

## POLICIES

1. Thirty (30) days prior to your event, the sales department requests your final menu selection, bar arrangements and specific details.
2. The final guaranteed count is required 14 business days prior to your event. Radisson Hotel Milwaukee West will not be responsible for service in excess of 5% over the guaranteed count.
3. Menu prices are subject to change without notice. If requested, prices may be confirmed ninety (90) days in advance of your event.
4. Radisson Hotel Milwaukee West requires that all food and beverage served (with the exception of wedding cakes) must be purchased directly from the hotel.
5. The banquet facility will be contracted no later than 12:00 midnight. Please contact the sales office to make arrangements if later service is required. Overtime charges may be incurred for service past 12:00 midnight.
6. Functions will be staffed to properly service your event. If additional staffing is requested, additional charges will apply.
7. The booking party will be responsible for any damage to the property and/or equipment during the period of time the room is occupied.
8. Deliveries will be accepted after 3:30 pm unless other specific arrangements are made through the sales office.
9. Radisson Hotel Milwaukee West will not be responsible for any articles left behind at the conclusion of your event. The contracted party is responsible for making arrangements to have these items picked up upon completion of the event.
10. A \$200.00 clean up fee will be assessed if confetti, silly string or similar items are used as part of table decorations. Fog and bubble machines ARE NOT allowed.
11. Any food not served (due to the actual number in attendance being lower than the guaranteed count) is the property of Radisson Hotel Milwaukee West and will not be allowed to be taken off property due to health regulations.
12. Bands and DJs will not be permitted to set up with-in a 1/2 hour variance of dinner service time.

## HERITAGE-BALLROOM

Seating capacity:

280 guests plus head table for 14 - for a sit down dinner

240 guests plus head table for 14 - for a buffet dinner

- Head table on risers, (14) people maximum. If head table exceeds 14 people it can be split and will reduce seating capacities stated above.

## GRANTOSA

Seating capacity:

80 guests + head table for (8)

- Cocktails set in Mayfair
- Dinner set in Grantosa with head table set on floor
- Buffet line (if applicable) set in Watertown
- These rooms are also available to book separately for smaller Weddings and Rehearsal Dinners or Gift Openings

- Maximum seating capacities may be reduced based on alterations due to band or AV requirements, staging, dance area, etc. At maximum capacity, band/DJ's will not have room to set up prior to dinner.
- Seating at round tables for (10) each.
- **MINIMUMS ARE NEGOTIABLE WHEN BOOKING FUNCTIONS FOR FRIDAYS AND SUNDAYS.**

**BANQUET FACILITIES ARE COMPLIMENTARY AND INCLUDE THE FOLLOWING:**

- linen napkins and tablecloths
- skirted head table, cake table and gift table
- glassware, china and stainless flatware
- table lamps on mirrors to use as centerpieces
- bistro table for guest book
- microphone set at head table for toast
- round tables set for (10) each
- wedding cake cut and served for dessert (it applicable)
- bartender fee will be waived with \$200.00 in bar revenue

## PAYMENT SCHEDULE

\$1000.00 due with the signed contract (Heritage Ballroom).  
\$500.00 due with the signed contract (Grantosa),

\$1000.00 due six (6) months prior to event date (Heritage Ballroom).  
\$500.00 due six (6) months prior to event date (Grantosa).

\$1000.00 due three (3) months prior to event date (Heritage Ballroom).  
\$500.00 due three (3) months prior to event date (Grantosa).

- Payment may be made by: cash, personal check (local), cashiers check, credit card, or money order.

- In the event of cancellation, all deposits are non-refundable.

Final payment is required 45 business days prior to your function