



(715) 755-2955 \* (651) 433-5141

## PRIVATE PARTY CONTRACT

This contract is between Trollhaugen and \_\_\_\_\_  
("renter") for a private party ("event") on \_\_\_\_\_ 20\_\_\_\_\_  
to be held in \_\_\_\_\_(location).

1. **ROOM RENT:** Room rental fees include set-up, take-down, and cleaning of the specific rooms rented; and the use of tables, chairs and white linen tablecloths. Trespassing beyond the rented room and fenced area is strictly prohibited. Renter's reservation will not be confirmed until this contract is signed and returned with the room rental fee.

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2. **DECORATIONS:** Decorating hours are 10am - 4pm unless other arrangements have been made and the room is not occupied.
  - a. Tape, Command Hooks, and Extension cords are the responsibility of the renters to bring. All decorations must be products that will not result in damage to walls, or any other structure of the building. Use of staples, nails or push pins in the Convention Center walls or woodwork is prohibited. Push pins can be used in the Main Chalet in the wood walls only; as long as no damage results to the walls.
  - b. Use of rice, glitter, confetti, etc. and the use of real flame candles are strictly prohibited inside or outside the buildings.
  - c. All personal belongings and decorations must be taken out of the building at the conclusion of the event. All events must conclude by 12:30am. Trollhaugen will not be held responsible for Lost, Stolen or items left on the premises.

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3. **DAMAGE/ADDITIONAL FEES:** Trollhaugen does not require a security deposit; however, renters are responsible for their guests. Damage to property, additional cleaning and theft or Trollhaugen property, by renters or their guests may result in additional fees at Trollhaugen's management's discretion.

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4. **MUSIC, PHOTOGRAPHY, & SUBCONTRACTORS:** All subcontractors including but not limited to bands, djs, photographers, photo booths, and their employees may render entertainment services until 12:00 am. At that time all lights will be turned on and all of their equipment/belongings must be cleaned up and concluded by 12:30am; at which time all subcontractors should be off premises, including decorators and any transportation services unless special arrangements have been made in advance. Trollhaugen is not responsible for lost, stolen, or damaged items of any subcontracted person or business as a result of the actions of the renters, their guests, or the subcontractor's management, staff, or guests.

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5. **BAR:** Bar service is available for all banquet functions. Our bars are staffed by licensed bartenders at no extra charge. All tap beer is served by our staff and current service charges are added. This facility holds a state liquor license.
- a. No alcoholic beverages may be brought by renters or guests into the venue or parking lots. Any alcoholic beverage not purchased from Trollhaugen will be confiscated and appropriate actions will be taken if necessary; not limited to asking any party to leave or having local law enforcement involved.
  - b. Bar staff is at liberty, under their discretion, to stop serving any persons at any time.

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6. **FOOD:** Trollhaugen holds a commercial kitchen license and will not allow any outside food to be brought in (with exception to baked goods and cakes, such vendors must also be licensed). Renter will be charged for event's final meal count plus any additional meals served.
- a. Trollhaugen does not allow excess food to be taken from the venue.
  - b. Menu prices include use of paper dinner napkins, beverage napkins, plates and utensils.
  - c. All food and beverage prices are subject to change

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7. **TASTINGS:** Food tastings can be arranged between Trollhaugen and the renter prior to the event on limited days and evenings. Tastings must be arranged at least 30 days prior to event and with final numbers of the tasting weeks in advance of that tasting date. The price of tastings will typically be between \$15-\$20 per person per plate with a minimum of 4 people per tasting. Some items require a minimum of 6 people. There is a maximum of 2 individual dinner items per tasting or 1 buffet. Some menu items may not be available for tasting due to availability, please inquire.

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8. **CAKE/CUPCAKES:** Any wedding and specialty cakes must be brought in from a licensed baker or supplier.
- a. Trollhaugen will cut and serve cake for a \$100 fee; fee includes cutting, serving, plating and utensils. Cupcakes will be serviced by staff for \$50.
  - b. Plates or utensils requested for self-service will incur a charge under our our Additional Service Fee page

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9. **EVENT DETAILS:** Approximately **45 days prior** to event, Trollhaugen requests specific details (meal choices, keg choices, venue set-up, timeline, and special requests, etc.) pertaining to the event.
- a. **Final meal and beverage counts will be required 14 days prior to the event.**

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**10. DELIVERIES:** Scheduling of deliveries is the responsibility of the renter. Renter must make arrangements to meet with individual vendors, including florists, musicians/DJs, bakers, drivers, etc, unless previously arranged with Trollhaugen. Renters must inform Trollhaugen of delivery schedule. All vendors must be licensed providers

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**11. PAYMENT AND LATE FEES:** Banquet and bar bills must be paid in full by the conclusion of the event. If prices change by the conclusion of the event, management will make arrangements to have said bill available by the end of the event.

- a. If event dinner is delayed due to late arrival, a \$50 per 15 minute late fee will be assessed to the renter
- b. A late fee of \$100/day will be assessed for every day an invoice has not been paid unless arrangements have been made with Trollhaugen management
- c. Personal checks are welcomed
- d. A service fee of 18% and 5.5% sales tax will be added to all food and bar bills unless renter provides documents showing tax exempt status

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**12. CANCELLATIONS:** In the event that renter's party needs to be cancelled, the renter's room rental fee is non-refundable.

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**13. PRICES:** All stated prices and fees are at this point agreed upon and cannot be changed. However, all prices of food and beverages are subject to change, due to fluctuation in costs from Trollhaugen's vendors and suppliers.

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**WISCONSIN LAW PROHIBITS THE SALE AND/OR SERVICE OF ALCOHOLIC BEVERAGES TO ANYONE UNDER THE AGE OF 21 YEARS. (Wisconsin s. 125.02 (8) )**

I have read the above contract and agree to abide by it and the terms and conditions as so stated above.

**PLEASE SIGN AND RETURN WITH ROOM RENTAL PAYMENT OF \$\_\_\_\_\_.**

Name \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_