



Two Elk Event Center Contract

Event/Group Name: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

Date of Event: _____

Rooms Reserved: _____

Type of Event: _____

Estimated Attendance: _____

Additional Information / Setup requirements: _____

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. With approved credit for businesses, balances must be paid in full within 30 days. 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 fourteen (14) days prior to your event. Head counts may not be changed after fourteen (14) days prior to the 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 unless approved in advance by management staff.
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 for events must be selected from our banquet menu or pre-approved by the Chef.
5. Any extra food or beverage (alcoholic or non-alcoholic) left over from your event will not be credited from The Lodge.
6. **Due to changing costs, food pricing will be confirmed fourteen (14) days prior to your event.**
7. Plated options will be available for groups of 100 or less. Groups over 100 must be served buffet style unless approved in advance by management.
8. Menu tasting is available for weddings/receptions and will be set up approximately three to four months prior to the event. One menu tasting per bride and groom is complimentary; any additional guests or any additional tastings will be \$40 per person.

Set Up and Facility Usage:

1. Scheduling for a band/DJ set up, floral, bakery and/or rental deliveries, should be arranged with The Lodge at Mauston no less than 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 in the event center, and additional tear-down is required by our staff after the ceremony, a fee will be charged 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, glitter, or pyrotechnics are not 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, staples 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 is not responsible for lighting candles.
6. The Lodge at Mauston reserves the right to control the time limit and 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. Music must conclude no later than 11:45 pm.
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 in the same room prior to your event, you may be granted access to the facility after 5 pm on the prior day if approved by management staff. If you wish to ensure that you have the facility beginning at 8 am the prior day, you may rent the space for half the total rental price if not previously reserved.
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 decorations as part of our clean-up process. If items are left behind, The Lodge at Mauston reserves the right to discard these items 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 regardless if with a parent or not.
12. One (1) bartender will be provided upon request and approval of management staff per 100 guests. Any additional bartenders requested will be charged at \$150 per bartender for a six (6) hour shift.
13. The Lodge at Mauston is not responsible for lost, stolen or broken items or decorations.
14. 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.



15. 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.
16. 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.
17. All room blocks will expire 30 days in advance of the date of the event. Room blocks can be made for up to thirty (30) rooms. Should additional rooms be needed, you are required to call the hotel for availability after the block has been exhausted.
18. 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 by The Lodge at Mauston:

- Round or Classroom Tables
- Chairs
- White Tablecloths & Black Napkins
- Skirted accessory tables (head table, gift table, guest book table, cake table, registration table)

Fees: Pricing set for maximum 120 guests.

Additional \$25 per table charge for guests over 120 based on 8 persons per table.

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

Sun – Fri \$2000

Saturday \$3000

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

Sun – Fri \$1000

Saturday \$1800

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

Sun – Fri \$400 with purchase of food and beverage

Sun – Fri \$600 without purchase of food or beverage



Conference rooms (per night)

Business Center \$ 75

Meeting Room \$ 75

Outdoor Space Reserved (per day – no chairs, tent or other items included) \$300

Use of Video projection system, screen, microphone / AV (per day) \$ 50

All Food and Beverage costs are subject to a twenty 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