



Wedding Guide



Heidel House
Hotel & Conference Center



Congratulations!

Congratulations on your engagement! We look forward to making your special day exceptional! This is a journey you won't soon forget, and we're excited you have chosen the Heidel House Hotel & Conference Center as your venue.

Our knowledgeable and attentive staff is committed to creating a successful event for you and your guests. Whatever your vision may be, bohemian, rustic-formal, elegant, classic ballroom or whimsical we will ensure your dream wedding becomes a reality.

Please take a moment to look over our wedding menu and information packet. The prices indicated may not reflect the current market price. All menu items with prices will be confirmed 30 days prior to your event. Keep in mind these menus are just a sampling of what we can offer. Our culinary staff can customize a menu to fit your needs.

You'll find that I'm committed to ensuring every little detail is followed to a T. From start to finish, I will be here to assist you throughout the planning stages and will be on-site on your special day. So please, sit back, relax and know you are in good hands.

For questions, additional information, and to set up a personal tour, please reach out.



xoxo, Diane

Diane Sicorsicor
Wedding Professional

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Policies and Procedures

Your Event Minimum

- Event minimums vary by season, day, and event space selected. Each minimum is listed along with details on each event space on pages 7 through 11
- Items that can be included in the wedding minimum:
 - Room Rental and Ceremony Rental
 - Food & Beverage—from rehearsal dinner to reception
 - 22% Service Charge & 5.5% sales tax
 - Upgraded linens & chair covers from “I DO” Decorating and Rental Services

Billing and Deposits

- We require a deposit at the time of booking your event. The deposit ensures your date and selected space(s) become unavailable to other potential clients. Therefore, deposits are NON-refundable and non-transferable. The remaining balance is due fourteen days prior along with the “guaranteed attendance.”
- In the event of a hosted bar, the estimated bar payment is due fourteen days prior to the event. If the estimated balance paid is higher than the final bill, the client will be refunded the overcharged amount.
- Deposits schedule:
 - 100% space rental due when signing the contract.
 - 6 months prior to the event date- 50% of the remaining minimum is due
 - 3 months prior to the event date- 25 % of the remaining minimum is due
 - 14-days prior to your event date any remaining balance is due
- You may pay more at those times if you wish. A final bill, containing receipts and all necessary documentation, shall be presented to the client. Event must be paid in full 2 weeks prior to the event, or the event may be terminated. All charges may be paid in form of cash, check, or credit card. Please keep in mind there is a 3% processing fee on every credit card transaction. By making payment you are acknowledging that there is no dispute over any and all services.

Sales Tax & Service Charge

- All billable items including space rental and bar packages have a twenty-two percent (22%) service charge and five-point five percent (5.5%) Wisconsin sales tax. Service charge is taxed.

Guaranteed Attendance

- The guaranteed attendance (or, “count”) is due fourteen (14) days prior to the event. This guaranteed attendance may be increased, but not decreased up to seven (7) days prior to the event.
- An increase in guaranteed attendance is subject to menu item availability and substitutions may be made. Final billing will be based on the guaranteed attendance, or the actual attendance, whichever is greater.

Outside Vendors

- All outside vendors must be approved by the hotel at least thirty (30) days prior to the event. We are happy to coordinate these needs for you. The hotel does not assume any responsibility for the services provided by outside vendors.

Decor

- We are happy to coordinate the décor, including linens, for your event with our preferred vendor(s). Any items brought in by the event hosts or their outside vendors, are responsible for the setup and removal. Any items brought in must be removed immediately after the event.
- No confetti, glitter, sequins, or any other similar materials will be allowed.
 - Additional cleaning fees may be incurred at the conclusion of the event

Event Space Guidelines

- Your event space rental price is for the entire day from 6am to 12:00 am. If access to your event space is needed the day prior, a room rental fee will be charged. This is based upon availability.
- Last call for bar is at 11:30pm
- Last call for entertainment is at 11:45pm
- All persons and personal items must be removed from the event space at 12:00 am,

Menu Guidelines

- All menu prices are guaranteed thirty (30) days prior to your event and based on market price. All food and beverage consumed must be purchased from the hotel, except for specialty cakes from a licensed bakery.
- Leftover food is the property of the hotel and may not be take with any attendee, except for the cakes brought in by the client.
- In most cases, the hotel will be hosting more than one event during the same time. For this reason, service timing is critical and must be taken into consideration to enable excellent service and food quality to all clients and guests. Food service delays beyond 15-minutes will not be accommodated in order to maintain the quality of your meal.

Seasonality and Requested Dates

- Pricing listed in this packet does not reflect holiday/special date pricing
- “Peak-Season” includes the months of May through October
- “Off-Season” includes the months of November through April



Complimentary Services and Amenities

We are thrilled to be able to offer an array of complimentary services and amenities for all weddings held here at Heidel House Hotel & Conference Center. If you would like to request a service you do not see listed below, please let us know and we may make accommodations for requested services or amenities.

Wedding Services & Amenities

- Allowed to use property for engagement photos
- Discounted rate for your courtesy guest room block with unique booking link
- Wedding ready rooms for wedding party
- Complimentary wedding suite the night before and the night of your wedding
- A gift certificate to stay with us on your 1-year anniversary
- Complimentary tasting
 - 4-6 months prior to your special day, we will schedule your tasting. You'll get to choose 2 entrees to try. This would be the day you get to chat with our chef one on one, and have all your questions answered.
- Setup & tear down of ceremony and reception spaces
- Tables, chairs, table clothes (white, ivory, or black only), and colored napkins -additional linen may result in additional charges
- Silverware, glassware, serving ware
- Dance floor
- Champagne Toast for the Head Table
- Execution of wedding by on-site coordinator
 - Direction of the wedding rehearsal (as needed and per availability)
 - Greeting and directing the other vendors
 - Direction of ceremony and reception set-up
 - Coordinating the ceremony and reception based on the timeline



Ceremony Spaces

Lakefront Ceremony

- \$750
- Seasonal



Hilltop Ceremony

- \$500
- Seasonal

Indoor Alternate/Back-up Ceremony Site for Inclement Weather

- Multiple spaces may be utilized as a back-up ceremony site. If you have concerns or questions please notify your Heidel House contact.



Sandstone Ballroom Micro-Weddings

- Seats up to 100 guests
- Walk-out patio with seasonal patio furniture and gorgeous lake views



Peak-Season

Room Rental/Required Deposit

\$1,500.00

Required Minimum for Saturday

\$10,000.00

Required Minimum for Friday/Sunday

\$7,000

Off-Season

Room Rental/ Required Deposit

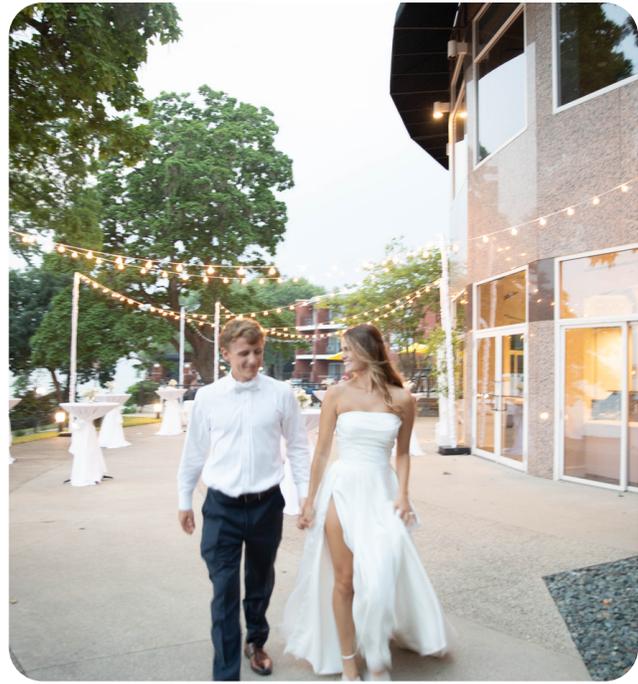
\$1,500.00

Required Minimum

\$4,500

Pleasant Point Ballroom

- Seats up to 160 guests
- Large walk-out patio with seasonal patio furniture, great for outdoor cocktail hour
- Built in stage and dance floor
- Connected to Waves Pub & Grill
 - Ask Diane about adding Waves Pub & Grill to your event space



Peak-Season

Room Rental/Required Deposit

\$1,800.00

Required Minimum for Saturday

\$18,000.00

Required Minimum for Friday/Sunday

\$13,000

Off-Season

Room Rental/ Required Deposit

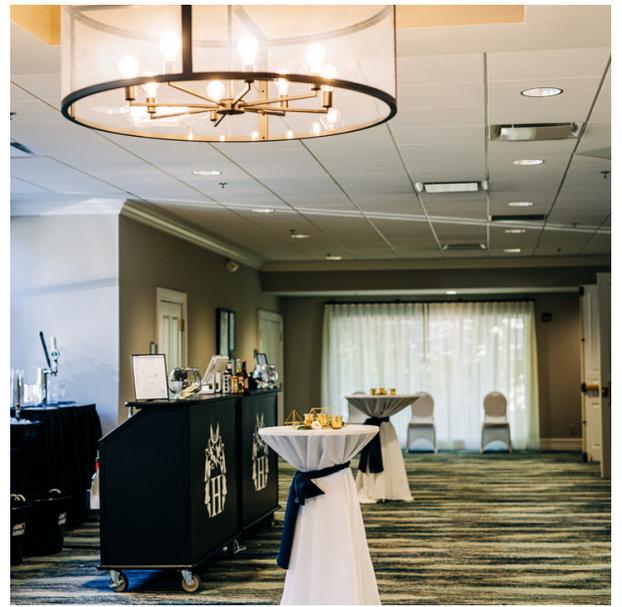
\$1,500.00

Required Minimum

\$8,000

Dartford Ballroom

- Seats up to 300 guests
- Large walk-out balcony with seasonal patio furniture and space for an outdoor beer & wine bar
- Large foyer for cocktail hour and appetizers



Peak-Season

Room Rental/Required Deposit

\$2,500.00

Required Minimum for Saturday

\$22,000.00

Required Minimum for Friday/Sunday

\$18,000

Off-Season

Room Rental/ Required Deposit

\$2,000.00

Required Minimum

\$12,000