

Fountain Banquet Hall, Inc.

8505 Durand Ave. Sturtevant, WI. 53177 (262) 884-4855

Client's Names _____ Phone _____

Client's Names _____ Phone _____

Additional Contact _____ Phone _____

Address _____ City/State _____

Event Date _____ Start Time _____ Dinner Time _____ End Time _____

1. All Saturday events require a minimum of 200 guests or dollar equivalent per ½ halls or 350 whole halls for dinner. All Friday and Sunday events require a minimum of 125 guests for dinner. All other week day events require a \$125.00 deposit and must have a minimum of 75 guests for dinner unless negotiated with Fountain Banquet Hall. _____
2. Client shall pay a non-refundable reservation deposit of \$500.00 at the time this contract is executed to hold the facility for the scheduled event. Additional non-refundable deposits of \$500.00 will be required 9, 6, and 3 months prior to your event. _____
2nd payment due _____ 3rd payment due _____ 4th payment due _____ final payment due _____
3. Final menu selection, number of guests attending and any other services required, Client must contact Fountain Banquet Hall 10 days prior to your event. Any remaining balance will be due at that time. Within the final 72 hours before scheduled event you may increase the number of guest but may not decrease the number of guests. _____
4. Decorating package includes: Head table, Cake table, Gift table, all decorated with tulle and white lights. Includes use of card box, cake cutting, and champagne for head table with bride and groom keepsake glasses, wedding arches, risers, mirrors, candles and center pieces for all guest tables. \$400.00 Y/N _____
5. Client may bring or have delivered their own cake or dessert to Fountain Banquet Hall, but must assume responsibility for cake, cake boxes, cake utensils, cake stands, cake decorations, and any leftover or unused cake. _____
6. Decorating and setup for the scheduled event can be done prior to the event as agreed by Fountain Banquet Hall. **NO GLITTER OR CONFETTI IS TO BE USED.** No sign, placard, picture, symbol, mark, advertisement, name or notice shall be inscribed displayed printed placed or affixed to any part of the outside or inside of Fountain Banquet Hall. No spikes, staples, hooks, nails, thumbtacks or screws shall be inserted into the walls, doors, ceiling, columns or floors or woodwork of Fountain Banquet Hall. Objects will be removed and client will pay damages _____
7. Closing time of this facility unless otherwise negotiated is 12:00 a.m. _____
8. Client shall use Fountain Banquet Hall only for the specific purpose and activities described herein as _____
No other purposes shall be permitted unless such other purpose or use is approved by Fountain Banquet Hall Inc. in writing. Client shall not allow Fountain Banquet Hall to be used for any improper, immoral, unlawful of objectionable purpose, nor shall client cause, maintain or permit any nuisance public or private in on or about Fountain Banquet Hall.
9. All children under the age of 12 must be supervised by an adult at all times. No children allowed outside unsupervised after 8p.m. _____
10. **NO ALCOHOLIC BEVERAGES MAY BE BROUGHT INTO OR CONSUMED IN OR ON THE PROPERTY OF FOUNTAIN BANQUET HALL, VIOLATORS WILL BE REMOVED FROM THE PROPERTY AND FACE PENALTY OR FINES IN ORDANCE WITH WISCONSIN LAW** _____
11. Fountain Banquet Hall reserves the right to refuse service to any person or persons who, in the judgment of Fountain Banquet Hall is intoxicated or under the influence of alcohol or drugs, or who shall in any manner commit any act of violence on any person, property or staff of Fountain Banquet Hall. Any violent act involving injury, property damage, or police, event will be shut down completely. _____
12. Fountain Banquet Hall reserves the right to adjust music levels; Music Levels cannot exceed 110 dbs for the safety of all Fountain Banquet hall employees. Music levels may not be excessive as to disturb neighbors, employees, or to cause excessive vibration. _____
13. Fountain Banquet Hall will not be responsible for popping circuit breakers due to DJ equipment overloading circuits. _____
14. All events require a security officer. All events for all clients younger than 21 years of age require at least 2 security officers Fountain Banquet Hall reserves to right to determine the amount of security needed. _____ officers @ _____ for _____ Hours _____
15. Kitchen facilities are off limits to all personal except Fountain Banquet Hall Staff. _____
16. Client agrees that Fountain Banquet Hall will not be responsible for any stolen or lost articles. Client agrees to give immediate notice to Fountain Banquet Hall staff of any theft or accident. Fountain Banquet Hall is under 24/7 Video Surveillance _____
17. Client has examined Fountain Banquet Hall and is satisfied with the physical condition. Client accepts responsibility for any damages to Fountain Banquet Hall during the scheduled event. _____

Special instructions _____

Client _____ Date _____