

## POLICIES & TERMS

1. Due to Health Department regulations, all food brought into Veterans Terrace must be provided by a licensed caterer and prepared in a commercial kitchen. No food or beverages may be removed from the facility, with the exception of wedding cake. \_\_\_\_\_
2. All alcoholic beverages must be purchased through Veterans Terrace. Any alcoholic beverages brought into the facility will be confiscated. All Soda and Bottled Water must be purchased through Veterans Terrace. If no beverage service is required for weekend function utilizing Liberty Hall, there will be a \$700 corkage fee accessed to the final invoice. \_\_\_\_\_
3. Veterans Terrace reserves the right to require a cleaning deposit of \$150 at the time of final invoice. Said deposit will be returned within fourteen (14) days after the event concludes if no damage is incurred or excessive cleaning is required. \_\_\_\_\_
4. Veterans Terrace reserves the right to require security staff to be present at your event. Security personnel will be contracted through VT at the expense of the host at the rate of \$50 per hour. Please contact your Event Manager for details. \_\_\_\_\_
5. Decorations may be brought in but must be approved by Veterans Terrace management staff. The use of glitter, confetti, smoke or haze machine and aerosol foam string is prohibited. Staples, tacks, and nails are not permitted. Nothing shall be hung from the ceiling. \_\_\_\_\_
6. Parking at Veterans Terrace is a city lot and shared with attendees of the park and not private to guests of Veterans Terrace. Veterans Terrace can arrange valet parking for an additional fee. Please contact your Event Manager for details. \_\_\_\_\_
7. Hanging of banners and posters is not permitted without permissions of Veterans Terrace management staff and assistance of our staff. \_\_\_\_\_
8. All entertainment and bar service must conclude at midnight the day of the function. Veterans Terrace management reserves the right to control the volume levels at any point during the function when it is deemed necessary. \_\_\_\_\_
9. Confirmation of the guaranteed number of guest must be made five (5) days prior to the scheduled function. \_\_\_\_\_
10. A standard 18% service charge will be applied to all beverages contracted through Veterans Terrace. Sales tax of 5.1% is applied to all charges including service charges as in stated by Wisconsin state law. \_\_\_\_\_
11. A \$125 bartender fee applies for each bar requested. Bartender fee will be waived if bar sales exceed \$500 per bartender. \_\_\_\_\_
12. Veterans Terrace holds the right to refuse service of alcoholic beverages to any guest at anytime. All guests must have proper identification. \_\_\_\_\_
13. Any deliveries or outside set-up activities must be confirmed through Veterans Terrace management one week prior to function date. \_\_\_\_\_

14. A standard 18% service charge will be applied to all services and equipment contracted through Veterans Terrace. Sales tax of 5.1% is applied to all charges including service charges as in stated by Wisconsin state law. \_\_\_\_\_
15. Groups requesting state tax exemption must submit tax exemption certificate five (5) days prior to the event. \_\_\_\_\_
16. Veterans Terrace will gladly arrange for audio/visual as requested for an additional cost. To ensure that the equipment will be in stock, please order one week prior to your scheduled event.
17. All room set-up details must be given at least five (5) business days prior to scheduled function. Any changes in set-up requirements on the same day as the event will result in an additional labor charge. \_\_\_\_\_
18. Tables, chairs, basic linen and dance floor are included for the rental fee. Ask your Event Manager about specific quantities. All additional items supplied through Veterans Terrace are subject to an additional fee. \_\_\_\_\_
19. Veterans Terrace is a smoke free facility. \_\_\_\_\_

THE POLICIES AND TERMS STATED ABOVE IS AN OUTLINE OF OUR POLICIES AND DOES NOT COVER EVERY SCENARIO THAT MIGHT ARISE. IF YOU HAVE QUESTIONS ABOUT ANY POLICY PLEASE CONTACT YOUR EVENT MANAGER.

I have read and understand both pages of the policies and terms.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature