

Laack's Ballroom

W4302 County Road JM in Johnsonville
(920) 893-3054

2018 Banquet Information & Guidelines

As your hosts, the Laack's Ballroom staff promise to make your special day as happy and memorable as you expect it to be. It is a day to enjoy yourself and to know that everything will be taken care of exactly as planned. Should the selections presented not fulfill your requirements, please let us know as we welcome the challenge to custom tailor a menu to your specific needs.

All prices and guidelines enclosed in the **2018 Banquet Information & Guidelines** are for the calendar year 2018. Your pricing is reflective for the year of your event not the year you signed a contract. Prices and guidelines are subject to change in the new calendar year, see our website at **laacksballroom.com** for additional information or stop/call Laack's Ballroom at (920) 893-3054.

Currently the per plate price for the Buffet-style dinner is \$14.50.

Family-style dinners are available for parties up to 175 guests at \$17.00 per plate.

A set "Percentage-Gratuity" or "Service Charge" is not automatically added to your bill-any gratuity for our staff is at your discretion. Wisconsin State Sales Tax is **not** included in the per plate price. Due to fluctuating market costs, all prices are subject to change up to 5%.

Outdoor Wedding and Party Facilities Now Available !!!

Our park behind the Ballroom offers a perfect place for your outdoor event with the Sheboygan River as a border in the background. There is a patio area directly off the ballroom with easy access to the park, accommodating an increasing number of outdoor weddings. An advantage to holding your outdoor wedding at Laack's...in the event of unfavorable weather, guests do not have to be redirected to another venue for an indoor wedding. Laack's personnel are on hand to move your event into the Ballroom if weather becomes a concern.

Thank you for choosing Laack's Ballroom !!!

2018 Rental & Deposit

Rental and deposit rates listed below apply to the use of the Ballroom. All deposits and set up fees are non-refundable if the event is cancelled any time prior to the date of reservation. If Laack's Ballroom rebooks the date you cancelled, you will be refunded \$400.00 of the deposit on Saturday dates and \$200.00 on Friday and Sunday events.

Saturday Receptions: A \$400.00 deposit is due at the time of the reservation;
of which \$200.00 will be credited towards your bill after the event.

Friday or Sunday Receptions: A \$200.00 deposit is due at the time of the reservation; of which
\$100.00 will be credited towards your bill after the event.

Outdoor Wedding Set-Up: The \$400.00 cost includes chairs, a sound system and set-up for your
(for 2018) special event.

Other: \$75.00 will rent out the meeting room for smaller parties/meetings.

A minimum of 100 guests must be guaranteed to rent banquet hall.

Scheduling / Timeline

Please call prior to ordering your invitations to make final arrangements for dinner and reception times. Also, schedule an appointment with us at least 6 weeks prior to your event, to discuss arrangements including menu and other details.

Billing

All expenses incurred during the event are due at the conclusion of the evening by **cash or check only**. All prices are subject to change with ample timing.

Guarantee Agreement

We need you to confirm the number of your dinner guests approximately 2 weeks in advance of all functions. Your bill shall be based on the guaranteed number, plus any charges over and above. Meals will be prepared for your guaranteed number.

Beverages

All alcoholic beverages to be served on premises at your function must be dispensed only by Laack's Ballroom servers and bartenders. A variety of champagnes and wines are available. Any carry-ins will be assessed a "cork fee". Laack's Ballroom reserves the right to ask for proper identification of any person to verify their age and to refuse alcoholic beverage service if the person is either under age or proper identification cannot be produced. Any carry-in alcohol containers will be disposed of by our staff. There are no exceptions to the rule and includes any alcohol being consumed on Laack's Ballroom grounds that was not purchased at Laack's Ballroom. Alcoholic beverage service may be refused to any person who, in Laack's Ballroom's safe judgment, appears intoxicated.

Beer: *If you are setting up tap beer for your guests*, all half-barrels must be ordered in advance. Domestic beers (Bud, Bud Light, Miller, Miller Lite, Coors Light) cost \$195.00 per half barrel (as of January 2018). Premium beers are available upon request. Let us know your preference and we will supply prices for your planning convenience. You are only charged for the number of barrels tapped. Cash bar is available until the conclusion of the event.

Soda: If you are providing soda for your guests, the charge is \$ 1.25 per glass.

Open Bar: In the event you will be hosting an ***Open Bar*** time for your guests, a 15% gratuity for the open bar amount (not including the tapped beer and soda) for the bar staff will be added.

Optional Choices

Slide Show Presentations: *No extra charge for use of our system.*

Wedding Cake: Forks and plates will be provided at no additional cost. If you do not have someone to cut your cake, we will provide the service for \$ 25.00.

Table Settings: Linen table clothes are provided at no additional cost. White dinner napkins are also provided. There is an additional charge for linen napkins.

Arch at Entry Way: Laack's Ballroom has an arch that can be decorated for the entryway into the hall. There is a \$ 15.00 rental fee.

Set Up / Preparations

Decorating

Decorating times are based on what is scheduled before your event. *Please call 2 weeks prior to your date to schedule decorating times.* If there is no function scheduled for the evening before, you may come to decorate up to 24 hours in advance. Tables will be set-up and ready for use and step-ladders are available. The following are the preferred times:

Friday: 11:00 am – 6:00 pm, Saturday: 9:00 am – 12 Noon.

Please furnish all your tools including: scissors, decorations, poster putty.

Permanent hooks run along doorways and arches for hanging lights, netting, garland and other decorations.

Items not allowed include: confetti, sprinkles, staples, and candles.

If confetti is used, a \$50 clean up fee will be charged.)

Colored rose petals, safety pins or stick pins are not allowed when using table linens. As of 2017, **no candles will be allowed.** Battery-operated are acceptable.

No decorations can be applied to the wooden beams in the ballroom.

Only poster putty is allowed to hang decorations on walls.

For safety reasons, do not decorate or hang anything from the railing in the front entrance.

If your decorations are questionable as for safety and clean-up, please ask in advance.

Decorations can be refused by management.

Live Entertainment

If your party would enjoy live music, whether it be a single musician, a big band, or a DJ, we can help with suggestions and arrangements. Please give us advanced notice.

Miscellaneous

Please provide us with the names of the vendors serving your event. We expect all decorations to be removed the night of the event unless other arrangements have been made in advance.

Laack's Ballroom holds no responsibility for lost items.

Date of Event: _____

Event: _____

Insurance & Indemnification

Guests shall indemnify and hold Laack’s Ballroom and its affiliates harmless from any and all claims, losses, damages, and expenses on account of injury to any party in connection with the function or resulting from damage or destruction of any Laack’s Ballroom property by guests or any attendee of the function on the premises.

Prices and Guidelines:

All prices and guidelines enclosed in the **2018 Banquet Information & Guidelines** are only for the calendar year 2018. Your pricing is reflective for the year of your event not the year you signed a contract. Prices and guidelines are subject to change in the new calendar year. To check for this information, see our website at **laacksballroom.com** or stop/call Laack’s Ballroom at (920) 893-3054.

I have received a copy of the **“Laack’s Ballroom Information & Guidelines”**

Signature: _____

Date: _____

Laack’s Representative: _____

Rev. 1/1/18

Thank You for Holding Your Special Event at Laack’s Ballroom in Johnsonville!!

...Hosting Family Gatherings since 1912

For Office Use:

Event: _____ Date: _____

Contact: _____ Phone: _____

