



Wedding Policies and Contract

MINIMUM REQUIREMENTS

A **minimum of \$400 (not including deposit/room charge)** is required for any booking Sunday through Friday. A **minimum of \$2500.00 (not including deposit/room charge)** is required for any Saturday booking.

PAYMENT SCHEDULE & DEPOSIT INFORMATION

A deposit of \$500 along with a signed contract is required to book a date. Event dates are not guaranteed until both the deposit and signed contract are completed. Of the \$500 deposit, \$200 will be credited to your final bill. One month prior to your event, half of the estimated food and beverage bill will be due. All charges for food, beverage, amenities and services, plus 17% gratuity and current sales tax, less the \$200 from the deposit will be due the day of your event. **All payments must be made by cash or check.**

GUARANTEED GUEST COUNT

A final guest count and menu selections are due two weeks prior to your event. The final bill is based upon the number confirmed or the number served, whichever is greater. In the event that minimum \$400 is not met for a Sunday – Friday booking, the difference will be added to the bill total to meet the minimum requirement (before gratuity). If the minimum of \$2500.00 has not been met for a Saturday booking, the difference will be added to the bill total to meet the \$2500.00 required (before gratuity).

INCLUDED IN YOUR PACKAGE

- 1.) All china, flatware and glassware associated with our services. Glassware is limited to coffee mugs and water glasses. Please inform us ahead of time if wine or champagne service is requested so that arrangements can be made.
- 2.) All tables at your event will be covered with ivory linen tablecloths (Square 81x81). Also included is ivory or your choice of colored napkins. Any other linens including but not limited to: colored tablecloths, larger size tablecloths, tablecloth overlays, colored sash overlays, chair covers or chair cover sashes are provided **at an additional per table or per chair cost.** (Chair covers and sash rental are **not included** in the \$2500.00 minimum for a Saturday booking)
- 3.) Bartenders and Banquet Servers. The number of people on staff during your event directly correlates with the amount of people in attendance.

FOOD AND BEVERAGE

- 1.) All food and beverage must be purchased from Amore; no food, beer, wine, liquor or other beverages may be brought in from outside. Any alcohol that is brought into the building or found on the property will immediately be disposed of by the staff. In the case of special

circumstances, arrangements may be able to be made if requested prior to the date of your event. The only exception to this is your wedding cake which must come from a licensed vendor.

- 2.) Food and beverages purchased at Amore must remain on premise after the banquet is over. It is the policy of Amore and of the State of Wisconsin Health Department that any food left over from a banquet is not allowed to be taken by the guest and remains the property of Amore. Please be accurate with your guest count.
- 3.) There is a **\$10 per bottle corkage fee** for any wine or champagne consumed during your wedding that we do not carry.
- 4.) Amore reserves the right to refuse alcohol service to anyone who is under 21, cannot produce a valid ID or appears to be intoxicated.
- 5.) Amore's beverage service will stop at 12:00 a.m. the night of your event. Should you or your guests choose to stay, Antonio's will remain open until regular bar time (2:00 a.m. or 2:30 a.m. depending on the day of the week).
- 6.) Amore charges **\$0.40 per person for cake cutting service**. This fee includes cutting the cake, serving it on our plates with our forks and the cleanup of these items. We will also wrap the top layer of your cake for you to take home.

DECORATIONS

As long as there is not another function the evening prior to yours, you may decorate at that time. Please call in advance to schedule a time to decorate for your wedding. You **may not use glitter or confetti** of any kind. Candles may be used as long as they are enclosed in a protective container. Tape and tacks are not allowed. We recommend using poster putty to attach your decorations. After your wedding ends, all personal items, decorations and centerpieces **must be removed from the building** or packed into boxes, placed in the designated area and picked up the following day. Amore is not responsible for any lost, stolen or damaged property. We encourage you to take any cards and/or gifts with you the night of your event.

HOLIDAYS & DISCOUNTS

Amore offers a 5% discount to any wedding on a Friday or Sunday throughout the year. A 5% discount is also offered to ANY wedding on ANY day (including Saturdays) held during the months of November, February, March or April. The service charge is calculated prior to the discount being applied. Only one discount may be used per event. **No discounts apply on holidays.**

ADDITIONAL OPTIONS AND AMMENITIES

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| ○ Beautiful locked card box to protect your wedding cards (rental) | \$15.00 |
| ○ Head Table Riser | \$100.00 |
| ○ Cake Cutting and Service | \$0.40 per person |
| ○ 90"x102" Linen Table Cloth Rental (per table rate) | \$6.00 |
| ○ 54"x54" Linen Table Cloth Overlay Rental (per table rate) | \$4.00 |
| ○ 72"x72" Linen Table Cloth Overlay Rental (per table rate) | \$5.00 |
| ○ White Table Skirting (Ivory Table Skirts are Included) | \$35.00 per skirt |

○ Chair Cover and Sash Rental (per seat rate)	\$4.00
○ Sash Rental for Table Overlay (per table rate)	\$3.00
○ Additional 18"x18" Napkins	\$0.50
○ Audio Package with Wireless Microphone and Podium	\$40.00
○ Video Package with LCD Projector, 100" screen and two 42" monitors	\$40.00
○ Audio & Video Combo	\$75.00
○ Coat Check Attendant	\$200.00
○ Cake Cutting Set Rental	\$5.00

MISCELLANEOUS

- 1.) Please contact Amore prior to ordering your invitations to confirm final cocktail hour, dinner and reception times.
- 2.) A valid major credit card number will be taken and put on file in case of damages caused by yourself or your guests to linens, rental items or Amore property. This card will also be used to cover any unpaid balances that are past their due date(s). In the event that any check payments do not clear, **an additional fee of \$50 will be added** and charged to this credit card.
- 3.) All menu and amenity prices are subject to change up to 5% without notice.

CANCELLATION POLICY

The \$500 deposit is non-refundable unless the event is cancelled within 48 hours of signing the contract. After 48 hours, the deposit will not be refunded. The half down payment due one month prior to the event will not be refunded if cancelled within 2 weeks of the event.

Please provide the following information:

- 1.) Name of the person bringing your cake or dessert and the time of their arrival (if applicable).
- 2.) Name and phone number of your florist and the time of their arrival (if applicable).
- 3.) Name and phone number of your photographer.
- 4.) Name and phone number of any entertainment and the time of their arrival (if applicable).

Date of Function: _____/_____/_____

Estimated Number of People: _____

Date \$500 non-refundable deposit was made: _____/_____/_____

Date estimated menu selections and details due: _____/_____/_____

Date half of the food and liquor bill is due: _____/_____/_____

Date final menu selections and guest count are due: _____/_____/_____

Security Credit Card Number: Visa / MC / Amex _____ - _____ - _____ - _____

Expiration Date: _____/_____/_____

By signing this contract you are agreeing to pay for your banquet on the date and time that you have booked. You understand that a signed contract must be accompanied by a \$500 non-refundable deposit.

I agree to the above statements:

Customer Name and phone number – Please Print

_____ / _____ / _____

Customer Name – Please Sign and Date

I agree to provide the services of this contract:

Amore Management – Please Print

_____ / _____ / _____

Amore Management – Please Sign and Date