



# Victorian Village Resort

## Event Policies & Contract

Thank You for choosing Victorian Village Resort for your Special Event! Our expert and friendly staff will do everything possible to oblige your wishes and make this an event to remember.

### Event Contract

Date of Event: \_\_\_\_\_  
Location(s): Lawn \_\_\_ Theatre \_\_\_ Veranda \_\_\_ Back Porch Bistro \_\_\_ Other \_\_\_  
Event Timeline: \_\_\_\_\_ Estimated number of Guests: \_\_\_\_\_  
Host (s) Responsible for payment: \_\_\_\_\_

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Final guest count is due to venue 15 days prior to the event and is the minimum number for which you will be charged-additional charges may apply if more guests attend than final count. **A 20% gratuity will be added to all food, beverages and rentals, and a 5.5% Wisconsin sales tax will be added to the final bill.** An Estimated Invoice will be presented to Host and Final Payment is due 7 days prior to event. An exact final tally will be presented to HOST within 24 hours of the completion of the event for a credit or balance due based on actual expenses incurred for event.

All deposits and/or payments must be made via cash or check, if paying with debit or credit card a 3% convenience fee will be applied. Any costs incurred to collect monies owed will be paid by HOST, including a 1.5% per month surcharge.

**Event Deposit is Non-Refundable if cancelled for any reason.** (Victorian Village Resort reserves the right to rent the space out to others if cancelled with NO monies paid back to HOST.)

**DEPOSIT Amount Received** (which will be applied to final billing of event):

Amount: \_\_\_\_\_ Check \_\_\_ CC \_\_\_ Date: \_\_\_\_\_ Received by: \_\_\_\_\_

*Host is responsible for damages to property during their event. No nails, tacks, tape allowed, no confetti or rice thrown, any excessive cleaning or broken items will be billed. Victorian Village Resort will present an invoice for damages if such occurs and HOST agrees to pay DAMAGES in full.*

This contract is an agreement between Victorian Village Hospitality, LLC and the referenced parties to comply with all aspects of the EVENT POLICIES and CONTRACT.

**Signature of HOST** \_\_\_\_\_

**Print Name here:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email** \_\_\_\_\_

**USPS Mailing Address** \_\_\_\_\_

**Signature of HOST** \_\_\_\_\_

**Print Name here:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email** \_\_\_\_\_

**USPS Mailing Address** \_\_\_\_\_