



Facilities Terms & Policies

CONTRACTS AND DEPOSITS: (We accept Visa, MasterCard, & Discover Credit Cards, Checks and Cash.)

Hall rental fee must be paid in full along with a signed contract to reserve the date.

PLEASE MAKE ALL CHECKS PAYABLE TO "THE VILLAGE BOWL."

<u>ROOM RENTAL PRICING</u>	<u>HERITAGE HALL</u>	<u>MARDI GRAS ROOM</u>	<u>BUGLINE ROOM</u>
Saturday	\$495.00	\$150.00	\$225.00
Sunday Thru Friday w/Bartenders	\$295.00	Bartender Fee \$ 15.00/Hour	\$ 15.00/Hour
Sunday Thru Friday No Bartenders	\$195.00	\$100.00	\$125.00/ \$150.00 With Patio

A hall rental refund of 90% will only be given within the first 30-days after payment of the signed contract. After 30-days an alternative available date may be selected within 6-months of the original event date or the hall rental fee is forfeited.

FOOD AND BEVERAGE:

Current prices are indicated in the enclosed menu offerings. Due to market increases, pricing is subject to a proportionate increase without notice. Although, all contract selections made within 60-days from the date of the event will be guaranteed. Only food furnished by Bugline Sports Bar & Grill will be served (with the exception of wedding cake.) Due to health concerns, we do not allow any food to leave our building. **All contract charges, to include but not limited to (food, beverages, linen, decorations, taxes, and gratuities) are due and payable fourteen (14) business days prior to the start of the event. Final settlement of additional charges are payable the day of the event.** We accept Visa, MasterCard, & Discover Credit Cards, Checks and Cash. **Please make all checks payable to "Village Bowl."** There will be a \$35.00 fee for all returned checks.

SERVICE CHARGES & TAXES:

In addition to the prices presented, Bugline Sports Bar & Grill will add the customary 18% service charge, & State of Wisconsin (5.1%) sales tax, which is applicable to all food, beverage, & service charges. Please make all checks payable to "The Village Bowl."

MENU PREPARATION:

Bugline Sports Bar & Grill requires your menu selections and other specific requests to be finalized 4-full weeks prior to your event/function. Once completed, you will receive a banquet event order for your approval & signature.

GUARANTEES:

Bugline Sports Bar & Grill requires notification of the exact number of guest's **fourteen (14) business days prior to the event.** This confirmed number constitutes the guarantee, if fewer than the final guaranteed number of guests attends the function, the final guaranteed number would be charged. We highly recommend to all of our customers that they do everything in your power to assure the accuracy of their final guarantee. If no guarantee is given, the expected number of guests will be considered your guarantee. We always set to handle additional seating for 2% - 5% above the guaranteed number, but our culinary team only prepares food & beverage for the guarantee. If additional meals are added after guarantee is given (i.e. substitutions, replacements, and special orders) these meals will be considered an addition to the guarantee. Due to health concerns, we do not allow any food or beverages to leave our building.

BEVERAGE SERVICES:

Beverage services are available in the Heritage Hall, Mardi Gras Room, & the Bugline Sports Bar & Grill. Only beverages furnished by Bugline Sports Bar & Grill will be served unless pre-approved & in writing on the contract. Due to legal concerns, we do not allow any beverages to leave our building. Alcoholic beverage service must conclude by 12:00 Midnight in all special event areas (party rooms & halls), but Bugline Sports Bar & Grill is open for your convenience. After agreement by Bugline Sports Bar & Grill Management a \$15.00/bottle corkage fee will be charge for any patron-supplied beverage.

DECORATIONS / ENTERTAINMENT:

Our Event Coordinators will be happy to assist you with your floral, entertainment and decorating needs. If you select your own décor company, approval must be obtained from your event coordinator prior to affixing anything to walls, floors, and/or ceilings. No glitter, confetti or sprinkles will be allowed. If used a \$75.00 cleaning fee will be added to the final billing. The facilities must be vacated by 12:30 AM unless previously negotiated with the event coordinator. The Village Bowl reserves the right to maintain an acceptable sound level. No open candles, they must be covered to the height of the wick. If the hall is not rented the day before your event, decorating can be done the day before.

SEATING ARRANGEMENTS / EQUIPMENT:

Unless otherwise requested, functions requiring seating for fewer than 200 people will be set with round tables that seat ten (10) people each. For functions over 200 people we will set the room with rectangle tables that seat ten (10) people or less.

FINAL BILLING APPROVAL:

All itemized food and beverage bills must be signed at the conclusion of the function by the person designated on the banquet event order as the person approved for final settlement. If that person is not available, & the final bill is not signed, the counts of Bugline Sports Bar & Grill Staff must be accepted. Make all checks payable to "The Village Bowl."

LIABILITY:

"The Village Bowl & Bugline Sports Bar & Grill," etel do not assume responsibility for personal property and equipment brought onto its premises. Booking party agrees to indemnify and hold harmless any and all claims to lost, stolen, missing or damaged equipment or personal belongings. The booking party takes full responsibility for the actions of their guests.