

# Event Contract



4324 Fairfax Park Drive • 715-832-6011

Event Name: \_\_\_\_\_ For: \_\_\_\_\_

Surprise Party: Yes / No

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Day of Week \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_ Head Count: \_\_\_\_\_

Facility Fee: \$ \_\_\_\_\_ Date paid: \_\_\_\_\_ CK#: \_\_\_\_\_

Monday – Thursday (\$125) Friday – Sunday (\$225) Guests 25 min 150 max

Booked: Employee \_\_\_\_\_ Date: \_\_\_\_\_

## Beverage Options

Cash Bar	Guests pay per beverage
Cash Bar with Guest Tickets	Host pays per drink, must hold card
½ barrel Domestic Beer	\$265 Each
Assortment of Wine	Ask for Details
Pitchers of Soda	\$8.00 Each
Pot of Coffee	\$7.00 Each

Food Total \$ \_\_\_\_\_ Drinks: \$ \_\_\_\_\_ Facility \$ \_\_\_\_\_ Gratuity (20%): \$ \_\_\_\_\_

(- Deposit) \_\_\_\_\_ Party Total \$ \_\_\_\_\_

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

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check # or Card (last 4 only): \_\_\_\_\_

- \*All food can be left out for a maximum of 3 hours
- \*Children are welcome at Pine Meadow, must be supervised by an adult at all times but not permitted to sit at the bar
- \*Please bring your own decorations and party supplies
- \*NO CONFETTI \*NO Wedding Ceremonies

- \*ALL outside food must come from a licensed food facility
- \*There will be NO EVENTS booked during any Badger games or Packer games \*\$100 Fee will be applied for any damages.
- \*We ask for a deposit in advance, no refunds. Must give two-week notice for any cancellation.

Thank you for choosing Pine Meadow!