

# Sunset Hall

## **Banquets**

---

### Hall Rent

Sunday - Monday ..... \$50.00  
(Rental for 4 hours. Anything over 4 hours will require an extra \$25.00 for each additional hour)

**Note:** A non-refundable deposit is required in advance to secure your event date

### Beverages

Busch Light Beer (Keg) ..... \$195.00  
Other Domestic (Keg) ..... \$215.00  
Soda (9 oz. cup) ..... \$0.75

### Meals

---

#### **Meal Choices**

<b>Chicken &amp; Ham</b>	\$12.70 per plate (plus tax and tip)
<b>Chicken &amp; Swiss Steak</b>	\$14.65 per plate (plus tax and tip)
<b>Chicken &amp; Roast Beef</b>	\$14.65 per plate (plus tax and tip)
<b>Chicken &amp; Roast Pork</b>	\$14.65 per plate (plus tax and tip)

---

#### **All meals include the following:**

- Bread or rolls
- Coleslaw

#### **Choice of one of the following:**

- Mashed Potatoes & Gravy
- Baked Potatoes
- Broasted Potatoes
- Red Potatoes
- Potato Salad

#### **Choice of one of the following:**

- Corn
- Green Beans
- Peas & Carrots
- Carrots, Cauliflower, & Broccoli With Cheese Sauce

### Decorating

Paper Tablecloth ..... \$1.10/table  
Cloth Tablecloth ..... \$5.50/table

## Banquet Policies and Guidelines

- To guarantee and lock in your reservation date we require the hall rental fee to be paid in full. Upon Sunset Hall receiving your non-refundable hall rent then your date is locked in and is yours! In the unfortunate situation where you need to cancel the reservation then the hall rental fee is non-refundable.
- Banquets require a 40 person minimum guarantee.
- Decorating using metallic confetti, glitter, sand, and all varieties of tape are prohibited. Candles must be in adequate holders to catch the wax. If you choose to have candles you are responsible for lighting them. No candles are allowed in the bathrooms. Any potpourri or flower petals scattered on the tables must be placed on a mirror or other protective surface. Real flowers may be used as centerpieces, but flower petals scattered on table linens must be artificial. Hanging materials from the walls or ceiling is prohibited. Failure to follow decorating guidelines will result in a \$100.00 fee.
- Damage or vandalism to property that occurs during the hall rental time period, by any member attending the client event, will be the sole responsibility of the client. Damage or vandalism will be shown to the client before repairs are made however Sunset Lanes has sole discretion of who performs the repairs (contractor) or replacement products and all fees incurred will be the financial responsibility of the client.
- Tables may not be moved without the permission of Sunset staff prior to event.
- All alcoholic beverage sales are regulated by the State of Wisconsin. Sunset Lanes as a licensee is responsible for the administration of these regulations within our facilities. Alcoholic beverages cannot be brought into Sunset Hall from outside sources. We reserve the right to refuse beverage service to any person without legal age verification (21) or anyone who appears intoxicated. **Absolutely no underage drinking will be permitted on premises, even if accompanied by parent or legal guardian.**
- Menu selection must be confirmed 45 days prior to the event and the final guest count must be confirmed two weeks prior to the event date. The guarantee number is not subject to reduction and represents the minimum number of guests for which you will be charged. If the actual count the day of the event is more than the guarantee, final charges will be based on the number of people served.
- All pricing is subject to change until final guarantee of guests is confirmed.
- All meals will be served using a family-style meal. With a family-style meal, guests will be served coffee, water, bread and butter, as well as their meal at the table.
- All bills must be settled at the conclusion of the event. Payment may be made by cash or check.
- All food and beverage items will receive a gratuity charge of 15%. Meals are also subject to a 5.5% sales tax, while tax is included in the price of other taxable items.

I certify that I have read, understand, and agree to the terms set forth in these policies.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_