



BCC's Basic Information

LOCATION:

Off Hwy I-43 between Sheboygan & Port Washington
Same Exit as Harrington State Beach – Exit 107
35 Minutes to Milwaukee
20 Minutes to Sheboygan

HALL RENTAL:

Grand Ballroom	\$200
Restaurant	\$100
Park Side Room	\$50



Rental rates are available on a first come, first served basis. The deposit (non-fundable) is due when the event date is booked. The Belgium Community Center reserves the right to assign and change specific banquet rooms. If the event is canceled, a full refund of the deposit will be issued if we are able to rebook the date at the required rate. The refund will be issued after the rebooked event takes place.

HALL RENTAL INCLUDES:

Rental of a hall includes the following: One-time set-up, Breakdown and Clean-up of the hall, Tables & chairs, paper table coverings, silverware, water cups, water crafts with drip catchers, salt & pepper shakers, white melmac plates, Event Staff – such as Bartenders & Serving Staff.

All wedding receptions – Linens are provided FREE of charge for the Head Table, Gift Table, Cake Table, and Guestbook Table.

MENU & FOOD OPTIONS:

All food consumed on premises must be purchased from the Belgium Community Center. One month prior to your event, menu selections will be confirmed along with any special arrangements. There is no charge for a wedding cake or other desserts brought in but must be approved by the BCC 2 weeks prior to event. The Belgium Community Center charges **\$75** to serve cakes and/or other desserts, if this service is desired. This includes cutting, serving, plates, napkins, and silverware. Increase in prices for non-buffet selections may vary. Ten days prior to the event, a guaranteed count (the minimum you will be charged) is due. Under health and liability regulations, no extra dinners may be taken home.

Homemade Pizzas and/or Hor D' Oeuvre can be arranged for “late night” snacks.

DECORATIONS:

The hall, in which you have rented, will be available for 3 hours the day prior or the day of the event to set up decorations. Prior arrangements must be made. If additional hours beyond the original 3 are needed, there will be additional charges of **\$35 an hour**. Arrangements for additional hours must be made 2 weeks in advance. If you are renting supplies from a rental company and that company needs to drop-off and/or pick-up the supplies, patron must let the licensee know exact times of drop-off and pick-up 2 weeks prior to the event.

The Belgium Community Center offers a variety of decoration rental items and packages. See our Decorating Rental Items Sheet!!

ENTERTAINMENT:

Belgium Community Center equips a High Definition Sound System in 2 out of the 3 halls. The High Definition Sound System includes – Wireless Internet Access, High Definition Projector, Screen (7ft X 12ft or 5ft X 8ft), Laptop Accessibility, Desktop Computer, DVD or VHS player and accessibility to hook up iPods.

The recommended starting time for a band and/or DJ is no later than 8 pm and are required to cease playing by 12:30 am to be in accordance with Town of Belgium laws.

DVD Slideshows is an available service that the Belgium Community Center offers. All materials – pictures, songs, etc.. must be received by the BCC staff no later than 2 months prior to the event. Call for a Quote!

\$60 Fee to use the High Definition Projection System.

BAR & BEVERAGES OPTIONS:

All beverages consumed on premises must be purchased from the Belgium Community Center. Open Bar, Cash Bar and all other beverage related items, all charges incurred will be the responsibility of the group or individual hosting the event. The Belgium Community Center reserves the right to refuse service to any minor or person who cannot provide proof of age, per Wisconsin State law as well as turn down anyone that appears to be intoxicated. The Belgium Community Center, at its own discretion, may discontinue beverage service if Wisconsin laws are not obeyed.

Optional for any Event:

½ Barrel of Domestic Beer –	\$165 (Starting September 1, 2009)
½ Barrel of Imported Beer –	TBD
Bottle of Champagne –	\$9.00 a Bottle (Serves 4 to 5 people)
Bottle of Sparkling Grape Juice –	\$6.50 a Bottle (Serves 4 to 5 people)
½ Craft of Wine (White Zinfandel) –	\$6.00 a ½ Craft (Serve 3 to 4 people)

\$1.00 per soda

Alcoholic Drinks – Ranging from \$2.50 - \$5.00

SERVICE CHARGES & TAXES:

A service charge of 12% will be added to all food purchases and open bar services. Sales tax will be added to all taxable purchases, including the service charge. Tax exempt groups must submit a Wisconsin tax exempt certificate prior to the event.

RECOMMENDED SERVICES:

Hotels:

Country Inn & Suites
350 East Seven Hills Road, Port Washington, WI 53074
1-800-596-2375 – or – (262) 284-2100
<http://www.countryinns.com/portwashingtonwi>

Limos:

D & D Limousine Services
301 Lakeview Dr, Belgium, WI 53004
(262) 285 - 7999

DJ Services:

JR's Music Express
(608) 745 - 0408
Ask for "JR" or Rachael

DJ Express
414) 479-0010 or (262) 306-1138
<http://www.djexpressfun.com/index.html>

Other (Party Favors):

Wester Premier Promotions
248 Bastogne Ct, Belgium, WI 53004
(262) 285-7158 / wpp@wi.rr.com
<http://www.westerpremierpromotions.com/>