

## Banquet Hall: Features

- Full Service Bar
- Seasonal Outdoor Bar and seating area
- Convenient Location, just 3 Blocks Off 1-90
- Free Street Parking
- Vaulted 1901 Tin Ceilings
- Gorgeous Wood Floors
- Original Brick Interior Walls

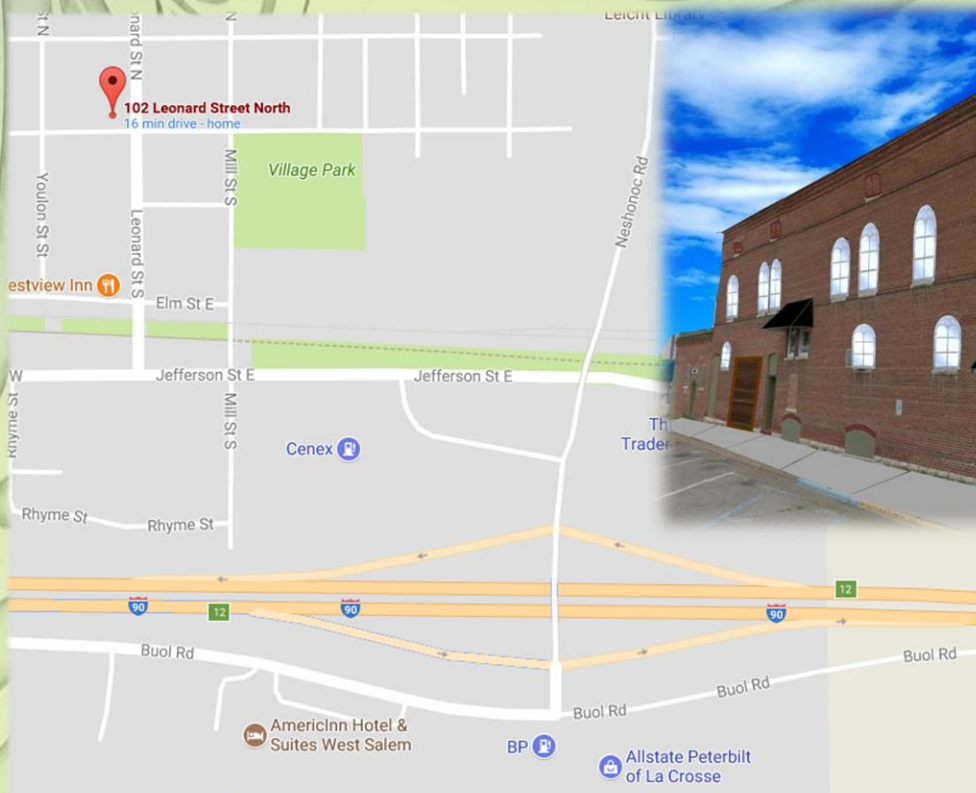


## Banquet Hall: Size and Capacity

- Square Feet: 3,600+
- Guest Seating Capacity:
  - Up to 225 Guests Seated in Rectangles
  - Up to 200 Guests Recommended

## Location

Located just three blocks off I-90, we are easy to get to. Right downtown West Salem, in the Historical District. Just minutes from the nearest AmericInn Hotel.



# B's Place Event Contract



## 1. NUMBER OF GUESTS

- Original Guest Count: \_\_\_\_\_
- Final Guest Count is due no later than seven (7) days prior to the Event Date.
- Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

## 2. RESERVATIONS

- Client agrees to pay a non-refundable Reservation Fee at the time of signing the Agreement.
- The reservation fee is for the date reserved. It is possible to change the reservation date, providing the new date is open. Client is responsible for cost difference if the new date is more expensive and/or will be charged less on the final payment if the date booked is less expensive than the original date.
- In the event the Client requests to change the date of the event, B's Place LLC will make reasonable efforts, at its sole discretion, to accommodate the request and change the event to a different date this is available. If the event is cancelled by the Client for any reason(s), Reservation Fee shall be non-refundable and retained by B's Place LLC unless otherwise agreed to in writing by the parties.

## 3. DAMAGE DEPOSIT

- Client agrees to pay a separate Damage Deposit of \$200.00, level 2 (\$300.00 for level 1 and 3) at the time the client agrees to terms and conditions set forth herein and in the Invoice. The Damage Deposit will be returned to the Client approximately (15) days after the event, provided there is no damage to the Premises which was caused by the Client, Client's guests, invitees, or service providers', including outstanding tabs or any violations of the terms and conditions set forth herein or in the Order Invoice. If any such damage, open tabs or violations are discovered, then B's Place LLC may, in its sole discretion, apply the Damage Deposit to the costs or losses B's Place LLC incurs as a result of the aforementioned.
- Client shall be liable for any damages to the Premises which are in any way caused by the Client, Client's guests, invitees, or service providers and Client further agrees to pay all costs and expenses to repair or remedy such damages to the Premises.

## 4. PAYMENT TERMS

- The Total Event Costs must be pre-paid by the Client in full no later than thirty (30) business days prior to the Event Date. All fees are subject to 5.5% state sales tax.
- Any other fees (i.e., rentals, beverage or other additional charges as provided herein) which are not part of the Total Event Costs shall be paid immediately following the end of the event.
- If the Client fails to make any payment of any amounts due pursuant to the Invoice or these terms and conditions, then B's Place LLC may, at its option, declare all amounts owed under the Invoice and these terms and conditions payable immediately, and terminate the parties Agreement and cancel the Event.
- Additional 3.9% fee applies to all credit card payments.
- All past due balances are subject to a 1-1/2% interest charge per month (18% per year) or the highest amount allowed by Wisconsin law.
- Returned checks, for any reason(s) will be charged a \$100 fee.

- Incidental add-ons may be added by the Client and will be billed at the end of the Event Date and/or deducted from the Damage Deposit.

## **5. RULES AND REGULATIONS**

- All contractors or service providers, including, but not limited to, live music, entertainment, planners, and caterers shall be the sole responsibility of the Client.
- Client is responsible for all permits required for live music, tent(s), catering and special requests.
- Event(s) are scheduled to end by 11:00 pm unless agreed upon in writing otherwise. An additional \$150/hour fee applies thereafter, 1-hour minimum.
- Decorations shall not be attached to the walls, floors, windows, tables or wood trim unless agreed to in writing by B's Place LLC.
- All decorations must be removed by the Client at the end of the event without leaving damage.
- Confetti, glitter, foam, bubbles, flower petals and similar decorations are not permitted. Failure to comply will result in a minimum \$100 Cleaning Fee.
- Candles must be contained in glass with a base under each candle.
- Client, along with any guests or invitees or service providers, are prohibited from smoking inside the Premises and any areas outside the premises which B's Place LLC does not designate as a smoking area.
- Placement of tables, tents, live music, equipment, entertainment, etc. require preapproval by B's Place LLC prior to the date of the Event.
- Client may have access to begin decorating no earlier than 9am on the Event Date unless otherwise agreed to in writing by B's Place LLC. Billable hours begin when first person of vendor arrives and ends when last person or vendor leaves.
- Children must be supervised by adult chaperone(s) at all times.
- B's Place LLC assumes no responsibility for personal property or items left overnight or for lost or stolen personal property or items prior to, during or after the event.
- Unless contracted, B's Place LLC does not provide DJ or music services at any time before or during events. All music coordination is the responsibility of the Client.
- Audio/visual requirements by the Client must be tested and approved by B's Place LLC seven (7) days prior to the event.
- All 3rd party vendors or service providers and guests must adhere to the Terms and Conditions set forth herein. It is the responsibility of the Client to share these guidelines with all parties.

## **6. FOOD AND CATERING (If not using B's "In-House" Caterer)**

- In House Catering available, menu and pricing on-line and subject to change.
- Caterers will be licensed and preapproved and are subject to 10% venue fee on food total.
- A copy of caterer's bill must be provided to B's Place LLC no later than ten (10) days prior to event
- There will be a \$40 refuse fee for level 1 and 3 events using paper products, \$25 for level 2.

## **7. BEVERAGES**

- A \$300.00 minimum bar spend is imposed for Level 1 and 3 events, \$200 on level 2. Bar minimums are compulsory and can be met through cash bar, hosted bar, or a combination of both. Minimum bar spend does not include Sales Tax.
- Outside Alcoholic beverages are not allowed on the Premises at any time by client or guests. Failure to comply will result in the loss of the Damage Deposit in full.
- All pre-paid and hosted bar sales are subject to 5.5% sales tax and 15% gratuity.

- Final beverage requests are due fourteen (14) days prior to the Scheduled Event Date.
- All liquor prices are subject to change without notice.
- Bartender and/or server fee is billed at \$20.00 per hour, per bartender/server with over 100 Guests.
- No open alcoholic beverages may be removed the premises, for any reason.
- Underage consumption will not be tolerated. Individuals engaging it will be removed from the Premises.

#### **8. VENUE COORDINATING**

- Room Rental Fee(s) include one 2-hour session with the Venue Coordinator. Additional time if needed, is billed at \$35/hour, in 30-minute increments.
- B's Place LLC meets with the Client(s) approximately 60 days prior to Event Date.

#### **9. POLICY, PRICING AND FACILITY CHANGES**

- B's Place LLC reserves the right at any time to review policy and prices and to make changes to such policies and prices when deemed necessary.
- B's Place LLC reserves the right to remodel, add-on and/or modify the facility at any time without notice to the Client.
- All prices are subject to change without notice.

#### **10. FINAL DEADLINE**

- All details for the event must be finalized ten (10) business days prior to the event.
- Additional Change Order(s) must be agreed to in writing. Additional fees may apply.

#### **11. COURTESY PROTOCOL**

- B's Place LLC reserves the right to request any person or group of people acting unruly or contrary to regulations to leave the Premises. Assistance from law enforcement agencies may be acquired if this request is not met immediately.
- Client, Client's guests, and Vendors shall refrain from running and roughhousing or other inappropriate behavior.
- Client agrees to be fair and reasonable and understand some details will not go right. Client agrees to not make unreasonable demands.

#### **12. FORCE MAJEURE**

- B's Place LLC shall not be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to acts of God, war, strikes or labor disputes, embargoes, government orders or any other force majeure event.

#### **13. LIABILITY**

- Client expressly agrees that B's Place LLC shall not be liable to Client or others, including Client's guests and invitees or service providers or contractors, for damage or loss of personal property located in or about the Premises. The Client, hereby indemnifies and hold harmless B's Place LLC, its members, owners, managers, employees, officers, representatives, and agents, from and against any and all claims or liability for property damage or loss arising from the use and occupancy of the Premises by the Client or Client's guests or invitees, contractors or service

providers. Client expressly agrees that B's Place LLC shall not be liable for any injuries to Client or others, including Client's guests and invitees, service providers or contractors, unless such injuries are directly caused by the intentional or negligent acts or omissions of B's Place LLC. Client hereby indemnifies B's Place LLC, its members, employees, officers, representatives, and agents, from and against any and all liabilities, damages or personal injuries arising from the use and occupancy of the Premises by the Client or Client's guests or invitees, service providers or contractors.

**14. AMENDMENT**

- Terms and Conditions may be modified or amended from time-to-time as determined by B's Place LLC. The Client will be provided with notice of such changes and amendments which shall be binding on the Client.

**15. ENTIRE AGREEMENT/BINDING**

- THE TERMS AND CONDITIONS SET FORTH HEREIN SHALL CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE PARTIES. CLIENT AGREES TO BE BOUND BY THE TERMS AND CONDITIONS SET FORTH HEREIN AND IN THE ORDER INVOICE. These Terms and Conditions supersede any prior written or oral agreements between the parties. The Terms and Conditions shall be binding on the parties hereto and their successors and assigns.

**16. SEVERABILITY**

- If any provision of the Terms and Condition is held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. The invalidity or unenforceability of any provisions of this Agreement shall not affect or impair any other provisions.

**17. APPLICABLE LAW**

- This Agreement shall be governed by the laws of the State of Wisconsin. I confirm that I have read the Terms & Conditions and agree to all items and provisions contained therein.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_