



Heidel House
Hotel & Conference Center

Tent Events

653 Illinois Avenue Green Lake, WI 920-807-0300 www.heidelhouse.com

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Policies and Procedures

Billing and Deposits

- We require a deposit at the time of booking your event. The deposit ensures your date and tent package become unavailable to other potential clients. Therefore, deposits are NON-refundable and non-transferable.
- Deposits schedule:
 - 50% of tent package pricing is due when signing the contract.
 - 6 months prior to the event date 50% of remaining balance of tent package pricing is due.
 - 14-days prior to your event date estimated balance is due for food and beverages.
- Your deposit schedule reflects the minimum due, however you may pay more than your minimum if you want to. 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.

Event Space Guidelines

- Your tent package price is for the entire day from 6am to 10pm. If access to your tent space is needed the day prior, a fee will be charged. This is based upon availability. All personal items must be removed by the inclusion of your event at 10:30 pm.

Food & Beverage Guidelines

- Heidel House Hotel & Conference Center will not provide food. Food must be catered by Moose Inn Supper Club and Catering.
- 4-6 months prior to wedding client will have to schedule a complimentary tasting with Moose Inn Supper club and Catering.
- Bar minimums apply. See pages 11-13 for more information

Packages for Rectangular Tables

100 Guests

- 30x60 pole tent
- 1-4' round table (cake)
- 2-108" round polyester linens (cake and gifts) ✦
- 1-6ft rectangular tables (gifts/memory) ✦ ✦
- 16-8ft rectangular tables (12-guests, 2-head table & 2-buffet)
- 17-60x120 rectangular polyester linens
- 2-13' skirting
- 1-8.5' skirting
- 100-white padded folding chairs
- 8-globe lights
- 15 x21 outdoor dancefloor
- Honda Generator (includes 5 hr. of use, remaining hr. will be charged after the rent)
- Fuel Surcharge
- Space Rental
- Porta potty

TOTAL \$4,385.58

200 Guests

- 40X80 pole tent
- 2-6ft rectangular tables (cake and gifts)
- 31-8ft rectangular tables (23 for guests, 4 for head table & 3 buffet tables)
- 4-13 ft skirting for head table and buffet tables
- 2-8.5 ft skirting buffet
- 200-white padded folding chairs
- 33-60x120 inch rectangular linens
- 10 globe lights
- 18x24 Dance floor
- Honda Generator (includes 5 hr. of use, remaining hr. will be charged after the rent)
- Fuel Surcharge
- Space Rental
- Porta potty

TOTAL \$6,238.14

Packages for Round Tables

100 Guests

- 30x75 pole tent
- 1-4' round table (cake)
- 2-108" round polyester linens (cake and gifts)
- 1-6ft rectangular tables (gifts/memory)
- 12-5ft rounds (guest tables)
- 12-90 inch rounds (guest table linens)
- 4-8ft rectangle tables (head table & 2 buffet)
- 2-13' skirting
- 1-8.5' skirting
- 5-60x120 rectangular (headtable, gifts, & buffet linens)
- 100-white padded folding chairs
- 10-globe lights
- 15 x21 outdoor dancefloor
- Honda Generator (includes 5 hr. of use, remaining hr. will be charged after the rent)
- Fuel Surcharge
- Space Rental
- Porta potty

TOTAL \$4,718.90

200 Guests

- 40X100 pole tent
- 23-5ft rounds (guests tables)
- 23-90 inch round linens
- 1-4ft rounds (cake)
- 1-108 rounds linen (cake)
- 1-6ft rectangular table (gifts)
- 7-8ft rectangular tables (4 head table & 3 buffet tables)
- 9-60x120 rectangular linens (head table, gifts & buffet)
- 5-13ft skirting (head table, gifts & buffet)
- 2-8.5ft skirting (head table & buffet)
- 200-white padded folding chairs
- 13 globe lights
- 18x24 Dance floor
- Honda Generator (includes 5 hr. of use, remaining hr. will be charged after the rent)
- Fuel Surcharge
- Space Rental
- Porta Potty

TOTAL \$6,238.14

Packages for Farm Tables

100 Guests

- 30x60 pole tent
- 1-4' round table (cake)
- 2-108" round linen (cake and gift)
- 16-8' farm tables (12-guests & 2-head table)
- 2-8ft rectangular tables (buffet)
- 1-6ft rectangular tables (gifts)
- 3-60x120 rectangular poly linens
- 2-13ft skirting (buffet & gift tables)
- 1-8.5ft skirting buffet tables
- 100-white padded folding chairs
- 10-globe lights
- 15 x21 outdoor dancefloor
- Honda Generator (includes 5 hr. of use, remaining hr. will be charged after the rent)
- Fuel Surcharge
- Space Rental
- Porta Potty

TOTAL \$5,211.14

200 Guests

- 40X60 pole tent
- 28-8ft farm tables (24 guests seating, 4 for head table)
- 2-6ft rectangular tables (cake/gifts)
- 3-8ft rectangular tables (3 buffet tables)
- 33-60x120 inch rectangular linens
- 1-13ft skirting for head table
- 2-8.5ft skirting for buffet tables
- 200-white padded folding chairs
- 7- globe lights
- 18x24 Dance floor
- Honda Generator (includes 5 hr. of use, remaining hr. will be charged after the rent)
- Fuel Surcharge
- Space Rental
- Porta Potty

TOTAL \$6,254.38

Additional Accessories



6ft. \$ 9.50
8ft. \$13.00



4ft. \$9.50
5ft. \$13.00
6ft. \$16



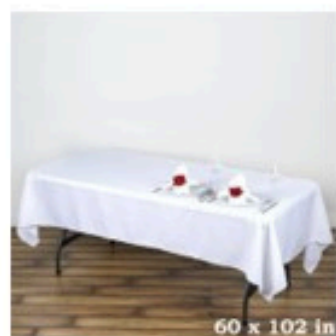
White padded folding
\$ 3.50 each



Mahogany padded Folding
\$4.00 each



Fruitwood Padded Folding
\$5.00 each



~~100.00~~
Polyester Linens.
60x120" BQT \$10.00
90" rnd. \$10.00
108" rnd. \$11.00
Many other styles and
Colors are available



Farm Tables: \$70.00 ea
Farm benches: \$22.00 ea
seats 4-5 to a bench



gray folding Chair
\$1.75 each



Whiskey Barrel
\$35 each



Whiskey Barrel Table: \$115



Wooden Light Posts: \$15 Each
They are self-standing with
stained cement at the bottom.
Wooden Boxes \$15.00 Each



Cocktail Tables: \$11 each



Dance Floor: Outdoor Laminate, Black
And white marble, and indoor wooden floors
Available. See website for pricing



Stage: \$55 per 4x8 sect.
Comes with 1 set of stairs
Can get skirting in Black, Ivory, or White.



Wicker Furniture: \$ 375.00 Per set
Comes with 2 chairs, 1 loveseat, 1 table

Additional Accessories



Bar: \$115
Comes with shelf and Lights



Ice Chest \$30



Chill Table: \$33 each
Keep your food and drinks cold by adding ice



Simple Wooden Arbor: \$65
Dimensions: Walk Through
72" W x 96" H (6ft x 8ft)



Globe Lighting: \$27
per 25 ft. section



Backdrop Lighting
Just lighting: \$22 per 9 ft. sect.
With Fabric \$66 per 9ft. sect.
With Drapes \$82



White Arbor: \$65.00
Dimensions:
72"W x 42" Deep x 95" H
Walk Through 50"



Wooden Arbor: \$65.00
Dimensions:
72"W x 42" Deep x 95" H
Walk through 50"



Lanterns:
12 in: \$9.00
5 in: \$5.00
comes with batteries
12 White large Lanterns
Now Available



PA System: \$190 setup to use
Comes with 2 speakers, 1
corded microphones.



Triangle Arbor: \$65.00
Dimensions:
112"H x 98" W



Cathedral Sidewalls: \$27 per 20 ft. section
Installed \$33 per section



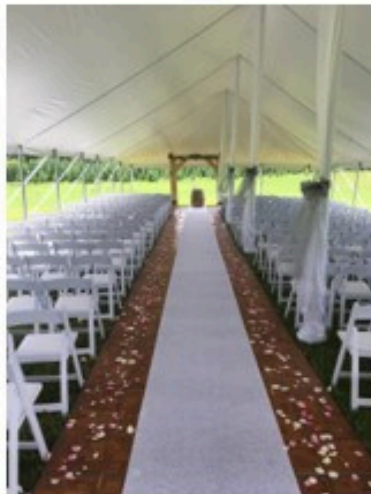
Clear Sidewalls: \$27 per 20ft section
Installed \$33 per section

Additional Accessories

Pole Decorating



Lights on Poles: \$27 per pole



Pole Fabric: \$33 per pole



Fabric and Lighting \$50 per pole



Patio Heater:
\$80 with LP tank
\$49 without LP tank



Create your own PHOTOBOOTH
\$35.00
Ring Light and Stand with Bluetooth Remote.



UPLIGHTING
Plug in \$ 16.00 each



120 qt. cooler: \$33
48 qt. cooler: \$16



Tent Fan: \$27.00 Each
12" Fan, 1.3 amps



Popcorn popper \$55.00
w/refundable \$50 security deposit

Popper comes with stand
Popcorn is extra

8.oz. popper
120V/850W*60W warmer light



Garbage Cans
\$ 7.00 each comes with 2
garbage bags per can

White Garbage can cover: \$6.00



NEW: Honda Super Quiet Generator
\$250 for first 5 hours then \$20 for
each additional hour
5500-watt, Gas powered with clean
inverted power

Beverages

Freshly Brewed Coffee Station

\$40 per gallon (Regular and decaffeinated must be ordered separately)

Freshly Brewed Iced Coffee Station

\$40 per gallon (Regular and decaffeinated must be ordered separately)

Flavored syrups available for \$3 each

Hot Tea

\$20 per gallon

Gallon of hot water with assorted teas

Hot Chocolate Station

\$8 per person

Assortment of 4 toppings (additional topping - \$2 per person)

Chilled Juices

\$15 per carafe

Orange, apple, cranberry available

Milk

\$15 per carafe, \$25 per gallon, \$3 per glass

Lemonade

\$10 per carafe, \$23 per gallon

Iced Tea

\$10 per carafe, \$23 per gallon

Water Station

\$50 or \$1 per person, whichever is greater

Add fruit infusion for \$10 (strawberry basil, cucumber mint, or citrus)

Bottled Water

\$3 each, charged based on consumption

Canned Soda

\$3 each, charged based on consumption

Bar Selections

Bar Set-Up and Labor

\$2000 minimum per event

If Minimum is not met charges are as follows:

\$300.00 per bar (additional fees may apply)

\$60.00 per hour per bartender. 1 bartender per 80 people

Bar Type Options

Drink Tickets

Available to hand out to guests. A credit card authorization form must be completed and on file prior to start of event. Each ticket will be charged at beverage price. The total charge will be tabulated at the conclusion of your event.

Cash Bar

Each guest will pay for their own beverages.

Hosted Bar

Guests will not pay for their own beverages. Beverages will be paid by Host. All beverages consumed will be counted and charged at the conclusion of your event. A credit card authorization form must be completed and on file prior to start of event.

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Draft Beer Kegs (optional)

½ Barrel keg domestic - \$300.00 per each

½ Barrel keg craft/import & micro brew - price determined when ordered

A maximum of 2 different keg selections can be served.

Each keg ordered will be charged if used or not. No refund on unused kegs.

Each ½ barrel keg contains 160 16oz. glasses

Champagne (optional)

\$43.00 per bottle

Each bottle serves 6 glasses

Specialty Wines and Signature Drinks- available upon request

Bar Selections Continued

Domestic Beer, Non-Alcoholic Beer, and Seltzers

\$6 each (choose 4)

- Budweiser
- Bud Light
- Bush Light
- Coors light
- Michelob Ultra
- Miller Lite
- Miller Highlife
- Pabst Blue Ribbon
- Hell Raiser (NA)
- Heavenly Body Golden Wheat (NA)
- Truly
- Carbliss

Imported & Craft Beer

\$7 each (choose 3)

- Blue Moon
- Corona Extra
- Heineken
- Guinness
- Samuel Adams
- Stella Artois
- Spotted Cow
- Zombie Dust IPA
- Fantasy Factory IPA
- Bell's Two Hearted IPA
- Blue Eyed Blonde (Knuth Local Brewery)
- Red House Ale (Knuth Local Brewery)

House Wine

\$8 per glass (choose 4)

- Proverb Chardonnay
- Proverb Pinot Grigio
- Proverb Rose
- Proverb Sauvignon Blanc
- Santa Marina Moscato
- Proverb Cabernet Sauvignon
- Proverb Merlot
- Proverb Pinot Noir

Upgraded Wine

\$12 per glass (optional)

- Ruffino Prosecco
- Pizzollato Moscato
- Caposaldo Moscato
- Chateau Ste. Michelle Riesling
- Daou Chardonnay
- Francis Coppola Sofia Rose
- Hess Select Pinot Gris
- Matua Sauvignon Blanc

\$14 per glass (optional)

- Boen Pinot Noir
- Joel Gott 815 Cabernet Sauvignon
- Luke Merlot

Bar Selections Continued

Call Selections

\$8 per drink (Choose 7)

- Conciere Vodka
- Conciere Gin
- Conciere Rum Gold
- Conciere Brandy
- Cristian Brother's Brandy
- Conciere Scotch
- Conciere Tequila
- Conciere Whiskey
- Kessler Whiskey
- Jim Beam (Regular/Rye)
- Conciere Amaretto

Premium Selections

\$9 per drink (Choose 5)

- Titos Vodka
- Absolut(regular/Citron)
- Bacardi Rum (Silver/Limon)
- Malibu Rum (Regular/Strawberry)
- Captain Morgan Rum
- Seagram's 7 Whiskey
- Jack Daniels Whiskey (Regular/Honey/Rye)
- Southern Comfort Whiskey
- Tullamore Dew Irish Whiskey
- Tanqueray Gin
- Dewar's Scotch
- Wollersheim Brandy
- Canadian Club

Prestige Selections

\$10 per drink (Choose 5)

- Grey Goose Vodka
- Ketel One Vodka
- Bombay Sapphire Gin
- Hendrick's Gin
- Patron Silver Tequila
- Casamigo Tequila (Blanco/Reposado)
- Korbel Brandy
- Hennessey Cognac
- Woodford Reserve Bourbon
- Basil Hayden Bourbon
- Jameson Irish Whiskey
- Crown Royal Whiskey
- Makers Mark Whiskey
- Johnny Walker Scotch
- Glenlivet Scotch
- Diplomatico Rum