



# Belgium Community Center

548 Park Street • Belgium, Wisconsin 53004 • (262) 285 - 3011

## BANQUET CONTRACT

Thank you for joining us for you special celebration.

Please fill this form out completely. **Please Note: The Deposit is Non-Refundable.**

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

Company Name and/or Function: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Home Phone Number: \_\_\_\_\_

Contact Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Time of Function: \_\_\_\_\_

Banquet Room Reserving: \_\_\_\_\_ Number of People: \_\_\_\_\_

Menu Selection Deadline (One Month Prior): \_\_\_\_\_

Final Count Deadline (10 Days Prior): \_\_\_\_\_

Credit Card information: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\* May be used if damage is caused to the banquet hall requested. \*

The undersigned acknowledges and accepts this contract and all stipulations, and agrees to comply with the same.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Belgium Community Center's Banquet and Catering Policies & Procedures**

The following policies explain the basic guidelines for the Belgium Community Center and will assist you in the planning stages of your event. Specific details pertaining to menu selections, room and table arrangements, entertainment and other matters will be discussed and established prior to the event. Every effort will be made by the staff and management of the Belgium Community Center to ensure a successful event. A well planned and successful event requires a review of the following policies.

### **1. ROOM RENTAL CHARGES**

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

### **2. PREVAILING LAWS**

All federal, state and local laws with regard to food and beverage purchase and consumption are strictly adhered to. The Belgium Community Center reserves the right to inspect and regulate all private meetings, banquets and receptions in accordance with established policies and laws.

### **3. FOOD AND BEVERAGE**

The Belgium Community Center must provide all food and beverage, with the exception of special occasion desserts and/or cakes. In addition, at the conclusion of the function, any food and beverage (excluding special occasion desserts and/or cakes), becomes the property of the Belgium Community Center and shall not be removed from the premises. A **\$75 charge** to serve cakes and/or other desserts, **if this service is desired**. This includes cutting, serving, plates, napkins, and silverware.

### **4. DEPOSIT POLICY**

The room rental fee guarantees requested function date. All deposits are non-refundable. The Belgium Community Center reserves the right to assign and change specific banquet rooms. A credit may be possible if we are able to re-book the date.

### **5. SERVICE CHARGES AND SALES TAX**

A **twelve percent (12%)** service charge will be applied to all food revenue and open bar services. The **five point six percent (5.6%)** sales tax (or current tax rate) will be applied to all food charges. Groups requesting tax exemption must

submit a tax exempt certificate **thirty (30) days** prior to the function date, or tax will be applied to the final bill and will not be refunded.

### **6. BANQUET SET**

Confirmation of the final number of attendees of any function must be submitted to the Belgium Community Center no later than **ten (10) days** prior to the function date. The Belgium Community Center will be prepared to serve **five percent (5%)** in excess of the guarantee. Should the guarantee exceed **five percent (5%)** of the original estimated number of attendees, the Belgium Community Center reserves the right to make a substitution for the original entrée ordered. All charges will be based upon the final guarantee, or the actual number of guest served, whichever is larger. If the required final count guarantee is not submitted to the Belgium Community Center, the original attendee figure on the contract will be considered the final count.

### **7. MENU SELECTIONS**

All menu selections shall be considered definite and not subject to change **one (1) month** prior to the function date. Items listed on our menus are by no means the only items available. Vegetarians and guests with food allergies will be accommodated with advance notice or whenever feasible at the time of service. The Belgium Community Center will be most willing to discuss alternative menu selections specifically requested for your event.

### **8. OFF-PREMISE CATERING**

Please apply the same policies and procedures for any off-site catering event. A non-refundable deposit of \$200 is required to reserve the requested date. In addition, a fuel surcharge of \$40 will be added to final payment.

## **Belgium Community Center's Banquet and Catering Policies & Procedures (CONT.)**

### **9. MARKET FLUCTUATIONS**

All prices are subject to change due to market fluctuations, unless prices are confirmed in writing. Confirmed prices will be quoted at the time of signing the contract.

### **10. LIQUOR SERVICE**

Open Bar: All charges incurred in relation to bar sales will be 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.

### **11. DÉCOR**

All functions include white paper table coverings, water cups, water crafts with drip catchers silverware and white melmac plates. Request for linens can be provided with an additional charge. (For wedding receptions – Linens are provided **FREE** of charge for the Head Table, Gift Table, Cake Table and Guestbook Table). We are more than happy to accommodate decorating rental options and packages. 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. If additional hours beyond the original 3 are needed, there will be **additional charges of \$35 an hour**. We do not allow confetti, rice, silly string or other things of this nature.

A variety of decoration rental items and packages are available – ask the Belgium Community Center for more information.

### **12. ENTERTAINMENT**

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.

### **13. AUDIO-VISUAL**

The Belgium Community Center can provide any audio-visual requirements on our High Definition

Projection System, at an additional cost of **\$60**. The Belgium Community Center must be notified in advance if use of audio-visual is needed.

DVD Slideshows is an available serve 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.

### **14. PACKAGES AND SHIPPING**

Due to limited storage, materials cannot be received at the Belgium Community Center more than **two (2) days** prior to the meeting/event. The Belgium Community Center does not at any time guarantee the security of any items left in the function rooms or stored on site. Loss or damage to group displays, decorations, or other property brought into the Belgium Community Center will be the sole responsibility of the group, with the Belgium Community Center assuming no liability.

### **15. CONDUCT**

The host is responsible for the conduct of all persons in attendance and for any damages incurred upon the Belgium Community Center. Any damages caused to the wall, fixtures, or any other part of said room will be billed and charge to the individual or group reserving the room.

### **16. ACT OF GOD**

If, for reasons beyond our control, including but not limited to, labor strikes, accidents, government restrictions or regulation on travel, acts of war or acts of god, the Belgium Community Center is unable to perform its obligations, then such non-performance is excused with no other liability upon return of deposit. In no event shall the Belgium Community Center be liable for consequential damages for any reason whatsoever.

### **17. PAYMENT**

Payment in full is due the day of the event, unless prior arrangements have been made with the Belgium Community Center. Payment may be made in cash, check or by major credit card.