

BELL STREET GLOBAL INC.

EVENT DATE:, 2024

Client(s):

Email:

Phone Number:

Mailing Address:

FOR AND IN CONSIDERATION of the mutual promises and benefits to be derived by the parties, they do hereby agree to the following:

Catering and Bar Fees and Renters Responsibilities

Event Coordination- Michelle Rudeen is the Event Coordinator for all of your correspondence and coordinating for venue, bar and food. . If you would like further assistance with your planning and day of coordinator, there is an additional fee of \$25 per hour. We can discuss what your needs are and add this into the final invoice.. 715-563-0323

Vendors- The facility reserves the right to approve/disapprove vendors at its own discretion. All vendors must supply a valid certificate of insurance.

Catering

Catering- There are several excellent catering companies on the island and others on the mainland. Once you decide on a caterer, please pass on that information to Bell Street. We have a contract and list of information for outside caterers. We have a 20% catering fee that will be added to your final venue payment. This fee covers the use of our equipment, utilities, and other wear and tear on the facility. This amount is based on your final catering invoice. This fee will not exceed \$1000. Bell Street Tavern will provide rental facilities for functions including a catering kitchen with existing equipment to include:

- Standard oven
- Refrigeration space
- Freezer
- Stovetop range
- Prep and work area

- Ice machine
- Basic Tableware items including dinner plates, forks, spoons, knives, water glasses, and linens for up to a 200 person event

Cakes and Desserts

All wedding cakes and desserts for your day must be prepared by a licensed vendor. They will be responsible for all ordering, invoicing, setting up and taking down any displays, cake stands, cupcake stands etc. They will also be responsible for cake cutting and serving. If they do not provide you with this service we would be happy to do so for a cake fee of \$150. This will include cutting cake, paper plates and paper napkins, and the distribution of dessert. This fee will be added to your final invoice.

Bar Service

We require one bartender per 50 people. The fee is \$150 per bartender. This fee along with whatever special bar items you order will be due 60 days prior to your event. You as the client can choose from an open bar or cash bar.

Bar- All beverages must be supplied, arranged and prepared by Bell Street Global Inc. Neither the Renter nor their guests may bring to or remove from the premises any beverages or service ware. Liquor prices are subject to change. As the host of a private party, the Client assumes responsibility for the proper and lawful consumption of alcoholic beverages at the Property for the duration of the event described in this contract.

Bar Policies- If Renter is paying for alcohol the day of your event, a credit card number must be provided prior to any purchases. A 20% gratuity will be added to any bar tab.

No alcohol is allowed at Bell Street Global Inc. except that which has been purchased from Bell Street Global Inc. This includes any champagne, beer, or other alcohol during your rehearsal, prior to the ceremony, and during clean up.

Payments/ Deposits

The remaining agreed upon fees (bar needs, catering fee and any add-on items) will be due on or before _____ (60 days prior to the rental date). All venue and bar payments can be mailed to Bell Street Global, Inc. *PO Box 512, La Pointe WI, 54850.*

**THIS CONTRACT IS BINDING WHEN SIGNED. ALL RENTAL PAYMENTS and FEES
ARE DUE 60 DAYS PRIOR TO EVENT DATE**

Payments may be made via cash, check, PayPal, or credit card. PayPal and credit card payments will be charged a 3.5% service fee.

Renter(s) or agent of a couple: Financially responsible for all the above.

By: _____ Date: _____

By: _____ Date: _____

Bell Street Global Inc.:

By: _____ Date: _____