funeral Luncheons – 3 hour event

**No Deposit*

**\$100.00 Room Charge*

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*\$50.00 Linens

*\$50.00 Service Charge

\$200.00 total, excluding bartender fee

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Banquet Policy Agreement

Security Deposit

A security deposit is required to reserve your event date. Your security deposit is a deposit only and does not apply toward your balance owed. The security deposit will be applied toward 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 time frame; 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 \$100.00 bartender fee for each bartender for your event. Banquet planner will determine the number of bartenders needed.*

**A twenty percent (25%) service charge will be added to all beverage prices. The service charge is a cost component of the banquet, 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.*

Please, note that your event must be paid for in full 10 days prior to the date of the event. The BEO for your event must be completed and submitted 7 days prior to your event.

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, animals (including fish), or balloons filled with confetti. 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.)*

We request that you do not include popcorn as any part of your event.

**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.

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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 \$100.00 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, softdrinks, 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. *\$100.00 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 do not serve anyone under the age of 21. Be aware that we reserve the right to card any guest. Anyone who violates this policy will be asked to leave. Last call at is at 12:00am (Midnight).

You are responsible for your guests and their behavior.

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Catering

You are free to use any caterer of your choice. However, the caterer must be licensed by the state of Wisconsin and provide us with a copy of a current license.

This is also required for any baked goods that are brought into The Birch Room.

We are happy to provide you with a list of caterers that have been utilized by some of our clients.

It is the responsibility of your caterer to provide all necessary equipment for your event. This includes dishes, cutlery, chafers, etc. Your caterer is also responsible for the clearing of tables, removal of dishes, cutlery, chafers, etc.

Please, be sure that whatever caterer you use is clear on this.

Be aware that failure to comply with our policies will result in the forfeiture of the security deposit.

Please, understand that if it is found that unapproved food is brought into the banquet hall, it will result in the loss of your security deposit.

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Beverages

<i>Punch (2 gallons).....</i>	<i>\$35.00</i>
<i>Champagne:</i>	
<i>House Verdi.....</i>	<i>\$18.00</i>
<i>Asti.....</i>	<i>\$25.00</i>
<i>Non-Alcoholic.....</i>	<i>\$12.00</i>
<i>½ Half Barrel Domestic Beer.....</i>	<i>\$240.00</i>
<i>½ Half Barrel Premium Beer (Michelob).....</i>	<i>\$270.00</i>
<i>Unlimited Soda - Per Person.....</i>	<i>\$3.00</i>
<i>Coffee Station - Per Fill.....</i>	<i>\$35.00</i>

**Listed Prices exclude sales tax and 25% service charge*

**Prices are subject to change*

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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: _____

Guest Count Guarantee Date: _____

Completed BEO due: _____

Final payment due: _____

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

Client Signature

Date

Birch Room Representative

Date