

# Laack's Ballroom

*W4302 County Road JM in Johnsonville  
(920) 893-3054*

## 2022 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.

All prices and guidelines enclosed in the **2022 Banquet Information & Guidelines** are for the calendar year of 2022. Pricing is effective for the year you signed your contract. Every effort will be made to lock in the pricing for reservations into the following years, however prices and guidelines are subject to change in any new calendar year. Call us for any questions at (920) 893-3054.

***Outdoor Wedding and Party Facilities Are Available!!!*** Our park 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 events.

An advantage to holding your outdoor wedding at Laack's is that 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!!!***

## 2022 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 the reservation. If the date that was cancelled is rebooked, you will be refunded \$400.00 of the deposit on Saturday dates and \$200.00 on Friday and Sunday events

***Saturday Events:*** A \$500.00 deposit is due at the time of the reservation; of which \$200.00 will be credited towards your bill after the event.

***Friday or Sunday Events:*** A \$300.00 deposit is due at the time of the reservation; of which \$150.00 will be credited towards your bill after the event.

***Outdoor Event Set-Up:*** There is a fee of \$500.00 for outdoor events. This cost includes chairs, a sound system and set-up for your special event.

***Other:*** \$75.00 will rent out the meeting room for smaller parties/meetings or for the bride and attendants to use as a dressing area.

*A minimum of 150 guests must be guaranteed to rent banquet hall.*

## Scheduling / Timeline

Please call prior to ordering your invitations to make final arrangements for dinner and reception times and schedule an appointment to discuss your event arrangements.

## Billing

All expenses incurred during the event are due at the conclusion of the evening. Any credit card/debit card payments will have a 4% service fee added. All prices are subject to change up to 5% without notice due to fluctuating market costs. Every effort will be made to prevent price increases and to notify before; but is not guaranteed.

## Guarantee Agreement

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

## Food

Currently the per plate price for the Buffet-style dinner is \$19.00, not including sales tax. Family-style dinners are available for parties up to 175 guests at \$24.00 plus tax per plate.

**A service charge of 15% will be added to the food and beverage total during open bar period(s). Additional gratuity is at your discretion.** Wisconsin State Sales Tax is not included in the per plate price. Due to fluctuating market costs, all prices are subject to change up to 6% without notice, though every effort will be made to keep costs down and to notify you of changes in advance.

## Beverages

All alcoholic beverages to be served on premises at your function must be dispensed only by Laack's Ballroom servers and bartenders. A variety of champagnes and wines are available. No carry-ins allowed except with prior written agreement with management, and if allowed, 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. Any carry-in alcohol containers will be confiscated and disposed of by our staff. There are no exceptions to the rule and includes any food, or beverage being consumed on Laack's Ballroom property. Alcoholic beverage service may be refused to any person who, in Laack's Ballroom's safe judgment, appears intoxicated. No alcohol is permitted in/on the street or in neighboring parking lots.

**Beer:** *If you are providing tap beer for your guests*, all half-barrels must be ordered in advance. Domestic beers (Bud, Bud Light, Miller, Miller Lite, Coors Light) cost \$200.00 per half barrel (as of January 2022). Premium beers are available upon request. Let us know your preference and we will supply prices for your planning convenience. You are charged full price for each barrel 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.

**Wine:** If you choose to host our house wine at the bar, the cost would be \$4.00 per standard 5 oz glass.

**Open Bar:** In the event you will be hosting an **Open Bar** time for your guests, a 15% gratuity of the open bar amount for the bar staff will be added, including for the tapped beer and soda.

## Optional Choices

**Slide Show Presentations:** *No extra charge for use of our system.*

**Cake/Dessert:** Forks and plates will be provided at no additional cost. If you do not have someone to cut your cake, we will provide the service for \$ 35.00. Your cake/dessert must be produced in a licensed commercial kitchen.

**Table Settings:** White table cloths are provided at no additional cost. White, paper dinner napkins are also provided. There is an additional charge for linen napkins. Themed colors are available by rental and can be quoted to you upon request.

**Arch at Entry Way:** Laack's Ballroom has an arch that can be decorated for the entryway into the hall. There is a \$ 15.00 rental fee. You may decorate the arch but are required to remove decorations along with all other hall decorations. No duct tape is allowed on the arch.

## 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 and step ladders are available. The following are the preferred times: Friday: 11:00 am – 6:00 pm, Saturday: 9:00 am – 12 Noon.

Please furnish all your tools including: scissors, decorations, poster putty. Permanent hooks run along doorways and arches for hanging lights, netting, garland and other decorations.

**Items not allowed include:** confetti, sprinkles, glitter, staples, candles, and tape of any kind. **If confetti is used, a \$100 clean up fee will be charged.** Natural rose petals, safety pins or stick pins are not allowed when using table linens. **No open burning candles will be allowed.**

Battery-operated are acceptable. **No decorations can be applied to the wooden beams in the ballroom.** Only poster putty is allowed to hang decorations on walls.

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 in advance. 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.

**Outdoor Ceremonies:**

Only natural/biodegradable petals may be spread on the lawn.

There will be an additional charge of \$ 85.00 for bar staff if there is more than 2 ½ hours between the outdoor ceremony and the dinner.

**Miscellaneous:**

Please provide us with the names of the vendors serving your event. Each service provider must carry liability insurance.

We expect all decorations to be removed the night of the event unless other arrangements have been made in advance.

Laack's Ballroom holds no responsibility for lost or stolen items.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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.

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

*...Hosting Gatherings since 1912*

I have received a copy of the **“Laack’s Ballroom Information & Guidelines”**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Laack’s Representative: \_\_\_\_\_

**For Office Use:**

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_