

Laack's Ballroom

W4302 County Road JM in Johnsonville

(920) 467-4591 or (920) 893-3054

Banquet Information & Guidelines

As your hosts, the Laack's Ballroom staff promise to make your special day as happy and memorable as you expect it to be. It is a day to enjoy yourself and to know that everything will be taken care of exactly as planned. Should the selections presented not fulfill your requirements, please let us know as we welcome the challenge to custom tailor a menu to your specific needs.

Outdoor Wedding and Party Facilities Now Available !!!

Our park right behind the Ballroom offers a perfect place for your outdoor event with the Sheboygan River as a border in the background. There is a patio area directly off the ballroom with easy access to the park, accommodating an increasing number of outdoor weddings.

An advantage to holding your outdoor wedding at Laack's...in the event of unfavorable weather, guests do not have to be redirected to another venue for an indoor wedding. Laack's personnel are on hand to move your event into the Ballroom if weather becomes a concern.

Thank you for choosing Laack's Ballroom !!!

Rental & Deposit

Rental and deposit rates listed below apply to the use of the Ballroom. All deposits and set up fees are non-refundable if the event is cancelled any time prior to the date of reservation. If Laack's Ballroom rebooks the date you cancelled, you will be refunded \$ 400 of the deposit on Saturday dates and \$ 200 on Friday and Sunday events.

Saturday Receptions: A \$ 400.00 deposit is due at the time of the reservation; of which \$ 200 will be credited towards your bill after the event.

Friday or Sunday Receptions: A \$ 200.00 deposit is due at the time of the reservation; of which \$ 100 will be credited towards your bill after the event.

Outdoor Wedding Set-Up: The \$200 cost includes chairs, a sound system and set-up for your special event.

Other: A fee of \$ 35.00 to \$ 75.00 will rent out the meeting room for smaller parties/meetings.

A minimum of 100 guests must be guaranteed to rent banquet hall.

Scheduling / Timeline

Please call Laack's Ballroom prior to ordering your invitations to make final arrangements for dinner and reception times. Please schedule another appointment with us at least 4 weeks prior to wedding date, to discuss final menu arrangements and other plans.

Billing

All expenses incurred during the event are due at the conclusion of the evening by cash or check only. All prices are subject to change with ample timing.

Guarantee Agreement

We need you to confirm the number of your dinner guests at least 2 weeks in advance of all functions. Your bill shall be based on the guaranteed number, plus any charges over and above. Meals will be prepared for your guaranteed number.

Beverages

All alcoholic beverages to be served on premises for the function must be dispensed only by Laack's Ballroom servers and bartenders. A variety of champagnes and wines are available. Any carry-ins will be assessed a "cork fee". Laack's Ballroom reserves the right to ask for proper identification of any person to verify their age and to refuse alcoholic beverage service if the person is either under age or proper identification cannot be produced. Alcoholic beverage service may be refused to any person who, in Laack's Ballroom's safe judgment, appears intoxicated.

Beer: *If you are setting up tap beer for your guests*, all half-barrels must be ordered in advance. Typically, domestic beers (Bud, Bud Light, Miller, Miller Lite) are the most common choices and cost \$ 175 per half barrel (as of January 2012). Premium beers are available and cost is determined by availability and the price per barrel. Let us know your preference and we will supply prices for your planning convenience. You are only charged for the number of barrels tapped. Cash bar is available until the conclusion of the event.

Soda: If you are providing soda for your guests, the charge is \$ 1.25 per glass.

Optional Choices

Slide Show Presentations: *New for 2012...* Computer system and screen available for your video production or slideshow presentations. Laptop compatible.

Wedding Cake Info: Forks and small plates will be provided at no additional cost. If you do not have someone to cut your cake, Laack's Ballroom will provide the service for \$ 25.

Table Settings: Linen table clothes are provided at no additional cost. White dinner napkins are also provided. There is an additional charge for linen napkins.

Arch at Entry Way: Laack's Ballroom has an arch that can be decorated for the entryway into the hall. The cost for this is \$ 15. Arches are also available through some florists and local craft stores.

Set Up / Preparations

Decorating

Decorating times are based on what is scheduled before your event. *Please call 2 weeks prior to your date to schedule decorating times.* If there is no function scheduled for the evening before, you may come to decorate up to 24 hours in advance. Tables will be set-up and ready for use. A small and large ladder will be available. The following are the preferred times for Laack's:

Friday: 11:00 am – 6:00 pm, Saturday: 9:00 am – 12 Noon.

Please furnish all your tools including: scissors, decorations, poster putty.

Items not allowed include: confetti, sprinkles, staples, and stick candles. Colored rose petals, safety pins or stick pins are not allowed when using table linens. Candles are okay as long as flame is enclosed in candleholder.

Use poster putty to hang décor on walls.

No decorations can be applied to the wooden beams in the ballroom.

Permanent hooks run along doorways and arches for hanging lights, netting, garland and other decorations. For safety reasons, do not decorate or hang anything from the railing in the front entrance.

If your decorations are questionable as for safety and clean-up, please ask. Decorations can be refused by management.

Live Entertainment

If your party would enjoy live music, whether it be a single musician, a big band, or a DJ, we can help with suggestions and arrangements. Please give us advanced notice.

Miscellaneous

Please provide the following information: person bringing cake and time of arrival, name of the florist, name of the photographer, name of the entertainment. Are you bringing napkins, nuts or mints? When will you be decorating or would you like Laack's Ballroom catering department to? All party's belongings will be placed in one area after the event.

Laack's Ballroom holds no responsibility for lost items.

Date of Event: _____

Event: _____

Insurance & Indemnification

Guests shall indemnify and hold Laack's Ballroom and its affiliates harmless from any and all claims, losses, damages, and expenses on account of injury to any party in connection with the function or resulting from damage or destruction of any Laack's Ballroom property by guests or any attendee of the function on the premises.

I have received a copy of the ***"Laack's Ballroom Information & Guidelines"***

Signature: _____

Date: _____

Laack's Representative: _____

Rev. 3/21/12

Thank You for Holding Your Special Event at Laack's Ballroom in Johnsonville!!

...Hosting Family Gatherings since 1912

For Office Use:

Event: _____ Date: _____

Contact: _____ Phone: _____