

Seven Seas Wedding Booking Agreement

1807 Nagawicka Road Hartland, WI 53029

(262) 367-3903 Fax: (262) 367-6877



Event Date :	<u>Contact (1):</u>
Function:	Address:
Room:	Phone:
	Phone:
Expected Guest Count:	Fax:
Minimum Guest Count Guarantee:	E-Mail:
DEPOSIT \$ _____	<u>Contact (2):</u>
DATE Received _____	Phone:
Form of Payment _____	

Policies and Information

MINIMUM GROUP SIZE

Each room has a minimum guest count Guarantee. You as our patron agree to pay the difference if your guest count is less than the agreed upon minimum. The minimum does not include Children's Dinners. Minimum dinner price adjustment will be \$24.95 per person.

DEPOSIT /PAYMENT

- Ball Room - \$2,000.00
- Anchor Room - \$750.00
- Tower Room - \$300.00
- Lakeside Terrace - \$2000.00
- Pilot Room - \$750.00
- Captains Room - \$300.00

We require a deposit at the time of booking your event. The deposit ensures your date becomes unavailable to other potential patrons and is taken in accordance with the area intended for your use. Therefore, deposits are NON-Refundable and NON-Transferable. **Payment is due upon conclusion of your event by cash, check or cashier's check.** We DO NOT accept payment by credit card unless you agree to pay a 3% service fee. Gift certificates cannot be used as payment.

SERVICE CHARGES

All Food and Beverage services are subject to an 18% Service Fee and 5.1% Wisconsin Sales Tax. Service Charges must be taxed in accordance with State Law.

PRICES

We reserve the right to make changes to our menu items, prices and set-up fees without prior notice. We will keep it reasonable to reflect current market conditions.

We require a minimum of \$300.00 Cocktail Sales per bartender requested in order for us to waive a standard \$60.00 charge. If you request to have no alcoholic beverages served, a \$5.00 surcharge per person will be added to your bill.

We do not have a food and beverage dollar amount minimum. You are required to pay for adult meal minimums in each room. If you are under your adult room minimum you agree to pay for minimum count. Additional meals are not prepared for you to take home. You may not make up difference by purchasing other items for your event.

DECORATIONS

No streamers, confetti, rice, sparklers, bubbles, glitter, decorator stones, or birdseed is allowed on the premises. We do not allow the nailing or tacking of things to the walls, pillars, gazebo or trellis. Candles must have an enclosed flame. All decorations must be approved by wedding coordinator prior to purchase. TAKE ALL ITEMS WITH YOU AT THE CONCLUSION OF THE FUNCTION. Seven Seas Restaurant will not be responsible for items left behind.

DAMAGES/LIABILITY

Patron agrees to the responsibility of any damage to the property or equipment by members, guests, invitees or outside groups contracted by patron during the period of time functions are held at the restaurant. The Seven Seas Restaurant reserves the right to inspect and control all private parties, meetings, receptions, etc. being held on the premises. Seven Seas requires a credit card number to be held, and, in the event of non-compliance, a fee will be assessed.

ADDITIONAL GUIDELINES

- We reserve the right to assign or re-assign the facility most suited to the size and type of function being held.
- All food and beverages consumed on the premises must be purchased from the Seven Seas Restaurant. Absolutely NO CARRY INS. Due to Health Department requirements, no food may be taken from premises. (Wedding, Birthday and Anniversary Cakes are the only exception.)
- Minors are not allowed to consume Alcoholic Beverages. Please assist us in policing minor guests attending your party.

LAKESIDE TERRACE Available June thru September from 11:00 a.m. to 10:00 p.m. We request the meal service be no later than 5:00 p.m. for Saturday functions. Due to City of Delafield Ordinance Guidelines, "BACKGROUND" SOFT AMPLIFIED MUSIC IS ALLOWED UNTIL 10:00 p.m. ON OUR LAKESIDE TERRACE. It is important to understand the need for privacy for our lakeside neighbors.

FEES FOR USING THE LAKESIDE TERRACE:

Ceremony only 11-2pm - must be out by 3:00	\$750.00	Entire function	\$ 1000.00
Bar set up (cocktail hour)-start time 4:00.....	\$250.00	Reception 4-10pm.....	\$ 500.00
Lakeside Terrace Ceremony (with dinner in ballroom).....	\$ 500.00		

Patio Bar Service is available (June through September) for either Lakeside Terrace or Captain's Patio. We reserve the right to assign which patio will be used for your group and will confirm the area one (1) month prior to the event.

- **Patio Bar Service (Fee is Waived if entire function takes place on the Patio)..... \$ 250.00**

PROCEDURE: It is important and required for you to:

Touch base with us THREE MONTHS PRIOR to function to begin planning process, estimate times & answer questions.

Consult with us ONE MONTH PRIOR to the event to review current menu prices and make Food and Bar arrangements. We will be happy to consider any special requests as long as we can practically satisfy them.

Provide TWO WEEKS PRIOR to the event a FINAL COUNT OF GUESTS to be served and desired arrangements of head and family tables. A copy of the arrangements will be faxed to you at this time. Please provide current Fax Number. Sign & Return the copy of the final arrangements.

To update no later than ONE WEEK prior to the event a final guest count. NO CHANGES can be made after this. You will be charged for your (updated) final count, plus any dinners served over and above the final count.

ROOM SET UP FEES:

Ballroom	\$ 800.00	Pilots Room (N)	\$ 400.00
Tower Room	\$ 100.00	Anchor Room (S)	\$ 400.00
Tower Room (Under 250 guests)	\$ 500.00	Captain's Room.....	\$ 200.00
Tower Room (Used for Buffet)	\$ 100.00		

CEREMONY SET UP FEES:

- **Captain's Patio Ceremony Set Up** \$ 250.00
- **Lakeside Terrace Ceremony (with dinner in ballroom).....** \$ 500.00
- **Tower Room Ceremony(seats approx 60 guests).....** \$ 250.00
- **Pilots Room Ceremony(seats approx 120 guests).....** \$ 250.00

COMPLIMENTARY SERVICES:

We have available for your use: Ivory linen tablecloths and napkins, skirting of head table, china, glassware and flatware, any special tables, Floor plan, free parking, bud vases, glass candle lamp centerpieces, projection screen, cordless microphone at head table and cutting and serving of wedding cake.

Acceptance of Contract

Thank you for selecting the Seven Seas for your special day.
We look forward to hosting your event and providing you with excellent service.

Name: *Anne Zube*
Title: *Banquet Sales & Special Event Planner*
Agent of Weissgerber's Seven Seas Restaurant

I understand and agree to the terms of this agreement:

Contact (1): _____
Agent For (Event) : _____

Date: _____

Date : _____

Signature: _____

Signature: _____

Credit Card Number _____ **Expiration Date of Card** _____

Responsible Party (Signature) _____

*****Please sign and return original agreement to the Seven Seas with your deposit*****

Seven Seas