

BANQUET HALL APPLICATION – BLUE HERON
102 E. Pier St. Port Washington, WI 53074

Event Type (Purpose) _____ **Event Date:** _____

Event Start Time _____ **End Time:** _____ **Setup Start** _____

Renter(s) Name: _____

Phone: (Day) _____ (Night) _____

Address: _____ City/State/Zip Code: _____

E-mail: _____

Have you booked with us before? YES NO

CURRENT RATES: *please circle your choice*

MONDAY-FRIDAY	SATURDAY	SUNDAY	HOLIDAYS (Special Hours Apply)
3 Hours \$100		3 Hours \$125 Finish before 3pm	Christmas Eve 6 hours \$250 4pm-10pm New Year's Eve 6 hours \$250 6pm-12
6 Hours \$125	6 Hours (9-3) \$200 6 Hours (5-11) \$225	6 Hours (9-3) \$150 6 Hours (5-11) \$150	Christmas Day All Day \$350 9am-10pm
All Day (9-11) \$250	All Day (9-11) \$350	All Day (9-11) \$300	Thanksgiving Day All Day \$350 9am-10pm

Number of Guests: _____ Guest Tables (round tables Seat 8) _____ Chairs per table _____

8' tables: food ___ gift ___ other ___ (ALL TABLES COMBINED MAY **NOT EXCEED 12**) **included**

Media Needs: ___ TV ___ PC hookup ___ DVD Movie; Music: ___ CD _____ Other device **included**

Hall Fee: \$ _____

Rentals: Linen Tablecloths (2 week notice \$25 min. order), card box, cupcake stand \$ _____

I will cleanup myself – see checklist

I would like the janitorial service (fee \$125)
Fee is for general cleanup, such as removal of linens, sweeping, putting chairs up and trash removal (must already be bagged, putting food and trash into receptacles is still the renter's responsibility)

▶ A \$125 damage & excessive mess deposit is required for cleanup.

▶ Renter MUST stay until staff arrives to lock up and approves that NO EXCESSIVE MESS or DAMAGE has occurred. Once Condition of Hall is approved, your damage deposit will be returned.

CC # _____

EXP _____ CODE _____

Card will not be charged unless there is damage/excessive mess

Non-Profit Discount (-\$25) \$ ()

Subtotal \$ _____

WI Sales Tax 5.6% \$ _____

Janitor Service \$ _____

Total \$ _____

Deposit (min 50%) \$ _____

*credit card check # _____
 cash

Balance Due \$ _____

2 weeks before your event

Will alcohol be served? Yes No

If yes-Please refer to and sign Alcohol Policy

Banquet Hall use and rental agreement

This Agreement is made on _____ between Blue Heron LLC and _____
today's date renter name
in regard to use of the banquet hall located at 102 E Pier St. Port Washington, WI on _____
event date

The parties agree as follows: **Please read carefully to fully understand your responsibilities.**

APPLICATION AND FEES: This application and payment of rental fees to *Blue Heron* are required on the dates indicated on the application. If payment is not received by the agreed dates, the event is subject to cancellation. Anyone applying for use of the Blue Heron hall must be at least 18 years of age (*21 if alcohol is being served*)

*Blue Heron reserves the right to refuse rental of the premises for any reason, to anyone, at any time. It is understood that the customer is entering into this agreement for the purpose of _____, and that any use or advertising of an event inconsistent with the purpose in this agreement will be in breach of this agreement, resulting in cancellation of this agreement without return of any monies deposited.

**** Any damages or Excessive Mess occurring will be the responsibility of the renter. Following the event Blue Heron staff will confirm damages with renter via walk-through.** (*Renter further agrees that if the damage fees are not paid and it is necessary to secure an attorney the fees will be the responsibility of the renter*).

EVENT DEPOSIT: A Deposit in the amount of 50% of total rental rate is required at the time of signing the contract with balance due two weeks prior to your event.

CANCELLATION, CHANGES AND REFUNDS: Deposits are **nonrefundable after 30 days**. Events canceled less than 30 days after booking will be refunded minus a processing fee of \$50 Date changes after 30 days of booking will be subject to a \$10 fee

RESPONSIBILITIES

The event **MUST** be completed by scheduled time unless other arrangements are agreed upon by staff. All guests must be out of the building within 30 minutes after event. Cleanup must be completed within 30 minutes following the event. Failure to vacate the building at the designated time may result in an additional fee.

The room is NOT available for setup or decoration the night before the event (Please include setup in your rental time if you need more than the complimentary hour)

DECORATIONS: Renter agrees that they **WILL NOT USE - TAPE** of any kind, nails or staples to attach decorations to walls, ceilings, woodwork, ceiling fixtures, furniture or tables. (command hooks are acceptable)

NO Confetti or glitter will be allowed inside or outside the facility.

(You will receive 1 complimentary hour for setup prior to your paid time frame) if more than 1 hour is needed to decorate, it will need to be included into your paid time.

GROUNDS AND PROPERTY: Blue Heron LLC property shall not be removed from the premises.

Blue Heron LLC reserves the right to inspect the premises during any activity. Rental includes the use of: tables, chairs, coffee maker, microwave, stove & fridge. Any user leaving the facility unattended will be held responsible for any damage or theft that occurs. No material or equipment, including signs, shall be attached to the Blue Heron Hall or its property unless approved by Blue Heron staff.

NO OPEN FLAMES, FLAMABLE LIQUIDS or MATERIALS MAY BE USED. (this is against municipal fire code)

*(lighted candles in closed candleholders or with globes are acceptable)

★ Blue Heron is a non-smoking facility - Smoking is allowed on the outside patio only - please use proper receptacle for butts

PARKING. The parking lot (C3 city lot) on the east side of the building is for your use. Cars may **NOT** park in the courtyard or on the ramp except for loading/unloading. **NO CARS ALLOWED BEYOND THE END OF THE HANDRAIL FOR ANY REASON! CARS MUST MOVE TO THE UPPER LOT ONCE UNLOADED**

CROWD LIMITATION. The number of people in attendance shall not exceed the established capacity of 80. The recommended capacity is 70-80 seated guests. *Guest capacity is dependent on layout of tables (***It is expected to have two 8' tables for food – each additional long table requested WILL reduce capacity by 8 guests***)

GROUP RESPONSIBILITY:

We at Blue Heron want your event to be memorable and as special as possible. We recognize that celebrations often include children and ask that parents supervise their children. Children should be kept from running, throwing food or other objects, standing on tables or chairs, and are **not allowed on any of the outside retaining walls.**

Children playing in the courtyard must have adult supervision! The Renter using the facility is responsible for the proper conduct of persons in attendance and the care and cleanup of the property. Renter warrants that he/she shall remain on the banquet hall premises at all times during the usage term.

*Renter has had the opportunity to inspect the premises where guests will be permitted and agrees that the premises are as safe as reasonably possible for guests. *The renter is responsible for accidents and injuries incurred by their guests or themselves, inside and outside of the Blue Heron LLC premises.* Renter covenants to assume risk for Renter and any of Renter's guests, and hold harmless Blue Heron LLC from any and all accidents and injuries occurring during the use of the Blue Heron facilities. Blue Heron LLC will not be held responsible for any loss or theft of guest's personal property during the use of the facilities.

***I, as Renter, agree to assume responsibility for the premises during the rental period, including setup and cleanup:** _____ Staff Initial _____
(Renter Signature and date)

If damages to the facility prevent the next scheduled event(s) from occurring, Renter will be responsible for any refundable deposits that may be demanded by future renter(s)..

CLEAN UP: What is Expected?

(A checklist will be given to you at the time of your event) staff will sign off when cleanup is complete.

Events must conclude no later than scheduled. Please complete your cleanup and removal of all materials brought in within **30-45 minutes** after your event. The Blue Heron Banquet Hall ASSUMES NO responsibility for any property left in or on our premises.

- **Banquet Room:** Table trash will be gathered and placed in proper receptacles. Empty cups into sinks before placing in the trash can. You are responsible for cleaning up leakage from drinks and kegs. Kegs and coolers must be in leak proof containers and placed on mats (provided by staff)
To protect the floor, any liquid spills that occur during usage of hall should be cleaned up immediately. A mop will be provided for this purpose.
- **Restroom:** Please pick up trash from the floors.
Any excessive mess should be cleaned up immediately with proper cleaning supplies by the renter, **if you are unable to properly clean the mess**, please notify staff immediately! (either by reporting to staff in the gift shop or calling one of the cell numbers listed on the cleanup sheet)
Failure to do so will result in additional cleaning fee. (cleaning supplies under kitchen sink)
- **Outdoors/Courtyard.** Please pick up all trash outside the building including cups, misc. trash, cigarette butts that were not placed in the designated container and other items left outside in the courtyard area.
- **Kitchen Area.** The kitchen is to be left as it is found. Sweep floors, wipe tables & chairs. Chairs should be put upside down on tables. Trash should be placed in the green container located in the shed outside.
recyclables should be placed in blue bags and placed beside the green can in the shed.

Failure to properly cleanup will result in a \$125 additional cleanup fee

KITCHEN USE: This is a “warming or staging” kitchen only and shall not be used for full preparation of meals for guests. Caterers or Renters may use stove/oven, refrigerator, microwave & countertops for service at the event. **At no time may caterers or renters use any serving utensils, food, beverages, containers or any other equipment found in house without permission.** Renters may bring in their own food or beverage but are responsible for making sure food meets health code specifications of 135° or higher for warm items 41° or less for cold items. **Caterers:** Caterer must provide an appropriate certificate of insurance, review and adhere to the provisions in this Agreement that pertain to caterers/kitchen use

The sale of food or drink on the premises by renters is prohibited

Courtyard: The patio area is available for use with the room, weather permitting. **Renter is requested to ensure that guests observe the city noise ordinance (NO NOISE AFTER 11PM). If courtyard is left a mess and requires clean-up by Blue Heron staff, renter will be charged the cleanup fee of \$125**

PA System: A PA or electronic amplification system is available for use during your event. DJs and bands or other entertainers are NOT allowed to use this system. This system may be used for background/dinner music, playing of audio for a program, announcements, toasts, etc. Renter will be responsible for damage to system, speakers or any component from misuse or abuse of the system by the Renter or a guest.

Conduct: For the duration of the event, the Renter and its guests must abide by the Blue Heron LLC policies and comply with applicable regulations and laws. Renter is responsible for the actions of guests and for any damages or losses incurred during the event. Blue Heron has the right to refuse entry or service to and remove from the premises any person it deems to be behaving in an improper or abusive manner. Blue Heron reserves the right to exclude or remove any undesirable persons from the event and premises without liability.

Governing Law: The parties agree that any dispute shall be subject to the laws of the State of Wisconsin and that any legal action shall be brought in Ozaukee County, WI.

I HAVE READ, FULLY UNDERSTAND, AND AGREE TO ABIDE BY THE RENTAL AGREEMENT

Signature: _____ **Date** _____

**Please return documents to:
Blue Heron 102 E. Pier St. Port Washington, WI 53074**

Alcohol Policy for Facility Rental

Anyone wishing to serve alcoholic beverages in the rental facility must be at least 21 years of age and must accept responsibility for the use of the facility during the date and times agreed. The Applicant agrees to follow all rules and regulations outlined in the Blue Heron LLC Rental Agreement.

No one under the age of 21 may consume alcohol. *If minors are found consuming alcohol, the event will be terminated immediately and the authorities will be called, no refunds will be made. No alcohol may be consumed in any area other than the designated area for the event. **Individuals consuming alcohol must stay within the confines of the Blue Heron property, being inside the banquet hall or in the courtyard.**

No alcohol can be stored at the facility before the day of the event. All alcohol must be removed immediately following the event.

The organization/individual using the facility shall be responsible for the proper conduct of persons in attendance. *Blue Heron staff may at it's discretion card anyone they believe may be underage and consuming alcohol.

THE SALE OF ALCOHOL IS STRICTLY PROHIBITED per STATE LAW

Conduct of Event: For the duration of the event, the Renter and its guests must abide by the Blue Heron LLC policies and comply with applicable regulations and laws. Renter is responsible for the actions of guests and for any damages or losses incurred during the event. Blue Heron LLC has the right to refuse entry or service to and remove from the premises any person it deems to be behaving in an improper or abusive manner or in a manner not befitting Blue Heron Banquet Hall. Blue Heron LLC reserves the right to exclude or remove any undesirable persons from the event and premises without liability.

The parties agree to all of the terms and conditions contained herein and that any modification shall be in writing.

I HAVE READ, FULLY UNDERSTAND AND AGREE TO ABIDE BY THE ABOVE RULES AND REGULATIONS

_____ Date _____
Renter Signature

_____ Date _____
Staff: Bette Langford or Rebekah Luedcke