



EVENT INFORMATION

Event Date: ___ / ___ / _____

Event Type: _____

Event Time: _____

BANQUET HALL CONTRACT

COMFORT INN & SUITES MADISON NORTH

NORTH STAR CONFERENCE CENTER



EVENT INFORMATION

Event Date: ___ / ___ / _____

Event Type: _____

Event Time: _____

Client Name(s): _____

Client Name(s): _____

Daytime Phone: _____ Cell Phone: _____

Email Address: _____

Mailing Address: _____

Estimated Guest Count: _____

DEPOSIT & PAYMENT TERMS

A hall rental deposit of **\$1,500.00** is required to reserve the event date.

Credit Card Number: _____

Expiration Date: _____ CVV: _____

Deposit Amount Received: \$_____ Date Received: _____

All deposits are non-refundable. Full payment of the rental fee is required at the time of booking.

CANCELLATION POLICY

In the event of cancellation for any reason, all deposits are non-refundable. Cancellations made within fifteen (15) days of the scheduled event date may result in an additional charge equal to one hundred percent (100%) of the estimated food and beverage cost.

FOOD & BEVERAGE POLICY

In compliance with Wisconsin State Laws and Health Regulations, all food and beverages consumed on the premises must be purchased through Comfort Inn & Suites Madison North / North Star Conference Center.

FOOD AND CATERING

All food and beverages must be prepared and provided exclusively by the hotel. Outside food and beverages are strictly prohibited, except for wedding cakes, which may be supplied by a licensed bakery. Proof of the bakery's license must be submitted and kept on file with the hotel. The client assumes responsibility for the removal of the wedding cake at the conclusion of the event. A copy of the hotel's menu is available upon request for selection.

ALCOHOLIC BEVERAGES

Cash bar, hosted bar, or a combination of both may be arranged. The Hotel reserves the right to enforce a **\$250 minimum bar revenue**. If the minimum is not met, the difference will be charged to the client.

Alcoholic beverages may not be served to individuals under the legal drinking age or to anyone who appears intoxicated. Valid government-issued identification may be required at any time. The hotel reserves the right to refuse service.

No alcoholic beverages may be brought onto the premises. Wisconsin law prohibits alcoholic beverages from leaving the facility. A maximum of **three (3) half-barrel kegs** may be ordered per event. Unused half-barrels will incur a **50% restocking fee**.

GUARANTEE

A final guest count guarantee is required **Thirty (30) business days** prior to the event. If no guarantee is received, the estimated guest count will automatically become the guaranteed count. The kitchen will prepare for up to **5% above the guaranteed number**.



LIABILITY

The Client agrees to assume full responsibility for any damage to the premises, furnishings, or equipment caused by the Client, guests, invitees, or contracted vendors. Any such damage will be billed accordingly.

The hotel is not responsible for loss or damage to personal property before, during, or after the event.

Security arrangements should be made for unattended items.

A **19% service charge** will be applied to all food and beverage purchases. All applicable items are subject to **5.5% Wisconsin sales tax**.

RESPONSIBILITY

1. Confirm the final number of guests attending the event.
2. Review and finalize the food and beverage selections, including any special dietary requests.
3. Arrange for the provision of beer kegs, wine, and liquor, if applicable.
4. Communicate any special requests or requirements for the event.
5. Confirm the quantity of table linens, napkins, and other necessary event materials.

Failure to provide timely notice may limit the Hotel's ability to accommodate specific requests. The Hotel shall not be held liable for any items, services, or accommodations not confirmed within the specified timeframe.

ENTERTAINMENT & EVENT TIMING

All entertainment must be approved by hotel management. Entertainment service must be concluded by 11:30PM and bar service by **12:00 midnight**, with guests vacating the premises no later than **12:15 a.m.**

DECORATIONS

Decorations must be approved in advance. Nothing may be affixed to walls, ceilings, or floors. Glitter and confetti are strictly prohibited and will result in a **minimum \$250 cleaning fee**. Candles are permitted only if enclosed in glass containers.

SMOKING POLICY

The Comfort Inn & Suites Madison North and North Star Conference Center are **100% smoke-free facilities**. Smoking is permitted only in designated outdoor areas.

AUDIO / VISUAL SERVICES

Audio/visual equipment is available for rental through the hotel and must be reserved at least **three (3) business days** prior to the event. Rental charges and applicable service fees apply.

EVENT SET-UP & CLEAN-UP

Subject to availability, the Client may access the banquet hall in evening prior to the event for decorating. No food or beverages may be brought into the event space during set-up or decorating, in order to maintain cleanliness and minimize additional cleanup prior to the event.

A **\$100.00 cleaning fee** will apply if additional cleaning is required after decorating.

All gifts, décor, and personal items must be removed immediately following the event.

EVENT PRICING & FEES

Banquet Hall Rental Inclusions

The banquet hall rental includes:

- Use of the Banquet Hall Space
- Standard tables and chairs
- Bar service for up to **125 guests**
- Access the evening prior to the event for decorating (based on availability)

An additional bartender is required for guest counts exceeding 125 guests at an additional fee.

AMENITY & SERVICE PRICING

Item	Price
Additional Bartender (over 125 guests)	\$190.00
Set up and cleaning fee	\$235.00
Linen Napkins (White or Color)	\$0.75 each
Linen Tablecloths (White)	\$9.00 per table
Table Skirting (White)	\$10.00 per table

A **19% service charge** applies to all food, beverage, and applicable services (excluding room rental) as mentioned above.

BEVERAGE PRICING

Non-Alcoholic Beverages

- Soda / Bottled Water / Kiddie Cocktails: **\$2.00**

Beer

- Domestic Beer: **\$4.00**
- Premium Beer: **\$5.00**
- Domestic ¼ Barrel Keg: **\$200.00**
- Domestic ½ Barrel Keg: **\$300.00**

Wine

- Bottled Wine: **\$28.00 per bottle**
- Wine: **\$6.00 per glass**



Spirits

- Rail Drinks: **\$6.00**
- Rail Drinks Double Shots: **\$9.00**
- Top Shelf: **\$8.00**
- Double Shots Top Shelf: **\$12**
- Specialty Cocktails (Bloody Mary, Old Fashioned, Martini, Margarita): **\$8.00**

All beverage pricing is subject to applicable service charges and taxes. All prices, services, and amenities listed in this agreement are subject to change without prior notice due to market conditions, supplier costs, or operational requirements. Final pricing will be charged at the time of the final invoice.

ACCEPTANCE OF AGREEMENT

I authorize Comfort Inn & Suites Madison North to charge the credit card listed above in accordance with the terms of this agreement. I certify that I am an authorized cardholder and agree not to dispute valid charges.

By signing below, the Client acknowledges and agrees to all terms and conditions outlined in this Wedding Event Contract.

Client Name (Print): _____

Client Signature: _____

Date: _____

Hotel Representative (Print): _____

Signature: _____

Date: _____