

Weddings

Hall Rent

Monday - Sunday until 11:00 p.m..... \$600.00

Includes: 3 hours of set up time to decorate (\$50 for each additional hour)

6 hours of event time (\$150 for each additional hour with approval from Sunset & DJ service prior to event, not to go past 11:00 PM)

Notes: Hall rent is nonrefundable and required in advance to secure your date

Beverages

Busch Light Beer (Keg)\$260.00

Other Domestic (Keg)\$285.00

Soda (Flat-Fee Pricing).....1-200 guests - \$200.00

201-300 guests - \$250.00

301-400 guests - \$300.00

Over 400 guests - \$350.00

Meals

Meal Choices

Turkey and Dressing Sandwich, Ham Sandwich, Baked Beans, Potato Salad, and Coffee \$13.75 plus tax

Roast Beef Sandwich, Ham Sandwich, Baked Beans, Potato Salad, and Coffee \$14.30 plus tax

Chicken and Ham, Mashed Potatoes and Gravy, Vegetable or Cabbage Salad, Bread, and Coffee \$16.50 plus tax

Chicken and Beef or Chicken and Pork, Mashed Potatoes and Gravy, Vegetable or Cabbage Salad, Bread, and Coffee \$19.25 plus tax

Decorating

The gift table, sign in table, DJ table, & cake table will be covered with a cloth tablecloth and cloth skirt. The head table will be skirted in cloth and covered with same tablecloth choice as guest tables. For additional table coverage:

Paper Tablecloth \$2.00/table

Cloth Tablecloth \$7.00/table

Weddings 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. We request that you schedule a planning session 30 to 60 days prior to your event, at which time food, beverage and pricing options will be discussed. Final pricing will be locked in at this meeting, until then all pricing is subject to change.
- 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. Candy Buffets are allowed with an added cleaning fee. If any of above is used, a \$175.00 charge will be added to the bill.
- 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 personal items and decorations must be removed at the conclusion of the event. Sunset Hall is not responsible for items left, lost, or stolen.
- All alcoholic beverage sales are regulated by the State of Wisconsin. Sunset Hall 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.

Sunset Hall

- Menu selection must be confirmed 30 to 60 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 final number is not received, the contracted number of guests will be considered the final number. 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.
- The head table and family tables will be served using a family-style meal. If the head and family tables consist of more than 25 people, then an additional charge of \$1.50 per person will be added to the bill. The rest of your guests will be served using a buffet-style meal. With a buffet-style meal, guests are released to serve themselves.
- Parties may provide individuals to cut the cake. If none are provided, we will cut the cake for \$40.00. Parties must provide their own cake plates.
- All bills must be settled at the conclusion of the event. Payment may be made by cash, check or credit card. If bills are settled with a credit card, a 3% service fee will be added.
- A 17% gratuity charge will be added to final bill for all food and beverage items. Meals are also subject to a 5.5% state 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: _____