

KELLY'S BLEACHERS

Wind Lake®

Special Event Contract

Please review the policies and procedures for our special events. We strive to provide you with the best customer service possible and to achieve this goal we have outlined some policies that will help make your event run as smoothly as possible. We understand that each event is unique and have created these policies based on our vast experience with running events at our facility. That being said please do not hesitate to voice your questions or concerns with anything outlined below.

PARTY CONFIRMATION

- a.) We would appreciate a (14) day advanced notice for parties under 100 and a (21) day notice for parties over 100. However, we also understand events happen last minute and will do our best to accommodate you within our best abilities. Event dates are reserved upon receipt of party deposit.
- b.) Rental charges are negotiated per each specific event booked with us. Price of function space is determined by size of party, seasonality, and amount of food or beverage purchased. This includes, but is not limited to weddings, meetings, showers, private parties, or fundraisers.
- c.) In the event that you need to cancel your event we require a 2 week notice. If the party is booked and then cancelled within 2 weeks of your event the customer will forfeit the initial deposit, unless the space can be rebooked, then the deposit will be refunded.
- d.) Depending on size, time, and date of the party, Kelly's Bleachers reserves the right to reassign your party to another room, if your original contract party size is reduced to below the minimum room requirements.

FOOD & BEVERAGE SELECTION

- e.) Final menu selections & guest count is required (14) days in advance. If no confirmation of your guest count is received we will proceed with the original projected amount and will not be subject to reduction. The minimum charges will be based on this original number, or the actual number served if greater.
- f.) We will cater for parties of any size, but we require a minimum of 20 people for buffet service.
- g.) Parties of 12 or more who would like to order from the menu will be given a choice of (4) menu items.
- h.) Food may only sit out for a prenegotiated amount of time due to health safety laws. (max of 2 hours)
- i.) Our policies state that no outside food or beverage will be allowed to be brought in due to food safety laws. Unfortunately, that also means that no food can be removed from our property upon completion of your event. However, we do allow cakes and desserts to be brought in for your celebration.
- j.) If you require us to supply plates and napkins for your dessert we charge a paperware fee of \$1 person. All desserts need to be removed immediately upon completion of your celebration. You may be subject to a cleaning fee if dessert is not promptly removed.
- k.) Per our licensing, no outside alcohol or drinks are allowed to be brought in from outside sources. We offer a wide selection of beverage for your guests. No guest under the age of 21 will be allowed to consume alcohol. Guests under the age of 21 are allowed until 9pm.
- l.) Private bartenders will be provided by Kelly's Bleachers at the rate of \$10 per hour (one per 50 guests).

- m.) We are more than happy to provide a tasting for you and guests. Tastings are provided at a "per guest" fee which varies based on menu choices.

PARKING

- n.) Parking for your event is located in our immediate lot. We have additional parking available across the street.
- o.) KBII has their own shuttle van which holds up to (15) passengers. Private shuttle service can be provided for your event at a fee of \$25 per hour plus gratuity for the driver.

FINANCIAL TERMS

- p.) A deposit payment is due upon signing of the party contract to hold the date of your event. Your deposit will be applied towards the final bill. Deposit payments vary per event.
- q.) Full payment is due (7) days prior to the event unless otherwise discussed with management.
- r.) Any additions or "to be determined" invoiced items must be paid in full upon completion of your event unless otherwise discussed with management.
- s.) All payments may be made by check or cash only unless otherwise discussed with management.
- t.) All events with over (100) guests are subject to a \$200 coordination fee unless otherwise discussed with management.
- u.) A 5.1% tax rate and an 18% service charge applies to all food and beverage ordered. Any additional gratuity for the staff is at your discretion.
- v.) If your group is requesting a tax exempt status you must submit a copy of your state certificate at least (3) business days prior to your event.
- w.) When an event requires Kelly's Bleachers to rent any special equipment, linen, or audio/visual components, etc. the customer will be charged accordingly.
- x.) Kelly's Bleachers reserves the right to inspect, control, or monitor any functions held on our property.
- y.) Kelly's Bleachers will not assume any responsibility for damage or loss of any merchandise or articles prior, during or left after your event.
- z.) The customer agrees that she/he are responsible for any damage done to the premises done by you, your guests, or any outside contractor you bring in to help with your event.

MISCELLANEOUS

- aa.) If an event is being held on a band night, the cover charge starts at 8pm and is subject to everyone regardless if the person is part of the party or not.
- ab.) On band nights food can be served only in the restaurant after 9pm unless event is booked in the party room.
- ac.) No discounts or coupons will be honored during special or private events.

By signing this document you are acknowledging that you have read, understand its contents and agree to the policies and guidelines as described on this document by Kelly's Bleachers Wind Lake.

Event _____

Event Date _____ Estimated Guest Count _____

Printed Name _____

Signature _____

Today's Date _____

Management Initial Upon Receipt _____ Dep. _____