



# Welcome to the Radisson family

The next chapter of your happily ever after is such an important day in your lives! It's a day you have been dreaming of, planning for, and you should have it exactly the way you want it.

While a wedding can offer so many choices and things to consider, I want to walk alongside you and make this day what you dream it to be. The Radisson offers a great space and much more that can make your day perfect.

We would be happy to arrange a site tour of our facilities. Our ballrooms can each accommodate different amounts of people. Anywhere from 50 to 500 depending on which room you choose.

Open communication is very important so if you have any questions regarding the enclosed information, please let me know!

Kindest Regards,

Suzanne Sattler

Contact Information:

920-322-8202

ssattler@wiscohotels.com



**Radisson**  
HOTEL AND CONFERENCE  
CENTER FOND DULAC





# Wedding Guidelines

**Items included:** All of your personal tables (head table, your gift table, cake table and place card table etc.) are all covered with white linens and skirting. Rounds of eight with white linen tablecloths and linen napkins are provided. A microphone at the head table and a dance floor is provided complimentary. Radisson Hotel also provides round mirror tiles and a variety of candles and votives at no charge. We also will cut and serve your wedding cake with dinner, for no addition charge, if you choose.

**Decorating the Ballroom:** We do allow you to decorate to personalize the space. We will allow you to decorate as soon as possible, as long as we don't have a prior booking. **Please keep in mind that we don't allow the use of confetti, liquid string, crepe paper, rice, smoke machines or sequins of any kind.** Also, NO decorations can be hung, nailed or taped to any of our light fixtures, floor or ceiling. Due to fire codes: Open flames & candles are prohibited. We guarantee your room will be ready no later than 4:00 pm. Radisson will be happy to help put out centerpieces and items on tables. The Sales and Catering Department must approve all decorations prior to the function. Radisson is not responsible for any damaged or lost decorations. Any damage to artwork, ceiling, lighting, carpet or wall coverings will be charged to the credit card on file following the function.

**MENU POLICY:** Eight weeks prior to your event, the Sales and Catering office must be informed of your meal selection. Banquet menu prices are subject to change due to fluctuating costs and can only be guaranteed by the hotel 30 days prior to the event. All food and beverage prices are subject to 22% service charge and 5.5% sales tax. The service charge will also be taxed by state law. According to Wisconsin Administrative code (DH & SS, Section 196.07), **no food may be allowed in any function room of the hotel from outside sources, nor can leftovers be removed from the hotel, with the exception of a wedding cake.**

**GUARANTEES:** An approximate number of guests must be given at the time of booking. A preliminary count must be given two weeks prior to the function. The number of guests must be confirmed five (5) business days prior to the function. This figure is not subject to reduction after that time. You will be billed for the number of persons guaranteed or the number actually served, whichever is greater. If no guarantee is received in the established time, the original estimated figure would become the guarantee, unless higher.

**ALCOHOLIC BEVERAGE SERVICE:** The Wisconsin State Liquor commission regulates the sale and service of alcoholic beverages. As a licensee, the Radisson, Fond du Lac, is responsible for the administration of these regulations. It is a policy; therefore, **liquor cannot be brought into the function rooms of the hotel from outside sources** Wis. statue 125.32 (6) . Everyone consuming alcoholic beverages must be of legal age. Guests in your party, who are drinking to excess in the opinion of our bartenders or management, will not be served additional alcoholic beverages. All private bars in banquet rooms, whether cash or sponsored, will be will be subject to a minimum in sales. If this minimum is not met, a service charge will apply. When free beer is offered, bartenders will check identification of the person(s) receiving the beer. If a guest purchases or gives alcohol to a minor, parties hosting the function are liable. All functions, including bars, must conclude by 1:00 A.M.

**DEPOSITS:** A minimum deposit of \$1500.00 required to secure a definite booking date. Tentative bookings will not be held for more than two weeks without a deposit. Deposits must be paid in full within 30 days of reserving the space.

**CANCELLATIONS:** In the event of a cancellation no deposits will be refunded.

**PAYMENT:** All charges must be paid in full 72 hours prior to the functions. In the event that more guests than the guaranteed number are served or additional food or beverages are ordered the day of the function, payment of the additional charges is due upon receipt. The host must have a credit card on file to bill the additional charges to. Any remaining funds will be mailed to the contact.

**LIABILITY:** Radisson is not responsible for lost, damaged or stolen personal items or equipment brought onto the premises. Groups are responsible for any damages done to the hotel premises or equipment by their members or guests.



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