

HHFFRRRGGH INN

731 South Wuthering Hills Dr
Janesville, WI 53546
(608) 741-8833, (608) 741-8837 FAX

Visit us at our website:
www.hhffrrrggh.net

Whatever the occasion, the Hhffrrrggh Inn takes pride in extending the extra effort required to ensure that your function is a truly enjoyable event. Our goal is to meet your every need - "If it's important to you, it's important to us." Our staff takes great pride in providing excellent food and service. We will strive to create a warm, friendly atmosphere for you and your guests. Thank you for considering the Hhffrrrggh Inn for your entire banquet needs. Please contact us with any questions.

The Staff at Hhffrrrggh Inn

The following policies have been established to enable us to accommodate you best. We encourage you to read them carefully and present us with any questions so we can avoid any last minute confusion or disappointment.

BANQUET ON-PREMISE AGREEMENT

ROOM INFORMATION AND FEES

We provide a wide variety of party and banquet services for groups small and large. Our lower level banquet room can accommodate up to 150.

Functions held in the afternoon (up to 3:00 P.M.) and weekday evenings (Sunday through Thursday) will pay a room rental fee of \$75. There will be a room rental charge of \$150 for functions held on Friday and Saturday evenings. There is a \$1000.00 minimum expenditure required on Saturday evenings. This minimum is inclusive of all food, beverage and room charges.

There will be a \$50 per hour fee for functions not ordering food service.

Please note: Our banquet facility is considered a private room and is not handicap accessible.

MENUS

You will find a selection of various menus attached to this agreement. Our menus are suggestions only. Our banquet staff would be pleased to customize a menu to meet your needs.

All menu selections should be confirmed at least two weeks, (14 days) in advance of your function. Any special needs, set-up instructions and an estimated number of guests must also be given at this time. Hhffrrrggh Inn reserves the right to make changes/alterations to menu choices should an item not meet our quality standards or be out of stock from vendors. Examples of this may include fresh produce or seasonal items.

Three (3) days prior to your event you must provide us with a guaranteed number of guests. Your bill will reflect the guaranteed number or the actual number of meals served which ever is greater.

Our buffet-style meals will allow for a 5% overage to cover larger appetites. Plated meals will be prepared using the count given.

PRICES, SERVICE CHARGES, GRATUITY AND TAXES

All of our prices are subject to change without notice. We will guarantee menu pricing and quotes for sixty (60) days from the date your function is confirmed or a deposit is received. Thereafter, pricing may be adjusted, if necessary, to reflect current costs at the time your function is held.

Special price considerations will be given for children under the age of ten.

A twenty percent (20%) service charge will be added to all food and beverage prices. The service charge is a cost component of the meal, which is retained by the company for services rendered. Services include: Wait staff, event set-up and takedown, clean up and complimentary tablecloths and skirting on buffet, cake, gift, registration and head tables.

Gratuity is optional and at the customer's sole discretion.

Applicable state and local taxes will be added to the total bill. Groups with tax exempt status are required to provide a copy of the exempt certificate to the banquet coordinator prior to the function or sales tax will be charged.

For obvious reasons, we cannot accommodate separate checks and do require groups to pay from one master bill. Methods of acceptable payment are major credit cards, cash or check with prior approval. A billing system must be arranged in advance.

DECORATIONS AND OTHER SERVICES

We ask that you please discuss decorating ideas with the Banquet Coordinator. We ask that masking tape be used when decorating to avoid damage to the facility. Unfortunately we cannot allow confetti, rice or similar materials to be used as decorations. All tables will be set with ivory linen cloths. (White is available given two week notice). The cake, gift and head tables will also include skirting.

We will furnish mirrored tiles and candles at no charge. Additional decorating can be obtained at your request. We will do our best to assist you with table centerpieces, decorative buffets, and much more to create the atmosphere you are looking to provide for your event.

China service is included for events held in our banquet hall. Linen napkins at place settings are available for \$.50 per napkin. We have many colors from which to select. A two week notice is required when ordering linen napkins.

All wedding or special occasion cake will be cut by our staff for an additional charge of \$.50 per guest. Paper service is used, unless prior arrangements are made.

BEVERAGE FACILITIES

Separate bar facilities are located within our banquet room. Please discuss with the Banquet Coordinator the most advantageous use of the bar accommodations for your group.

Our guest, patrons, or invitees may bring no outside alcoholic beverages into the banquet area. Please note state and local liquor laws regulate all alcoholic beverage sales. We reserve the right to check any and all identification. We do not under any circumstances serve alcoholic beverages to anyone under the age of 21 on the premise. Those who violate this policy will be asked to leave.

FOOD SAFETY MESSAGE

It is the policy of Hhffrrrgh Inn to prohibit guests/clients to take with them any food items at any time including "leftover" items from buffets, etc. The National Restaurant Association guidelines and local Health Department regulations will be strictly enforced. Please understand that these restrictions are designed to ensure the safety of you and your guests and your complete cooperation is appreciated. The only exception to this rule is wedding cake.

As required by the Wisconsin Health Department, we must inform consumers that the consumption of raw, undercooked, or otherwise not processed certain animal foods on the menu may pose a health risk to highly susceptible people (the elderly, children under the age of 4, pregnant women, and immune-compromised individuals).

ENTERTAINMENT

Functions that have live music, D.J., etc. must have entertainment concluded by 12:00 A.M. (Midnight). Entertainment groups must provide their own equipment. We can furnish a dance floor for your function at no charge.

LIABILITY

Hhffrrrggh Inn will not assume responsibility for the loss of or damage to any merchandise or articles left prior to, during, or following any event. Accordingly it is expressly understood and agreed that "Hhffrrrggh Inn" shall not be liable for damages of any kind whatsoever whether to property or person, loss of time, or any other loss arising from the use of or in any way connected with any rentals or any part thereof from whatever cause arising. Client agrees to indemnify "Hhffrrrggh Inn" free and harmless wherefrom.

Hhffrrrggh Inn reserves the right to assess additional replacement charges for materials that may be lost or damaged during an event that are the personal property or responsibility of the Hhffrrrggh.

DEPOSIT

A deposit of \$150.00 is due at the time of booking. For Saturday evening events the deposit is \$300.00. The deposit is not an additional charge, but is applied toward your final bill. **IN ADDITION, A CREDIT CARD MUST BE PRESENTED TO GUARANTEE PAYMENT.**

No guarantee to secure your booking date will be made until the deposit and the contract (to follow) is received by the Hhffrrrggh Inn. If deposit is not received, the function will be considered cancelled without notice to the client.

If you cancel your function, your deposit is refundable up to six weeks prior to your event if and only if we are able to re-book the space with a party that is equal or greater in size. If you cancel your function two weeks prior to your event you will be charged up to 50% of the estimated food and room charges. You are responsible for the entire cost of the banquet if cancellations are made within 48 hours of the scheduled start time.

Deposits are non-transferable in the event of a cancellation and refunds are determined per above guidelines. All cancellations must be in writing and will be effective when received at our office. Refunds will be issued only to the person who submitted the original payment.

CONTRACTS AND CHANGES TO CONTRACTS/POLICIES

Hhffrrrggh Inn reserves the right to make changes in all policy and contract content or application as deemed appropriate with or without prior notice. Hhffrrrggh Inn reserves the right to make corrections to clerical or calculation errors.

After reviewing the above policies and attached menus, it is necessary to forward the signed BANQUET POLICY AGREEMENT and deposit monies to our Banquet office to secure your booking. Please complete the information required and mail with your deposit. We will then sign and return this agreement form to you as an acknowledgment of your event. Thank you for allowing the Hhffrrrggh Inn to act as the host for your event.

I have reviewed the information contained within the BANQUET POLICY AGREEMENT provided to me by the Hhffrrrggh Inn. I understand the policies outlined and understand my responsibility to honor them.

I am providing the following information with the intent of contracting with the Hhffrrrggh Inn to provide service to the function indicated below.

EVENT DATE: _____

DEPOSIT AMOUNT: _____, RECEIVED ON: _____

CHECK # _____, CREDIT CARD # _____ /Exp date _____

Please make checks payable to: HHHFRRRGGH INN

CASH _____ RECEIVED BY: _____

NAME OF CLIENT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ EMAIL: _____

RESERVED TIMEFRAME: _____

TYPE OF EVENT: _____

ESTIMATED NUMBER OF GUESTS: _____

ANTICIPATED MENU: _____

How did you hear about us? _____

I have read and understand these policies and agree to honor what is outlined within this agreement.

Client Signature _____ Date _____

Hhffrrrggh Inn Representative _____ Date _____

**PLEASE READ ALL THE ABOVE ITEMS CAREFULLY BEFORE SIGNING.
CONTACT OUR BANQUET OFFICE IF YOU HAVE ANY QUESTIONS.
WE WILL BE HAPPY TO MAKE ANY CLARIFICATIONS. CALL (608) 741-8833**