



R&D Banquet Facility Contract Agreement:

A non-refundable payment of the amount for the room rental (see below) will be required to hold the date of _____. This agreement is made and entered into by R&D Catering, hereinafter "R&D", and the undersigned renter, _____. R&D and the renter agree to the following terms and conditions for rental of all or portions of the property (marked below) located at 1490 131st Street, New Richmond, Wisconsin.

Friday and Saturday Events:

- Large Banquet Room (Capacity 375).....\$850.00
- Small Banquet Room (Capacity 125).....\$350.00
- Both Banquet Rooms (Capacity 500).....\$1,100.00
- Holiday Party.....\$ _____

Weekday Events:

- Large Banquet Room (Capacity 375).....\$50.00 per hour/\$300.00 per day
- Small Banquet Room (Capacity 125).....\$25.00 per hour/\$150.00 per day
- Other.....\$ _____

CASH _____ Check # _____ Credit Card _____

*1.5% Card Present fee
3% fee without card in hand*

Social Media Clearance:

- Renter hereby gives R&D permission to post photos or messages about the hosted event on social media sites.
- Renter hereby denies R&D permission to post photos or messages about the hosted event on social media sites.
- Special Notes on Clearance:



1. Payments: _____
 - Three months prior to event R&D requires a payment of half of the events' estimate head count before taxes. Ten days prior to the event the final head count and payment must be provided to the banquet manager. This count determines the amount you are committing to; the number can go up if needed, but this is the minimum renter is responsible for. If you are being charged "per plate," an additional amount may be due, if over the quoted number of guests. If the customer cancels the event, the deposits are nonrefundable. For Saturday events utilizing the Large Banquet room, a food order minimum of \$2,500 applies. (Not including tax and service charges) There is a \$1,400 minimum on Fridays.
2. Use: _____
 - Renter will be entitled to use of the premises on the rental date(s) between the hours of ____ a.m./p.m. and ____ a.m./p.m. Renter and invitees must exit the parking area, 1 hour after the event ends.
3. Prohibited: _____
 - Smoking shall be allowed outdoors only. No animals are allowed, except as may be required by law. Renter shall not use, or be allowed to use, confetti, rice, birdseed, hay, or silly string indoors. An additional clean up fee may be imposed in the event of the use of the for-mentioned items. Use of ladders will only be allowed with proper insurance. This facility holds a state liquor license; you or your guests may bring in no alcoholic beverage(s). Alcoholic beverages purchased on-premise may be consumed outside on patio areas, not in the parking lot.
4. Damages: _____
 - In addition to the rent/deposit, renter is responsible for all damages to the remises or personal property which result from or occur during the renter's use of the premise except whereas caused by R&D or its employees. If candles are used, and wax damage is caused, a \$50 fee will be assessed.
5. Alcohol: _____
 - Alcohol shall be sold, served, and provided by the licensed facility R&D, and as limited by State Law. No outside alcohol is allowed. Specific bar arrangements must be made 10 days prior to event date.
6. Decorations: _____
 - Renter may decorate the property for said even as may be agreed by R&D. All decorations must be removed by renter immediately following the conclusion of renter's event. Nails, screws, pins, non-approved tape, staples, and other similar items are prohibited. Renter can begin decorating no earlier that 8:30a.m. the



day of the event. \$100.00 decorating fee will be applied to decorate the evening prior, if space is available.

7. Deliveries: _____
 - Scheduling of deliveries is the responsibility of the renter. Renter must make arrangements to meet with individual vendors, including florist, bakes, musicians/DJ's, and food suppliers at the premises, unless previously arranged by renters with R&D. Cake vendors and bakers must be a licensed provider. No outside food caterer will be authorized.
8. Music: _____
 - Renter is responsible to supply their own music, which must be kept at a reasonable level at all times. Music must be terminated by 12:00 a.m. Music and entertainment are only allowed within the rented banquet hall rooms or meeting room. Fog and bubble machines are not permitted at R&D.
9. Personal Items: _____
 - R&D is not responsible for damaged, lost, or stolen personal belongings of renter's invitees, employees, or vendors. All such personal belongings shall be removed by renter upon termination of event. R&D is not responsible for storage or protection of any property left behind after the event unless agreed upon prior to event.
10. Linens: _____
 - Linens will be provided in the full room rental charge. If R&D waives the room rental charge, linens will not be provided. Linens can be purchased at a cost of \$5.00 per tablecloth and \$0.50 per napkin. If excessive damage is done to linens, a damage fee may be assessed.
11. Cake Cutting: _____
 - A cake-cutting fee will be assessed if renter purchases a cake from a licensed baker or supplier. A cost of \$100 for parties fewer than 250 guests, and \$200 over 250 guests will be charged. R&D will not allow renter to cut and serve cake without R&D's assistance.
12. Ceremony: _____
 - R&D can host a ceremony if renter requests at a cost of \$200.00. Proper arrangements will be made between R&D and renter prior to event.
13. Tastings: _____
 - Food tastings can be arranged between R&D and renter prior to the event on selected days and evenings. A cost of \$15.00 per person, per plate will be assessed. Renter can choose up to 2 meats, 1 starch, 1 vegetable, and a salad per plate.



14. Late Fees: _____

- If the event dinner is late and food buffets and plating is delayed, a \$50/per 15 minute late fee will be assessed to the renter to be paid for R&D's staff extending hours. A \$100.00 a day late fee will be assessed for every day after the event that money is still owed.

15. Backdrop: _____

- Includes lights and drapery. Rental is \$150.

16. Prices: _____

- All prices and fees are at this point agreed upon and cannot be changed. However, all prices of food and beverages are subject to chance, due to fluctuation in costs from R&D's vendors and suppliers.

Renter's Contact Information:

(Name)

(Phone #)

(Address)

(City and State)

(Email Address)

(Renter's Signature)

(R&D Facilitator's Signature)

(Date)