

County Clare Event Contract

EVENT:
GUEST OF HONOR:
DATE:
TIME:

CONTACT NAME:
PHONE NUMBER:
EMAIL ADDRESS:
ADDRESS:
PERSON TO TAKE CARE OF ALL CHARGES:

NUMBER OF GUESTS:
ROOM FEE:
SERVER:

MENU STYLE (party trays, buffet, seated service, or brunch):
FOOD CHOICES:
DESSERT CHOICES:
BEVERAGE CHOICES:

TABLE LAYOUT:
DECORATIONS:
LINENS:
MUSIC CHOICE:
EQUIPMENT NEEDED (projector, easel, or dvd/cd player):

Food and Beverage:

- 1. Due to health, safety and liquor laws, all food and beverages must be supplied by County Clare and must be consumed onsite.**
2. County Clare strictly adheres to all state and federal laws pertaining to sales and service of alcoholic beverages, including sales to minors and intoxicated persons.
- 3. Menu choices are due at least 7 business days prior to the event**, but are appreciated any time before deadline.

Display and Decorations:

1. All displays and/or decorations proposed by client will be subject to prior approval by County Clare's Event Coordinator for each event date. Please no glitter, confetti, or similar smaller objects. Nothing is to be taped or pinned to any walls. All decorations must be removed at the end of the event. County Clare will not be responsible for any items left behind. Any damage caused to the premises will be the responsibility of the client.
2. If linens are needed, such as tablecloths, County Clare will supply them for you for an additional \$25. Please let the Event Coordinator know at least 7 days in advance.

Fees, Cancellations, and Alterations:

1. Room fees are considered deposits that are needed to reserve your desired date and time. This fee must be paid within 5 business days of making the reservation. **This fee is \$35 for weekday events and \$50 for weekend events and includes the use of the room for a 3-hour period as well as a server to host the event.** This fee is waived if the party has 3 or more rooms booked in the hotel at the time of the event.
2. **An 18% service charge and Wisconsin state tax will be added to all food & beverage sales.**

3. If your event must be cancelled for any reason, your deposit will be returned to you if you communicate your cancellation with the Event Coordinator **7 days** before the date of your event. This deposit becomes non-refundable if cancellations are made beyond the deadline.
4. Any alterations to the number of guests, the time or date of your event, or menu options must be made **no later than 5 days prior to your event**. All changes are subject to approval by the Event Coordinator.
5. Regarding late arrivals, your party will be allotted a 45-minute grace period after the designated start time of your event in which your reservation will still be honored. If your group does not arrive and/or call County Clare within this grace period, your reservation will be cancelled and you will be charged for your preordered food items and your deposit will be nonrefundable. It will be up to the discretion of the County Clare Manager whether your reservation can still be honored dependent upon your arrival time.

I agree to the terms and conditions laid out in this contract. All details are written as previously discussed with the Event Coordinator.

I understand that I have until **5 days prior** to my event to make any changes to this contract.

I have personally asked all of my guests if anyone has a food allergy or sensitivity and have discussed these findings with the Event Coordinator. I assume responsibility of all disclosure of this information and do not hold County Clare liable.

I authorize the use of the credit card listed below for all incidentals, including but not limited to, damages to the room, a late arrival past the deadline listed above, or additional menu or room charges not discussed prior to deadlines that cannot be paid for on the event date.

Date _____

Please sign your name above

Please print your name above

Credit Card Number

Expiration Date

Event Coordinator

Date contract was received

County Clare
Event Coordinator: Jennifer Sullivan
Telephone 414.272.5273
Fax 414.290.6300
Email: CountyClareEvents@gmail.com