



WEDDING POLICIES & PROCEDURES CONTRACT

www.woodfirelodge.com • 2687 Man Cal Road Brillion, WI 54110 • (920) 864-7070

The following policies explain the basic guidelines for Woodfire and will assist you in the planning stages of your wedding. Specific details pertaining to menu selections, room and table arrangements, entertainment, and other matters will be discussed and established prior to the wedding. Every effort will be made by Woodfire to ensure a successful wedding. A well-planned and successful wedding requires a review of the following policies:

1. Setup Fee

All weddings have a \$2500 setup fee which covers setup and cleanup of your wedding, chairs, tables, linen napkins and tablecloths, and sole use of the reception hall from the ceremony until 12:30 AM.

2. Ceremony Fee

All ceremonies on Woodfire premises have a \$800 fee which includes chairs. A birch and a cedar arbor are available to rent for an additional fee of \$75 each. Any decorations or other items needed must be supplied by the wedding party. However, miscellaneous decorations are available to rent from Woodfire upon request.

3. Bartender Fee

3 bartenders for the main bar are included in the price of your wedding. If you would like more than 3 bartenders at the main bar, there will be an additional charge of \$25 per hour for each additional bartender. If you choose to have an additional bar set up in your reception room, there will be a \$100 setup fee, with an additional charge of \$25 per hour for each additional bartender.

4. Advance Deposits, Payments, Service Charge & Sales Tax

An initial \$2500 non-refundable deposit and written confirmation on Woodfire's wedding contracts is required to reserve your wedding date; this deposit will be applied to your final bill. Woodfire reserves the right to release function space for which no deposit has been received or contracts signed.

Fifty percent (50%) of the final estimate must be paid within 10 days of the wedding. The remaining balance must be paid in full on the night of the wedding. The prices of items provided on the estimate are not guaranteed and are subject to change without notification. A twenty percent (20%) taxable service charge and 5.5% sales tax will also be applied to the bill. A 2% charge will be incurred when paying with a credit card. Personal checks are accepted.

5. Menu Tasting

A menu tasting is encouraged 60 days prior to your wedding and can be scheduled so long as a contract has been signed and your \$2500 deposit has been paid. The tasting



must be paid for on the day of the tasting. There is a tasting charge of \$12.95 per person, and the tasting must be booked with at least 10 days' notice. The tasting includes up to three (3) single-plated entrees, two (2) of each side, a salad and non-alcoholic beverages. Alcoholic beverages may be purchased from the bar inside the lodge upon request. Our chef is available for tastings Tuesday-Thursday from 11:00 AM to 7:00 PM and Friday-Sunday dependent upon availability.

6. Food, Beverage & Liquor Service

Woodfire must provide ALL FOOD AND BEVERAGE on the Woodfire premises (Wisconsin Statute 125.32, paragraph 6). No carry-in food or beverage is permitted at any time except for special occasion cakes/cupcakes. A cake cutting fee of \$75 is charged when Woodfire cuts a wedding cake for dessert. We do recommend you hire a professional cake cutter for your occasion. If you do not, Woodfire is not responsible for a difference between the actual pieces served and what your baker recommends your cake will serve. Except for wedding cake/cupcakes, removing any leftover food from Woodfire is not permitted in accordance with the health code (3-501.19-time as public health control).

If an open bar is selected, all charges incurred in relation to bar sales will be the responsibility of the wedding party. Woodfire reserves the right to refuse service to any minor, or person who cannot provide proof of age, per Wisconsin State Law. Woodfire, at its own discretion, may discontinue beverage service if Wisconsin laws are not obeyed.

7. Banquet Set

Confirmation of the final number of attendees must be submitted to the Event Coordinator no later than ten (10) working days prior to the function date. This number is considered a guarantee and is not subject to reduction. For buffet style weddings, Woodfire will be prepared to serve five percent (5%) in excess of the guarantee. If the guarantee exceeds five percent (5%) of the original estimated number of attendees, Woodfire reserves the right to make a substitution for the original entrée(s) ordered. All charges will be based upon the final guarantee, or the actual number of guests served, whichever is larger. If the required final count guarantee is not submitted to the Event Coordinator, the original attendee figure on the Banquet Event Order will be considered the final count.

8. Menu Selections & Market Fluctuations

All prices are subject to change without advance notice due to market fluctuations, unless such prices are confirmed in writing. Confirmed prices will be quoted within ten (10) working days of your wedding. Once an estimate is signed, prices are no longer subject to change. All menu selections shall be considered definite and not subject to change ten (10) working days prior to your wedding date. Items listed on our menus are by no means the only items available. Woodfire's Chef is most willing to discuss alternate menu selections specially requested for your wedding.



9. Plated Dinner Limit

When providing preordered choices for your guests, the limit of choices is three (3). You must provide an identification system to determine your guest's selection (i.e. place cards – these can be written for you for a \$150 fee).

10. Electrical Requirements

Electrical requirements must be discussed in advance to ensure that the proper number of outlets and power is provided. Additional power must be reserved through the Event Coordinator. For display setups, arrangements must be made in advance for rental of electrical equipment.

11. Decorating Policy

All decorations must be approved by the Event Coordinator. Easy release hooks, tape or other approved adhesives may be used. No adhesives may be used on any windows. All decorations need to be removed the evening of your wedding unless other arrangements have been made with the Event Coordinator. Decorating may take place the night before the wedding as long as no other event is booked. Decorations are available for rent through the venue upon request.

12. DJ/Band Ending Time

All music – whether a band, DJ or sound system – must be finished at midnight (12 AM) Any requests for a later ending time must be preapproved by the Event Coordinator.

13. Packages and Shipping

Due to limited storage space, materials cannot be received at Woodfire more than one (1) day prior to the wedding. Woodfire does not at any time guarantee the security of items left in the function rooms or stored on-site. Loss or damage to group displays, decorations or other property brought onto Woodfire's premises will be the sole responsibility of the group, with Woodfire assuming no liability.

14. Prevailing Laws

All federal, state and local laws regarding food and beverage purchase and consumption are strictly adhered to. Woodfire reserves the right to inspect and regulate all private meetings, banquets and receptions in accordance with established policies and laws.

15. Conduct and Damages

The host(s) are responsible for the conduct of all persons in attendance and for any breakage fees resulting from damages incurred upon Woodfire or its guests by individuals associated with or representing the group.

16. Act of God

If, for reasons beyond our control, including but not limited to, labor strikes, accidents, government restrictions or regulation on travel, acts of war or acts of god, Woodfire is



unable to perform its obligations, then such non-performance is excused with no other liability to return deposit(s). In no event shall Woodfire be liable for consequential damages for any reason whatsoever.

17. Lost or Stolen Articles

Woodfire is not responsible for any items not removed at the end of your wedding reception. This includes items such as toasting glasses, guest books, wedding cake pillars, or vases that need to be returned to the florist, bakery, or event decorator.

This agreement – the most recent revision of Woodfire’s Wedding Policies and Procedures Contract – and the signed detail sheets made part hereof, are the total and complete integration of all agreements between parties of the event.

Disputes: Wisconsin law applies to disputes arising from the agreement. In the event of a dispute, all parties agree to binding arbitration in Brillion, WI pursuant to the rules of the American Arbitration Association.

Breach: in the event of a breach by Client(s) of this agreement, Client shall pay all costs and expenses as allowed by law including actual attorney fees incurred by Woodfire to enforce the agreement.

I have read, understand and agree to the terms of this Woodfire Wedding Policies and Procedures Contract.

Client Printed Name: _____

Client Signature: _____

Date: _____

Client Printed Name: _____

Client Signature: _____

Date: _____



WEDDING DEPOSIT CONTRACT

<i>Wedding Date Reservation Information</i>	
<i>Wedding Date</i>	
<i>Estimated Guest Count</i>	
<i>Wedding Area(s) Reserved</i>	
<i>Wedding Name</i>	
<i>Deposit Information</i>	
<i>Date of Deposit</i>	
<i>Amount of Deposit</i>	
<i>Payment Method</i>	
<i>Have deliverables been clearly defined?</i>	
<i>Comments</i>	

I have read, understand and agree to the terms of this Woodfire Wedding Deposit Contract.

Client Printed Name: _____

Client Signature: _____

Date: _____

Client Printed Name: _____

Client Signature: _____

Date: _____

Woodfire Representative Printed Name: _____

Woodfire Representative Signature: _____

Date: _____



CONTACT INFORMATION

	<i>Bride's</i>	<i>Groom's</i>	<i>Additional Contact</i>
<i>Name</i>			
<i>Address</i>			
<i>City, State, Zip</i>			
<i>Phone #</i>			
<i>Cell #</i>			
<i>Email</i>			

Additional Information/Comments: