

THE ROCK on the River

101 Maple Ave. Beloit, WI

Phone (608) 363-7625 ~ therockbargrill@gmail.com

Room and Pavilion Rental Agreement

Boathouse (seats 36)

Monday - Thursday All Day. Saturday until 3pm. Sunday after 3pm. **\$125**

Saturday after 3pm and Sunday until 3pm. **\$175**

Not available Friday

*** There is a \$300 minimum expenditure (includes food and beverages)**

Patio (seats 48) [May-September]

Monday - Wednesday All Day. Thursday, Saturday until 3pm. **\$125**

All Day Sunday. **\$175**

Not available Friday all day and Saturday evenings

Boathouse & Patio (seats 80) [May-September]

Monday - Wednesday All Day. Saturday until 3pm. **\$250**

Sunday All Day. **\$350**

Not available Friday and Saturday evenings

Pavilion – Banquet Seating for 100, space available for up to 200

(Additional seating can be rented through a separate vendor for an additional cost)

Monday-Thursday All Day. Friday until 3pm **\$300**

Friday and Saturday evenings after 3pm. Sunday All Day **\$500**

*** There is a \$500 minimum expenditure (includes food and beverages)**

Food Must be out no later than 8:00pm. There will be a \$25/hour fee for functions not ordering food service.

Prices for events are based on 5-hour time limits. There will be an extra charge for parties lasting more than 5 hours.

Pavilion & Patio parties must be done or move inside by 10:00pm (due to City Noise Ordinances).

If a bartender is required for your event, there will be a \$100 flat fee for the duration of the event.

MENUS You will find a selection of various menu choices attached to this agreement. Our menus are suggestion only. Our banquet staff would be happy to customize a menu to meet your parties needs.

All menu selections must be confirmed at least two weeks (14 days) prior to your function. Any special needs, setup instructions, and an estimated number of guests must also be given at this time. *The Rock Bar & Grill* reserves the right to make changes and/or alterations to menu choices should an item not meet our quality standards or be out of stock from vendors (Examples may include fresh produce or seasonal items).

Three (3) days prior to your scheduled event, you must provide us with a guaranteed number of guests. Your bill will reflect the guaranteed number or the actual number of meals served, whichever is greater.

Our Buffet-style meals will allow for a 15% overage to cover larger appetites.

PRICES, SERVICE CHARGES, GRATUITY, & TAXES All of our parties are subject to change without notice. We will guarantee quotes and menu pricing sixty (60) days from the date your function is confirmed and/or a deposit is received. Thereafter, pricing may be adjusted, if necessary, to reflect current costs at the time your function is held.

A twenty percent (20%) service charge will be added to all food and beverage prices. The service charge is a cost component of the meal, which is retained by the company for services rendered. Services include: Wait staff, event setup and takedown, clean up before, during, and after event, tablecloths on buffet, cake, gift and head tables. Setup of rented chairs and tables in pavilion area will be an additional charge of \$100.

Applicable state and local taxes will be added to the total bill. Groups with tax exempt status are required to provide a copy of the exemption certificate to the Event Coordinator prior to your event or sales tax will be charged.

For obvious reasons, we cannot accommodate separate checks and do require all groups to pay one master bill. Methods of acceptable payment are major credit cards (MasterCard, Visa, Discover, American Express) and cash or check with prior approval. A billing system must be arranged in advance.

BEVERAGE FACILITIES Our guests, patrons, or invitees may not bring any outside alcoholic beverages into any event area. Please note that state and local liquor laws regulate all alcoholic beverage sales. We reserve the right to check any and all identification. We do not, under any circumstances, serve alcoholic beverages to anyone under the age of 21 on the premises. Those who violate this policy will be asked to leave.

FOOD SAFETY MESSAGE It is the policy of *The Rock Bar & Grill* to prohibit guests/clients to take with them any food items at any time (including “leftover” items from buffets). The National Restaurant Association guidelines and local Health Department regulations will be strictly enforced. Please understand that these restrictions are designated to ensure the safety of you and your guests and your complete consideration is much appreciated. ***The only exception to this rule is cake.**

As is required by the Wisconsin Health Department, we must inform consumers that the consumption of raw, undercooked, or otherwise not processed certain amounts of animal foods on the menu may pose a major health risk to highly susceptible people (elderly, children under the age of 4, pregnant women, and immune-compromised individuals).

LIABILITY *The Rock Bar & Grill* will not assume responsibility for the loss or damage to any merchandise or articles left prior to, during, or following any event. Accordingly, it is expressly understood and agreed that *The Rock Bar & Grill* shall not be liable for damages of any kind whatsoever whether to property or person, loss of time, or any other loss arising from the use of or in anyway connected with any rentals or any part thereof from whatever cause arising. Client agrees to indemnify *The Rock Bar & Grill* free and harmless wherefrom. For all pavilion rentals, our back gate must be locked by 9:00pm and all vehicles must be removed by this time, as well. **All outdoor music (Patio & Pavilion) will also need to come to an end by 10:00pm, due to City Noise Ordinances. There will be no exceptions made for this.**

The Rock Bar & Grill reserves the right to assess additional replacement charges for materials that may be lost or damaged during an event that are personal property and/or responsibility of *The Rock Bar & Grill*.

ROOM RENTAL FEE A room rental fee equal to the amount of the room rental is due at the time of booking. This is not a deposit. This is the cost for renting the room. This payment can, however, secure your event date.

No guarantee to secure your booking date will be made until the deposit and the contract (to follow) is received by *The Rock Bar & Grill*. If payment is not received, the function will be considered cancelled without notice to the client.

If you cancel your function, your deposit is refundable up to four (4) weeks prior to your event. If you cancel your function two (2) weeks prior to your event, you will be charged up to 50% of the estimated food and room charges. You are responsible for the entire cost of the banquet if cancellations are made within 48 hours of the scheduled start time.

Room Rental Fees are non-transferrable in the event of a cancellation and refunds are determined per above guidelines. All cancellations must be in writing and will be effective when received at our office. Refunds will be issued only to the person who submitted the original payment.

CONTRACTS AND CHANGES TO CONTRACTS/POLICIES *The Rock Bar & Grill* reserves the right to make changes in all policy and contract content or application as deemed appropriate with or without prior notice. *The Rock Bar & Grill* reserves the right to make corrections to clerical or calculation errors.

After reviewing the policies and attached menus, it is necessary to bring signed **ROOM & PAVILION AGREEMENT** and deposit to our Event Coordinator to secure your booking. Please complete the information required and bring with your deposit. We will then sign and return this agreement form to you as an acknowledgement of your event.

Thank you for allowing *The Rock Bar & Grill* to host your event.

I have reviewed the information contained within the **ROOM & PAVILION RENTAL AGREEMENT** provided to me by *The Rock Bar & Grill*. I understand the policies outlined and understand my responsibility to honor them.

I am providing the following information with the intent of contracting with *The Rock Bar & Grill* to provide service for the function indicated below.

EVENT DATE:

DEPOSIT AMOUNT: _____, RECEIVED ON:

CHECK # _____, CREDIT CARD # _____/Exp
date _____

Please make checks payable to: THE ROCK

CASH _____ RECEIVED BY:

NAME OF CLIENT:

ADDRESS:

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ EMAIL:

RESERVED TIMEFRAME:

TYPE OF EVENT:

ESTIMATED NUMBER OF GUESTS:

ANTICIPATED MENU:

How did you hear about
us? _____

I have read and understand these policies and agree to honor what is outlined within this agreement.

Client Signature Date

The Rock Bar & Grill Representative Date

PLEASE READ ALL THE ABOVE ITEMS CAREFULLY BEFORE SIGNING.

CONTACT US IF YOU HAVE ANY QUESTIONS. WE WILL BE HAPPY TO MAKE ANY CLARIFICATIONS.

CALL (608) 363-7625, 101 Maple Avenue, Beloit, WI 53511.