



## **Two Elk Event Center Contract**

Event/Group Name:

Contact Person:

Address:

Phone:

Email:

Date of Event:

Rooms Reserved:

Type of Event:

Estimated Attendance:

### **Deposit and Payments:**

1. A non-refundable deposit of \$\_\_\_\_\_, due upon signing, is required to reserve the above mentioned date and room. The deposit will be subtracted from your final bill.
2. A fee of \$250 minimum will be assessed if the room is not left in the same condition it was rented in.
3. An estimated final payment is due seven (7) days prior to your event, unless prior arrangements have been made, and agreed upon, or you have pre-approved credit.

### **Food and/or Beverage:**

1. The Lodge at Mauston requires a guaranteed number of persons attending your event, table arrangements and seating plan at least fifteen (15) days prior to your event. Head counts may not be changed after fifteen (15) days prior to your event.
2. All food and beverages will be provided by The Lodge at Mauston. No other food or beverages are allowed on premises with the exception of Wedding Cakes/Cupcakes/Desserts provided by a licensed and insured bakery.



3. Food and beverages provided by The Lodge at Mauston may not leave the Two Elk Event Center due to restrictions of Wisconsin State Code, and the holding requirements therein. **This includes individual carry out boxes.**
4. Food and beverage selection served for events must be selected from our banquet menu or pre-approved by the Chef.
5. Food pricing will be confirmed ninety (90) days prior to your event.
6. Plated options will be available for groups of 125 or less. Groups over 125 must be served buffet style.
7. Menu tasting is available for up to three proteins, three starches, and three vegetables. Must be set up Tuesday – Thursday at 4:00 pm. \$50 charge.

#### **Set Up and Facility Usage:**

1. Scheduling for a band/DJ set up, floral, bakery and rental deliveries, should be arranged with The Lodge at Mauston ten (10) days prior to your event. All rental equipment must be pre-approved by The Lodge at Mauston.
2. If your ceremony will be held at the event center, and additional tear-down is required by our staff after the ceremony, a fee will be charge, based on the number of chairs and tables to be moved. The minimum fee is \$50 and the maximum fee is \$250.
3. Confetti, rice, bird seed, rose petals, or glitter are strictly forbidden be used on The Lodge at Mauston's property. A minimum clean up fee of \$250 will be assessed for violation of this rule.
4. The use of thumb tacks, tape, or nails for decorating is prohibited. In addition, nothing will be allowed to be hung from the ceiling.
5. All candles must be in containers that will hold any melted wax and enclose the flame by a minimum of two (2) inches.
6. The Lodge at Mauston reserves the right to control the sound level of any band or disc jockey.
7. The use of smoke, bubble, or fog machines is prohibited in our facility and grounds as well as any fire hazards.
8. Access to Event Center for decorating/set up is allowed up to four (4) hours prior to your event start time the day of your event. If there is not an event scheduled for the previous day prior to your event, you may be granted access to the facility early if approved by management staff.



9. All decorations brought in to The Lodge at Mauston must be cleaned up and removed from the facility at the conclusion of the event. Prior approval is required for clean up the next day, to include the use of a Gift Opening Room.
10. All decorations must be approved by The Lodge at Mauston management prior to your event. In the case that The Lodge at Mauston management deems a decoration not in accordance with our rules, said decorations will be removed at our discretion.
11. The Lodge at Mauston reserves the right to refuse service of alcoholic beverages to any guests, who in the staff's opinion are intoxicated, or not of legal drinking age.
12. The Lodge at Mauston is not responsible for lost or stolen articles.
13. The Lodge at Mauston is not liable for "Acts of God" that may interfere with the use of the facility on the above mentioned date. You will be responsible for all costs incurred for the preparation of your event. The Lodge at Mauston may terminate this agreement if the contract signer fails to pay charges due or adhere to the terms of this agreement. The Lodge at Mauston reserves the right to recover all damages and costs incurred.
14. Any vandalism or damage caused to The Lodge at Mauston property by the guests of an event are the responsibility of the person(s) signed below. Any fees incurred for repairs, replacement costs, or extended cleaning to correct these problems will be charged to the contract signer.
15. Contract signer agrees to accept the facility in its "as-is" condition and shall indemnify, defend and save harmless The Lodge at Mauston, its officers, agents and employees from and against any and all loss, cost, damage, expense and liability. This agreement shall be governed in accordance with the laws of the State of Wisconsin and any legal actions, claims or demands shall be handled in a court of competent jurisdiction within the State of Wisconsin.
16. All room blocks will expire 30 days in advance of the date of the event. Room blocks can be made with 15-20 rooms, and up to an additional 30 rooms if needed and if available.

**Items provided and set-up by The Lodge at Mauston:**

- Round tables or classroom style seating
- Chairs
- White linen tablecloths & black linen napkins provided
- Skirted accessory tables (head table, gift table, guest book table, cake table, registration table)  
Video projection system, screen & microphone, podium.



**Fees:**

**1. All 3 Ballrooms A-C (per night) – 8,000+ SF**

Monday – Friday \$1800

Saturday \$2500

**Ballroom A or B&C (per night) – 4,000+ SF**

Monday – Friday \$600

Saturday \$1500

**Ballroom B or C (per night) – 2,000+ SF**

Monday – Friday \$300 with purchase of food and beverage

Monday - Friday \$500 without purchase of food or beverages

2. All Food and Beverage costs are subject to an eighteen (18) percent service charge and applicable Wisconsin sales tax.

I understand and agree to the terms of this agreement.

\_\_\_\_\_  
Client Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
The Lodge of Mauston Representative

\_\_\_\_\_  
Date