

Autumn Ridge

MANITOWOC COUNTY'S FINEST GOLF AND BANQUET FACILITY

★ ★ ★ *Wedding Terms and Conditions* ★ ★ ★

- This contract covers the Autumn Ridge Banquet Room and does not pertain to Autumn Ridge Golf Course.
- A \$2000 down payment is required to reserve the date for your function. \$1000 of the down payment will cover the set-up and clean-up for your function, use of standard linens, and use of public address system. The remainder of your down payment will be credited towards your final bill.
- The down Payment is non-refundable.
- All food and beverage must be provided by Autumn Ridge at the standard established prices. Wisconsin sales tax and gratuity will be added to final bill. All prices are subject to change without prior notification. You must guarantee pricing 30 days prior to your event.
- The contract individual can and will be held responsible and adjustments will be made to the invoice for your event if alcoholic beverages not purchased from Autumn Ridge are found on the premise.
- All cakes brought in to Autumn Ridge must come from a state licensed bakery. There will be a \$100.00 cake cutting charge. This includes Autumn Ridge staff cutting and serving the cake as well as additional clean-up.
- Autumn Ridge is not responsible for cakes or decorations brought in the hall. Cakes must be delivered after 1:00 p.m. or by appointment.
- The client agrees to conduct the function in an orderly manner and agrees to comply with applicable laws, regulations, and Autumn Ridge policies. The client will assume full responsibility for guests.
- Autumn Ridge requests no decorations involving tape, tacks or nails on the walls, woodwork or ceilings, along with no confetti, glitter or similar items.

-A charge of \$1,200 is required for use of our facility for a wedding. This charge includes use of 100 standard white folding chairs, archway, public address system, as well as set up and clean up of these items. Additional chairs are available for rent at \$1.50 per chair. A \$600 discount will be given for all parties which host their reception at Autumn Ridge. If additional items are required for decoration, costs and set up, are the responsibility of the client.

-Our menus are only based on suggestions. We will design a menu to fit your function.

-When preparing meat, we will prepare it to your desired temperature. However, the choice of temperature is limited to one.

-State Law prohibits clients or guests from taking any unused food or beverage products, that we have provided, off the premise.

-A final guest count is required 14 days prior to your event.

-All charges will be based upon the final guest count given or the actual number of meals served, whichever is greater. If no final count is given the amount given as initial estimate will be considered the final count.

-A complete itemized statement will be presented to the person in charge the day of your function. **PAYMENTS ARE DUE THE DAY OF THE FUNCTION, UNLESS APPROVED BY AUTUMN RIDGE PRIOR TO EVENT.** Cash and check are gladly accepted. If payment is made with credit card a 3.5% fee will be added to your bill.

-Banquet hall is available the day of your function. Additional access is at the discretion of Autumn Ridge Inc. and is based upon availability.

-Entertainment must call Autumn Ridge 3 days prior to the event to arrange placement.

-For Picture purposes: You are welcome to use the clubhouse, waterfall, and wedding chapel areas for group photos. Group photos will not be allowed on the golf course during open golf times. Bride and Grooms may take pictures on the course only when accompanied by a member of the Autumn Ridge Staff.

THE UNDERSIGNED HAS READ AND UNDERSTANDS THE ABOVE TERMS AND CONDITIONS AND AGREES TO THEM. DOWN PAYMENT MUST BE RECEIVED WITH THE SIGNED AGREEMENT.

Type of Function: _____ Date of Function: ____/____/____

Initial Number Attending: _____ Contact Phone Number _____

Contact Email Address: _____

Signature: _____ Deposit Date: ____/____/____

Received by: _____ Date: _____

Deposit Amt: \$ _____

Check #: _____ Cash: _____ Credit Card: _____

 Thank You For Choosing 
Autumn Ridge.