



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 in the amount of your ballroom rental \$_____, is due upon signing, and 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. If your event has an open bar, that tab must be paid within 24-hours of your event.

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 twenty (20) days prior to your event. Head counts may not be changed after twenty (20) days prior to your event.



2. All food and beverages will be provided by The Lodge at Mauston. No other food or beverages of any kind 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. Any extra food or beverage (alcoholic and non-alcoholic) left over from your event will not be credited from The Lodge.
6. Food pricing will be confirmed twenty (20) days prior to your event.
7. Plated options will be available for groups of 120 or less. Groups over 120 must be served buffet style.
8. Menu tasting is available once per quarter and is served buffet style. You will be invited to the tasting the quarter prior to your event. One menu tasting per bride and groom is complimentary; any additional guests or any additional tastings will be \$50 per person.

Set Up and Facility Usage:

1. Scheduling for band/DJ set up, floral, bakery and/or 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, glitter and pyrotechnics are strictly forbidden to 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 strictly prohibited. In addition, no items will be allowed to be hung from the ceiling or chandeliers.
5. All candles must be in containers that will hold any melted wax and enclose the flame by a minimum of two (2) inches. The Lodge staff are not responsible for lighting candles.
6. The Lodge at Mauston reserves the right to control the sound level of any band, DJ or music playing devices. Event staff reserve the right to shut down any event that continues to violate warnings regarding excessive noise levels.



7. The use of smoke, bubble, or fog machines is prohibited in our facility or 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 Event Coordinator.
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. **Event staff are not responsible for any set up or tear down of your items.** Event staff reserve the right to move your center pieces/decorations as part of our clean-up process. If items are left behind, The Lodge at Mauston reserves the right to discard any items left after your event.
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, with a parent or not.
12. The Lodge at Mauston is not responsible for lost, stolen or broken items or decorations.
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 for up to 30 rooms. Should additional rooms be needed, you are required to call the hotel for availability.
17. The Lodge at Mauston reserves the right to refuse service to anyone in violation of any of the above statements or due to poor conduct at any time. Should your event need to be cancelled by Management, you will be charged for any services rendered or food purchased for your event.

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

Conference rooms (per night)

Business Center \$75

Meeting Room \$50



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