



15860 T-Bone Lane ~ Hayward, WI 54843  
(715) 934-4411  
T-bone@cheqnet.net

## **BANQUET FACILITY INFORMATION and RENTAL AGREEMENT**

### Deposit

To reserve your event date. Hall Fee: \$500.00

If the reservation is cancelled, The Steakhouse requires a cancellation in writing no later than 120 days prior to the scheduled event to obtain a partial refund of the deposit. Events cancelled less than 120 days prior to the event will forfeit their entire deposit amount.

### Payment

All sales are subject to a 5.5% sales tax and an 18% service charge. Payment of the entire event is due in full on the day of the event. Payment may be made by cash or check. In the event of an NSF check, a \$30.00 returned check fee will apply and additional civil penalties may be imposed for non-payment in accordance with state statutes.

### Guarantee

The Steakhouse guarantees the food and services that were agreed upon. In return, we ask for a guarantee of the number of guests no later than 7 days prior to the event date. In the event no guarantee is received, the original guest count will be used and billed for.

### Event Time

The hall fee includes the use of The Steakhouse until 12:00 a.m. This is for the main dining room only. The bar area is open until 2:00 a.m. Additional time may be reserved at a rate of \$50.00 per half hour.

### Decorations

Wall decorations and/or signage must meet approval from The Steakhouse. The Steakhouse will provide linens that are included in the hall fee. The client is welcome to provide additional decorations such as centerpieces, free standing floor decorations, etc. The Steakhouse reserves the right to maintain all current decorations within our facility.

Set-up and Clean-up

Included with your hall fee, will be the set up and clean up after your event. It is expected that all boxes, packaging materials, personal items, etc. that are brought in by the client will be taken with the client or broken down for delivery to the garbage at the time of departure. Any excessive clean up that is performed by The Steakhouse will have a cleaning fee of \$200.00 added to the bill.

Responsibility

The event host shall be responsible and shall reimburse The Steakhouse for any damage, loss or liability incurred on the premises by the client or their guests and/or by any person or organization contracted by the client to provide service or goods prior to, during and after the scheduled event.

The Steakhouse is not responsible for any damage or loss of any merchandise or personal articles left on premises prior to or after the event.

In accordance with applicable Wisconsin state laws, The Steakhouse, a state licensed facility, will not allow alcoholic beverages to any person under the age of twenty one years. This will not be tolerated. Proper identification will be required. All alcoholic beverages must be purchased from The Steakhouse.

The Steakhouse shall not be liable for non-performance of this agreement, when such non-performance is attributable to labor disputes or strikes, accidents, government (federal, state or municipal) regulations and/or travel restrictions, acts of God and other causes whether enumerated, or not, which are beyond the control of and prevent or interfere with the performance of The Steakhouse and its staff.

Event Date: \_\_\_\_\_

\_\_\_\_\_  
Peggy Dobbs  
General Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date