

Breakfast Buffets

All breakfast buffets include fresh coffee and chilled orange juice

Breakfast Buffets

- Business Breakfast** - Scrambled eggs, bacon, hash browns, fruit, and breakfast breads\$12.00
- Pancake Breakfast** - Pancakes, scrambled eggs, hash browns, bacon and sausage\$12.00
- Lakeview Buffet** - French toast, scrambled eggs, bacon, sausage, breakfast potatoes, fresh fruit, and breakfast breads\$14.00
- Brunch Buffet** - French toast, choice of chicken, scrambled eggs, bacon, sausage, fresh fruit, deli salad, deli meats, deli cheeses, and croissants\$16.50
- Design Your Own Breakfast Buffet** - Served with fresh fruit\$15.00

<u>Meat (choose one)</u>	<u>Bread (choose two)</u>	<u>Eggs (choose one)</u>	<u>Starch (choose two)</u>
Ham	Breakfast breads	Scrambled	Stuffed French toast
Sausage	Mini-muffins	Mini-quiche	French toast
Bacon	Mini-bagels	Eggs benedict (Add \$2.00)	Pancakes
	Croissants	Omelet station (Add \$2.00)	Hash browns
	Donuts/Danishes		Fried red potatoes

*Add any additional items for \$2.00 per person per item.

Morning Breaks

- The Continental** - Fresh brewed coffee, chilled orange juice, flavored teas, assorted breakfast breads \$6.00
- The Colonies** - Fresh brewed coffee, chilled orange juice, flavored teas, assorted breakfast breads, and fresh fruit. \$7.25
- The Heritage** - Add mini-bagels with cream cheese to The Colonies \$8.00
- The Stateline** - Fresh brewed coffee, chilled orange juice, flavored teas, individual cereals, flavored yogurts, and granola bars \$7.00

Prices are per person, unless otherwise stated, and are subject to 18% taxable service charge and applicable local sales tax.

Afternoon Breaks / Ala Carte

Afternoon Breaks

The Couch Potato - Chips and Salsa, popcorn, pretzels, and cookies	\$5.00
The Cookie Monster - Brownies, assorted cookies, and fresh brewed coffee	\$6.00
The Cheesehead - Assorted Cheeses, crackers with sausage, and a fresh vegetable and dip tray	\$6.50
The Sundae Bar - Hand-scooped vanilla ice cream, pecans, strawberry, hot fudge, and caramel toppings with fresh whipped cream and brownies	\$5.00

Ala Carte

Beverages

Coffee (regular and decaf)	(gallon) \$16.50
Soft Drinks / Bottled Water	(can / bottle) \$ 1.75
Juice (orange, cranberry, grapefruit, or apple, or lemonade)	(carafe) \$11.00
Hot Tea	(bag) \$ 1.00
Iced Tea	(carafe) \$ 6.00
Milk (2% or skim)	(carafe) \$ 9.00

Sweets

Assorted mini-muffins	(dozen) \$10.50
Assorted breakfast breads	(dozen) \$10.00
Donuts	(dozen) \$14.00
Danishes	(dozen) \$14.00
Mini-Bagels with cream cheese	(dozen) \$12.00
Assorted cookies	(dozen) \$12.75
Brownies	(dozen) \$15.50
Assorted dessert bars	(dozen) \$16.25
Candy/Granola bars	(each) \$ 1.75
Yogurt	(each) \$ 1.75

Snacky Stuff (by the pound)

Mixed Nuts	\$10.00
Popcorn	\$ 6.00
Pretzels	\$ 6.00
Assorted Potato Chips (individual bagged by the dozen)	\$10.00
Tortilla Chips and fresh salsa	\$11.00

Plated Lunches

All plated lunches include iced tea.
Please select a maximum of three plated lunches for your event.

Sandwiches

All sandwiches served with choice of coleslaw, potato salad or pasta salad.

Pepper Turkey – Pepper turkey, jack cheese, lettuce, tomato and roasted red pepper mayo atop pretzel bread	\$11.75
Roast Beef and Provolone – Thinly-sliced USDA choice roast beef with provolone cheese, lettuce, tomato, and mayonnaise on a French roll	\$10.25
Turkey Club Wrap – Wisconsin smoked turkey, bacon, tomato, lettuce, and mayonnaise wrapped in a tortilla	\$10.50
Chicken Bacon Ranch Wrap – Fried chicken, bacon, lettuce, tomato, cheddar jack cheeses and ranch dressing wrapped in a tortilla	\$10.75
Ham and Swiss – Baked ham, Swiss cheese, lettuce, tomato and mayonnaise on your choice of bread	\$10.50
Chicken Salad on Croissant – Homemade chicken salad with lettuce and tomato.	\$10.50
Philly Cheese Steak Sandwich – Thinly-sliced USDA choice roast beef with sautéed mushrooms, onions, peppers, and topped with provolone cheese on a French roll	\$11.00
Blackened Chicken Sandwich – Blackened chicken breast with Monterey Jack and cheddar cheese, lettuce, tomato, and roasted garlic mayonnaise	\$10.50
Pulled Pork Sandwich – Plain or BBQ on a French roll.	\$10.50

Salads

All salads served with rolls and butter.

Raspberry Chicken Salad – Chilled chicken breast, mandarin oranges, cucumbers, sunflower seeds, and tomatoes over mixed greens with raspberry vinaigrette dressing	\$11.00
Chicken Caesar Salad – Grilled chicken breast atop romaine lettuce with seasoned croutons, Parmesan cheese and Caesar dressing	\$11.00
Chef Salad – Smoked turkey, ham, Swiss cheese, cheddar cheese, tomatoes, egg, onion, and cucumbers over mixed greens with choice of dressing	\$12.00
Sirloin Salad – Grilled sirloin steak on a bed of spinach with bacon, tomatoes, egg, croutons, and balsamic vinaigrette dressing	\$12.00
Chicken Crunch Salad – Fried chicken breast, carrots, pineapples, and tomatoes atop mixed greens with honey sesame dressing	\$11.00

Lunch Buffets

All lunch buffets include iced tea. Lunch is available from 11:00 am – 3:00 pm.

- Italian Buffet** – Lasagna, chicken pasta alfredo, jumbo stuffed shells, seasonal vegetables, tossed salad, rolls and butter. \$18.00
- Fajita Buffet** – Grilled chicken and steak with all the toppings, chicken tortilla crunchies, Spanish rice, refried beans, taco dip with tortilla chips \$18.00
- Mediterranean Buffet** – Chicken breasts stuffed with spinach, red onion, tomatoes, olives and herbed cheese, tilapia filets, oven-roasted potato wedges, steamed vegetables, fresh Greek salad \$18.00
- Assorted Cold Sandwich Buffet** – Assorted turkey, ham, and roast beef sandwiches with a variety of breads, cheeses, and fresh condiments. Served with two deli salads, bags of assorted chips \$14.00
- Soup and Sandwich Buffet** – Cold-cut platter of assorted deli meats, cheeses, assorted breads and fresh condiments. Served with two deli salads, chef’s choice soup \$17.00
- The All-American Buffet** – Choose two sandwiches (hamburgers, hot dogs, BBQ chicken, or pulled pork), potato salad, coleslaw, corn, baked beans \$15.00
- Build-Your-Own Buffet** – Served with warm rolls and butter. \$18.00

Starters (choose one)

- Mixed green salad
- Fresh fruit and melon tray
- Vegetables and dip tray
- Cheese and fruit tray
- Coleslaw

Vegetables (choose one)

- Garden medley
- Honey-glazed carrots
- Buttered corn
- Broccoli with herb butter

Sides (choose one)

- Parsley potatoes
- Mashed potato with gravy
- Rice pilaf
- Pasta marinara
- Garlic mashed potatoes

Entrée (choose one)

- Chardonnay chicken breast
- Herb-roasted chicken
- Roast beef
- Roasted pork loin
- Baked ham with pineapple glaze
- Roast turkey breast
- Baked cod with lemon

Soup may be added to any buffet for an additional \$2.50 per person.
 Buffets are not all-you-can-eat. A firm count is required for all buffets. The booking party will be charged for the full contracted amount of people or the actual amount of people, whichever is greater.
 Prices are per person, unless otherwise noted, and are subject to 18% taxable service charge and applicable local sales tax.

Hor D'Oeuvres

Packages

- Buffet Style** - \$6.00 per person Assorted cheeses and crackers, vegetables with dip, fresh seasonal fruit and melons
Butler Style - \$7.00 per person Bacon-wrapped water chestnuts, meatballs, and bruschetta with white glove and tray service

Ala Carte

Prices are per 25 pieces. Minimum order is 25 pieces per item.

Rumaki – Bacon-wrapped water chestnuts	\$38.00
Buffalo Wings – with bleu cheese dressing and celery sticks	\$30.00
Meatballs – Swedish, Italian or Creole	\$20.00
Tortilla Crunchies – Seasoned chicken, Monterey Jack and Cheddar cheeses, rolled in tortillas and deep-fried	\$25.00
Chicken Fingers – Breaded and deep-fried chicken breast strips with a variety of dipping sauces	\$36.00
Cheese Quesadillas – Monterey Jack and Cheddar cheeses grilled between two flour tortillas	\$25.00
Stuffed Mushrooms – Mushroom caps stuffed with crab, choriso, or boursin cheese	\$35.00
Broccoli Cheese Puffs – Broccoli, bacon, and cheese breaded and deep-fried	\$32.00
Gulf Shrimp – Iced gulf shrimp served with cocktail sauce and lemon	\$53.00
Deviled Eggs – A traditional Wisconsin favorite	\$28.00
Bruschetta – Grilled French bread topped with Tuscan tomato relish and shaved Parmesan cheese	\$30.00

Assorted Trays and Dips

Baked Artichoke Dip (serves 30) – Artichoke hearts blended with cream cheese, Parmesan cheese, sour cream, garlic, and touched with jalapenos	\$60.00
Smoked Whole Salmon Platter (serves 60) – Smoked salmon arranged with eggs, red onion, carrots, red cabbage, lemon wedges, and served with assorted crackers	\$125.00
Fresh Fruit Trays – Seasonal fruits and melon	For 25 \$50.00 For 50 \$ 90.00
Vegetable and Dip Trays – Fresh raw vegetables and dip	For 25 \$40.00 For 50 \$ 75.00
Sausage, Cheese and Cracker Trays – Fresh sausage with a variety of cheese and crackers	For 25 \$60.00 For 50 \$115.00

Chef-Carved Meat Stations

USDA Choice Whole Steer Tenderloin (serves 25) – Served with assorted spreads and silver dollar rolls	\$325.00
USDA Choice Prime Rib (serves 25) – Served with assorted spreads and silver dollar rolls	\$295.00
Smokey Glazed Ham (serves 75) – Served with assorted spreads and silver dollar rolls	\$250.00
Roast Breast of Turkey (serves 75) – Served with assorted spreads and silver dollar rolls	\$200.00

Hor D'Oeuvres and Chef-Carved Meat Stations are created only to enhance, not as a stand-alone meal. Our Chef is able to accommodate special requests. Prices are subject to 18% taxable service charge and applicable local sales tax.

Dinner Entrees

Entrees include: house salad, warm rolls with butter, choice of one vegetable (below), choice of one side (below), iced tea, milk and coffee.

Beef

New York Strip Steak – Grilled New York strip	\$28.00
Filet of Beef – Filet mignon broiled to perfection	\$30.00
Prime Rib Au Jus – Rib of beef with au jus	\$28.00
Add sautéed mushrooms to any steak	\$1.00

Chicken

Baked Chicken Breast served the following styles:

Herb-Roasted – Slow-roasted seasoned chicken breast topped with herb gravy	\$18.00
Picatta – Lemon-caper white sauce	\$18.00
Marsala – Red wine sauce with mushrooms, onion and tomato	\$19.00
Chardonnay – White mushroom gravy with a hint of Chardonnay	\$19.00
Parmesan – Breaded and baked with Italian seasonings and Parmesan cheese, topped with marinara	\$19.00
Mediterranean – Stuffed with spinach, olives, red onion, and herbed cheese	\$19.00
Oscar – Topped with fresh asparagus, crab meat and hollandaise	\$24.00

Seafood

Tuna Steak – Blackened, grilled, or tropical	\$24.00
Crab-Topped Tilapia – Baked and topped with crab meat topping	\$21.00
Salmon – Baked or grilled	\$21.00
Alaskan Cod – Broiled and topped with citrus slices or sun-dried tomato pesto	\$18.00

Combinations

Filet and Gulf Shrimp – Filet mignon with three jumbo shrimp	\$39.00
Filet and Baked Chicken – Filet mignon and choice of chicken	\$36.00
New York Strip with Petite Chicken Kiev	\$38.00
Baked Salmon and Chicken – Baked salmon and choice of chicken	\$30.00
Vegetarian: Chef's choice pasta dish	\$16.00
Children: Chicken Fingers, Fries, and Fresh Fruit	\$6.00

Vegetables:

Garden medley
 Honey-glazed carrots
 Festival corn
 Broccoli with herb butter
 Green bean casserole
 Steamed asparagus

Sides:

Parsley potatoes
 Twice-baked potatoes
 Mashed potatoes with gravy
 Rice pilaf
 Wild rice medley
 Pasta marinara
 Garlic mashed potatoes

Prices are per person, unless otherwise stated, and are subject to 18% taxable service charge and applicable local sales tax.
 Multiple entrees subject to an additional charge.
 Chef will accommodate special requests.

Dinner Buffets

Dinner Buffets include coffee, iced tea, and milk.

Combination Buffet - (served with warm rolls and butter) \$24.00

Starters(choose one)

- Mixed greens salad with two dressings
- Garden vegetable and dip tray
- Assorted cheese and fruit tray
- Coleslaw

Vegetables(choose one)

- Garden Medley
- Honey-glazed carrots
- Festival corn
- Broccoli with herb butter
- Green bean casserole
- Steamed asparagus

Sides(choose two)

- Parsley potatoes
- Twice-baked potatoes
- Mashed potatoes with gravy
- Rice pilaf
- Wild rice medley
- Pasta marinara
- Garlic mashed potatoes

Entrée(choose two)

- Chardonnay chicken
- Roast beef
- Roasted pork loin
- Herb-roasted Chicken
- Baked ham with pineapple
- Roast Turkey
- Baked Cod

Italian Buffet - Meat lasagna, chicken pasta, Italian sausage with peppers and onions, seasonal vegetables, tossed salad and warm breadsticks \$23.00

South of the Border Buffet - Beef enchiladas, chicken burritos, Spanish rice, crunchy chicken tortillas, Southwestern corn, and taco dip with warm tortillas \$23.00

Wisconsin BBQ Buffet - Chef carved prime rib, BBQ Chicken, BBQ pork ribs, baked beans, seasonal corn, coleslaw, potato salad, and biscuits with honey butter \$30.00

Mediterranean Buffet - Chicken breast stuffed with spinach, olives, red onions, and herbed cheese, tilapia filets, oven-roasted potatoes, rice pilaf, steamed broccoli with artichoke hearts and bell peppers, warm rolls and Greek salad \$24.00

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 A firm count is necessary for all buffets. The booking party will be charged for the full contracted amount of people or the actual amount of people, whichever is greater.

Desserts

Fresh Baked Apple Pie – Baked apple pie served with caramel rum sauce	\$ 4.25		
Chocolate Mousse Heath Bar Cake – Moist chocolate cake, topped with Heath Bar crumbles And chocolate mousse.	\$4.25		
New York Cheesecake – Traditional cheesecake topped with strawberries or caramel rum sauce	\$5.00		
Carrot Cake – Rich cake with walnuts and crushed pineapple topped with cream cheese icing	\$4.00		
Triple Chocolate Turtle Cake	\$5.50		
Mixed Berry Shortcake – Shortcake topped with seasonal berries	\$4.50		
Ice Cream Sundae – Strawberry, caramel or hot fudge	small \$2.00 large \$3.75		
Assorted Dessert Trays – Your choice of five of the desserts listed below	50 pieces - \$70.00 100 pieces - \$125.00		
Dessert Table – Your choice of five of the desserts listed below	\$5.75 per person		
Mini cream puffs	Assorted cookies	Mini cheesecakes	Coconut chews
Mini éclair	Assorted brownies	Pecan diamonds	
Coffee available with dessert table	(gallon) \$16.50		

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WINE LIST

House Selections

Chardonnay.....	\$23.00
Merlot.....	\$23.00
Cabernet.....	\$23.00
White Zinfandel.....	\$23.00
Pinot Grigio.....	\$23.00
Moscato.....	\$23.00

Chardonnay

Meridian.....	\$25.00
Napa Ridge.....	\$26.00
Shooting Star.....	\$29.00
Rodney Strong.....	\$32.00

Other White

Napa Ridge Sauvignon Blanc.....	\$26.00
Schmitt Sohne.....	\$31.00
Fetzer Riesling.....	\$24.00
Valley of the Moon Pinot Blanc.....	\$32.00
Meridian Pinot Grigio.....	\$28.00
Founders Estate Pinot Grigio.....	\$27.00

Merlot

Cedar Brook.....	\$24.00
Meridian.....	\$25.00
Belvedere.....	\$28.00
Kenwood.....	\$30.00

Other Red

Meridian Cabernet.....	\$25.00
Kenwood Cabernet.....	\$30.00
Meridian Pinot Noir.....	\$26.00
Founders Estate Pinot Noir.....	\$32.00
Rodney Strong Zinfandel.....	\$32.00
Shooting Star Shiraz.....	\$30.00

Champagne and Sparkling Wine

Moscato Rose.....	\$31.00
Korbel Brut.....	\$31.00
Kenwood Brut.....	\$22.00
Korbel Sweet Rose.....	\$30.00
Bouvet Sapphire.....	\$39.00
Blanc de Blanc.....	\$65.00

Non-Alcoholic Champagne and Wines available by request

BEVERAGES

AND BAR PACKAGES

Reception by the Hour:

Basic Package:

First Hour - \$10.00 per person Each Additional Hour - \$5.00 per person
Includes selected liquors, house wines, domestic keg beer and soft drinks

Premium Package:

First Hour - \$12.00 per person Each Additional Hour - \$6.00 per person
Includes selected liquors, house wines, domestic keg beer and soft drinks

Beer, Wine, & Soda:

First Hour - \$8.00 per person Each Additional Hour - \$4.00 per person
Includes house wines, domestic keg beer and soft drinks

Additional Beverages:

Champagne Toast – One bottle serves 8 guests (bottle) \$18.00

Wine with Dinner – Four to five glasses per bottle.... (bottle) \$23.00

Domestic - Barrel..... \$195.00

Premium - Barrel..... \$240.00

Import - Barrel..... \$280.00

Champagne Punch..... (gallon) \$40.00

Fruit Punch..... (gallon) \$30.00

Individual Drink prices available upon request

Bar Set-up Fee:

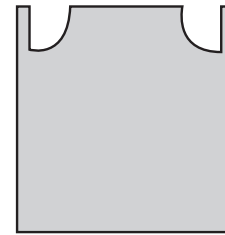
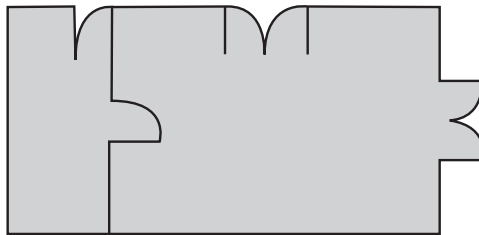
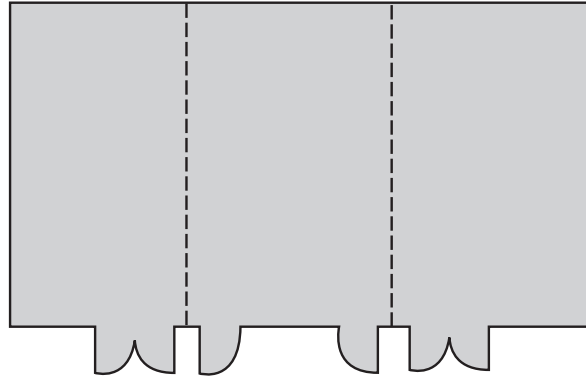
\$60.00 per bar
(included with packages)

We will accommodate any host bar/cash bar arrangements you would like.
Prices are per person, unless otherwise stated, and are subject to 18% taxable service charge and applicable sales tax.

Banquet Information



11800 108th St. • Pleasant Prairie, WI 53158
 PH: (262) 857-3377 FAX: (262) 857-3383



CAPACITY*

MEETING ROOM	DIMENSIONS W x L	SQUARE FOOTAGE	CAPACITY*				
			THEATER	CLASS-ROOM	RECEPTION	BANQUET	U-SHAPED
PRAIRIE BALLROOM I, II, III (each)	76 x 48	3,700	450	150	500	280	
	25 x 48	1,200	150	50	170	90	30
SOUTHPORT BOARD ROOM	24 x 25	630		CONFERENCE ONLY – 12			
LAKEVIEW ROOM	24 X 38	1,000	80	30	110	60	30
DES PLAINES ROOM	12 x 20	300	16	12	20	20	

*Staging, dance areas, band/DJ and audio visual equipment may reduce the capacity of each room.

Audio Visual Equipment is available at rental rates

- OVERHEAD PROJECTOR
- EASEL
- EASEL W/FLIPCHART (MARKERS INCLUDED)
- TV
- VCR / DVD
- PODIUM
- MICROPHONES
- LCD PROJECTOR

Additional equipment is available at rental rates.

Banquet Room Information

Maximum capacity per round table is 10 (except where noted). The Radisson Hotel & Conference Center has established seating capacity for each room. Staging, dance areas and audio/visual equipment may reduce the capacity of each room. At maximum capacity, the band will not be able to set up until after dinner and some of the tables may need to be removed to provide for a larger dance floor area. The following banquet rooms are available 18 months in advance. A waiting list is available.

PRAIRIE BALLROOM I

Seating capacity (round tables):
Sit-down dinner.....90 people
Buffet dinner..... 80 people

PRAIRIE BALLROOM II

Seating capacity (round tables):
Sit-down dinner.....90 people
Buffet dinner..... 80 people

PRAIRIE BALLROOM III

Seating capacity (round tables):
Sit-down dinner.....90 people
Buffet dinner..... 80 people

PRAIRIE BALLROOM I & II & III

Seating capacity (round tables):
Sit-down dinner280 people
Buffet dinner.....240 people

DES PLAINES MEETING ROOM

Seating capacity (round tables):
Conference.....12 people
Round Table20 people

LAKEVIEW CONFERENCE ROOM

Seating capacity (round tables):
Sit-down dinner.....60 people
Buffet dinner.....40 people

SOUTHPORT BOARD ROOM

Seating capacity
Conference only12 people

*Minimum requirements may be required during peak seasons.

RENTAL RATES:

Staging\$200.00
(Backdrop & Riser)

Dance Floor\$ 75.00

Information

You may tour the banquet facilities Monday through Friday between 10 a.m. and 3 p.m. An appointment is not necessary; however, if you are unable to see the rooms on business days, please call the hotel Sales Manager to arrange an appointment. If you have any questions, please do not hesitate to contact the hotel. Sales Manager (262) 857-5170. Catering and Banquet Director (262) 857-5175.

Payment Schedule

The room deposit is required at the time of booking in order to guarantee your banquet room reservation: Please ask sales manager for pricing. The total food and beverage bill is required 5 business days in advance of the function. The balance of the bill, including food, beverage, tax and gratuity must be paid by 10:00 p.m. the night of the function. All payments are to be made to the Banquet Director by cash, check (local or cashier's) or major credit card. A major credit card number must also be left with the Banquet Director to cover any additional costs incurred after 10 p.m.

Refund Policy

A full refund will be granted to the booking party only if the Radisson Hotel & Conference Center is able to re-book the facility at the required room minimum. If the room is re-booked, a refund will be granted after the date of the function. If the hotel is unable to re-book the room, no refund will be granted. Deposits are not transferable to alternate dates, unless the room has been re-booked.

Banquet Equipment

The Radisson Hotel & Conference Center will set up the banquet room with the following, at no additional cost:

1. Linen tablecloths and napkins.
2. Skirted head table, gift table and cake table.
3. China and silver flatware for table settings.
4. Podium for guest registration book.
5. Microphone at head table for toasts.
6. Skirted buffet table(s), if needed.
7. Roundtable seating.

Banquet Policy

1. Please return signed contracts and required deposits within two weeks of booking your function to avoid the release of reserved space.
2. Three weeks prior to your banquet, please inform our Banquet Department of the following: room setup details, estimated number of attendees, your choice of entrée and any other specifics relating to your function.
3. The Radisson Hotel and conference center must be notified at least 72 hours after signing a contract of any special services (i.e., electrical connections, plumbing, staging, special lighting). You will be charged for special services according to the Radisson Hotel & Conference Center rate schedule.
4. A taxable 18% service charge and applicable state and local sales tax will automatically be added to your statement for all food and beverages. Food and beverage carry-ins or carry-outs are not permitted.
5. A firm, guaranteed attendee count will be the responsibility of the booking party and is to be given to the Banquet Department five business days prior to the event. If the Banquet Department does not receive the attendee count within this allotted time, the booking party will be charged for the full person count listed on the contract or the actual number of persons attending, whichever is greater. Please notify the Catering Department as soon as possible if your attendee count increases.
6. The Radisson Hotel & Conference Center cannot be responsible for service to more than five percent (5%) over the final guaranteed attendee count.
7. Prices listed on menus are subject to change without notice. Firm food prices can be quoted in writing 60 days prior to the event if requested.
8. Please choose one entrée only. Requests for two-entrée selections will be handled on an individual basis and are subject to an additional \$1.00 per entrée per person cost. If two selections are needed, please contact the Banquet Manager for minimum requirements.
9. Please note that the Radisson Hotel & Conference Center prohibits the serving of any food or beverage on the premises which is not purchased from the Radisson Hotel & Conference Center, with the exception of celebration cakes.
10. The Radisson Hotel & Conference Center reserves the right to assign the facility most suited to the size and type of function being held. Room assignments can only be assured by strict adherence to minimum guarantees.
11. Music arrangements are made by the booking party. Music may only be played until 12:30 a.m. Banquet rooms must be cleared by 1:00 a.m.
12. Groups requesting tax exemption must submit a copy of their tax exempt certificate at the time of the contract signing.
13. The contracting party or parties will be responsible for any stolen items and/or damage to equipment and/or facility during the entire time a room is occupied for the function.
14. No signs are allowed on the guest room levels, elevators, main lobby areas or building exterior. Signs outside meeting rooms should be professionally printed and free-standing or on an easel. Nothing may be screwed, pinned, tacked or applied with adhesive to any decor, wall or ceiling. Additional decorations and/or promotional decorations must be approved by the Banquet Manager before being placed in the banquet or meeting rooms. Radisson Hotel & Conference Center requests that no confetti of any type be brought into the banquet/meeting rooms. A minimum \$100.00 housekeeping charge will be added to the final billing if confetti is used.
15. Radisson Hotel & Conference Center will not assume or accept any responsibility for damage or loss of any merchandise or articles left in the hotel prior to, during or following the scheduled event. The contracted booking party is responsible for the conduct of all persons in attendance and for any damages occurred upon the hotel or its guests by individuals associated with or representing the group. Radisson Hotel & Conference Center reserves the right to inspect and regulate all private meetings, banquets and receptions in accordance with hotel policy and established laws.
16. Room rental charges for all rooms are equal to the deposit.
17. Packages sent to the hotel for booking party's event should be delivered to the hotel no more than three business days prior to the function. All packages should be labeled as follows:
 - Company Name
 - Name of Function
 - Date of Function
 - On-Site Contact Person's Name
 - c/o Kenosha Radisson Hotel & Conference Center
 - 11800 108th St.
 - Pleasant Prairie, WI 53158
 - ATTN: Catering Coordinator

All packages received will be delivered to booking party's function room at a previously agreed-upon time. Packages in excess of normal storage facility capabilities may be subject to drayage and storage fees.

Any exceptions to the above general policy must be negotiated before signing this contract.

Our professional staff is always available to assist you with your banquet and/or meeting needs.

Thank you for considering the Radisson Hotel & Conference Center for your event. We look forward to working with you.