



waupaca ale house & conference center

201 foxfire drive

waupaca | wisconsin 54981

715-942-2424

www.waupacaalehouse.com





information / policies

deposits and payments

upon confirmation of your date, an initial \$500 deposit is required to hold your date on a definite basis. a second deposit of \$500 is required within 90 days of the original booking date. all deposits will be applied to your final billing, but are considered non-refundable. your estimated balance is due by cashiers check or credit card a minimum of seven working days prior to your event.

minimum food purchases & room rental

a food sales minimum applies to all saturday receptions. the food minimums do not include bar, beverage sales, the 18% service charge or the 5.5% sales tax. if food minimums are met, there will be no rental charge for the room.

guarantee of attendance

banquet guaranteed attendance is requested in order to make your banquet a success. please notify your wedding coordinator with the number of guests attending at least seven business days prior to the function. once given, this gurantee is not subject to reduction. we will provide seating for an additional five percent beyond the guaranteed number. if a guarantee has not been received at the appropriate time, we will consider the expected count to be your guarantee and charges will be made accordingly.



information / policies

food service

if modified entrée's are required due to dietary restrictions, they must be requested no later than at the time the guaranteed count is provided. if special entrees must be prepared at the time of meal service, additional charges will be applied for those entrees.

adhering to confirmed food service time is essential. the waupaca ale house & conference center assumes no responsibility for quality of food if confirmed food service time varies more than thirty minutes.

the waupaca ale house & conference center must supply all food items served on premise. remaining food items are not allowed to be taken off premise.

wedding cakes are allowed when provided by a licensed and insured bakery.

prices

in the event of an increase in commodity prices, labor costs or taxes, the waupaca ale house & conference center reserves the right to raise prices without notice. guaranteed food and beverage prices will be quoted 90 days prior to your event, although every attempt will be made to adhere to the prices listed in the year for the year.

cancellations

in the event of a cancellation, the customer shall be held liable for all the loses sustained by the conference center. all deposit monies are non-refundable. additional cancellation fees may be levied based on the day of the cancellation and it's proximity to the event date.



information / policies

service charge and sales tax

an eighteen (18%) service charge (current) and five and a half (5.5%) state tax (current) will be added to all food, beverage and audio visual costs. wisconsin law states that the service charge is subject to sales tax.

discounts

all wedding packages for 150 attendees or more will not be held to a food and beverage minimum and will receive complimentary bartending services, champagne toast for the head table and a gift opening room when the event is held on a (non-holiday) friday or sunday.

guest rooms and hospitality suites

discounted sleeping room rates are available to your guests at the comfort suites foxfire. they will vary by season and day/date. please check with your wedding coordinator for availability and pricing if you are interested in reserving guest rooms or hospitality suites for your out-of-town guests.

seating arrangements

seating will be at rounds of 8 (eight) guests unless guest count is over 350 people or otherwise requested. the wedding coordinator will happily set out your place cards should you have assigned seating. the place cards must be in alphabetical order, folded and rubber banded together. the conference center can provide table numbers for each table.



information / policies

responsible beverage service

a eighteen (18%) gratuity will be added to all hosted bar services and products as well as for the cash portion of any bar when a request is made to remove the tip containers. any host bar not exceeding \$250 in sales will be assessed the difference as a service fee. consumption of alcohol is not permitted outdoors, except in designated areas. if alcoholic beverages are served, the conference center will require that only their licensed bartenders or servers can dispense beverages.

conference rooms

all conference rooms are non-smoking. no tape is allowed to secure items to the walls or tables. no confetti, silly string, party poppers, or the like are allowed. failure to adhere to the decoration policy may result in an additional service charge.

entertainment

musicians and dj's are booked by the client and are their sole responsibility. your wedding coordinator will be happy to make referrals to entertainers. if the volume from the entertainment or public address systems disturbs other patrons, we reserve the right to require your entertainer(s) to lower the volume. all entertainment must conclude by 1:00 a.m.

bands, dj's and other entertainers are required by this contract to set up their equipment prior to the start time of the reception. this is done as a safety measure for our employees and guests and as a courtesy to you so that your reception, dinner and toasts are not disturbed by equipment set-up. it is the clients' responsibility to make your entertainer(s) aware of this policy.



information / policies

lost and found

the waupaca ale house & conference center cannot be held responsible for damage or loss of any articles or merchandise left at the conference center prior to or following your banquet or left unattended for any time.

we suggest that you assign a person responsible to gather any wedding items at the end of the evening (i.e. cake knife, anniversary cake, toasting glasses, guest book, centerpieces, photos, etc.)

the rehearsal dinner

let us work with you to create a wonderful dinner for family and friends to enjoy. we'll handle all the details so you can relax before your special day

enjoy a complimentary champagne toast and complimentary banquet room when booking a rehearsal dinner in conjunction with a wedding reception.



the ceremony

we can accommodate every wish and family tradition for your ceremony, offering spectacular views of foxfire golf course to make your wedding fairy tale perfect.

if you are interested in holding your ceremony as well as your reception at the waupaca ale house & conference center, our wedding coordinator would be happy to consult with you regarding your options.

due to the possibility of inclement weather, we suggest that the ceremony conclude a minimum of three hours prior to your reception.



the reception

when it comes to tying the knot, your guests' experience is an important part of your special day. our wedding coordinator will work closely with you to ensure the perfect wedding.

the following services and amenities are included with your reception at no additional charge:

- the advice of an experienced wedding consultant
 - a professionally trained service staff
- complimentary overnight for the bride & groom in a king suite at the comfort suites foxfire
 - ivory linen tableclothes and napkins
 - skirted head table, cake table, gift table and guest book table
 - dance floor
 - placement of party favors



additional services / enhancements

we can offer unparalleled services that your guests will appreciate, from spacious guestrooms to breathtaking outdoor ceremonies, specialty linens and chair covers, as well as many other wedding extras.

the following is a list of enhancements to help you plan for and personalize your event. please check with your wedding coordinator if you have an interest in something not listed.

mirrored centerpieces with candles | \$2 /piece

mirrored centerpieces with globes & candles | \$5 /piece

white lights and tuling on head table, cake table and gift table | \$50

card box rental | \$20

wedding cake knife and spatula rental | \$10

decorating (setting out table decorations, cameras, flowers) | \$50/hour

professional cake cutting service (when cake served as dessert) | \$50

colored tablecloths (per table) | \$10

colored napkins (per table) | \$2

bridal archway | \$50

beverage fountain | \$50

our culinary staff will be pleased to create a menu to suit your special needs. prices do not include 18% service charge or state and local sales tax. menu and prices subject to change.



cold hors d'oeuvres

jumbo shrimp cocktail | per dozen
\$18.00

cheese spreads and crackers | serves 25
\$49.99

fresh vegetables tray with ranch dip | serves 25
\$39.99

fresh seasonal fruit tray with dip | serves 40
\$59.99

deviled eggs | serves 40
\$59.99

ham roll-ups | serves 40
\$69.99

assorted deluxe canapes | 50 pieces
\$99.99

smoked salmon and crackers | 6 pound average
\$95.00

domestic cheese and sausage tray with crackers | serves 40
\$59.99

spinach dip with cocktail rye | serves 40
\$49.99

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hot hors d'oeuvres

swedish or barbeque meatballs | serves 40
\$69.99

chicken wings | serves 40
\$89.99

oriental egg rolls | 50 pieces
\$49.99

chicken potstickers | 50 pieces
\$49.99

stuffed mushroom caps | 50 pieces
\$69.99

spinach artichoke dip with pita bread | serves 40
\$49.99

chicken and pineapple brochettes | 50 pieces
\$79.99

beef hibachi | 50 pieces
\$99.99

barbeque cocktail sausages | serves 40
\$59.99

mini quiche tarts | 50 pieces
\$69.99

bacon wrapped scallops | 50 pieces
\$99.99

bacon wrapped water chesnuts | 50 pieces
\$69.99

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hors d'oeuvre buffet

first things first | \$9.99 per person

mouth watering chicken wings, swedish meatballs, fresh vegetables with dip, domestic cheese tray with crackers and fresh seasonal fruit tray

wisconsin starter | \$11.99 per person

mouth watering chicken wings, barbeque cocktail sausages, swedish meatballs, deviled eggs, fresh vegetable tray with dip, domestic cheese tray with crackers and fresh seasonal fruit tray

crème de la crème | \$15.99 per person

chicken & pineapple brochettes, swedish meatballs, cocktail shrimp, spinach artichoke dip, deviled eggs, fresh vegetable tray with dip, domestic cheese tray with crackers and fresh seasonal fruit tray



carving stations

served with appropriate breads, buns and condiments. all can be served hot or cold.

honey roasted country ham | serves 50-60

\$135.00

roasted pork loin | serves 20-25

\$78.00

slow roasted herb encrusted round of beef | serves 50-60

\$150.00

our culinary staff will be pleased to create a menu to suit your special needs. prices do not include 18% service charge or state and local sales tax. menu and prices subject to change.

plated dinners

please select one entrée

dinners include your choice of tossed garden greens with house dressing or caesar salad, coffee, milk and fresh baked bread with butter

fresh pan fried seasoned walleye | \$17.99

a walleye pike filet seasoned, pan-fried to perfection accompanied by parsley buttered baby red potatoes and steamed fresh vegetables

broiled atlantic salmon | \$18.99

salmon filet brushed with herb butter and broiled until tender. served with twice baked potato and steamed fresh vegetable

new york strip steak | \$24.99

strip steak prepared medium and topped with sautéed mushrooms and onions. served with a baked potato, sour cream, chives and vegetable d'jour

bacon wrapped filet mignon | \$26.99

filet mignon prepared medium and topped with sautéed mushrooms. served with a baked potato, sour cream, chives and steamed fresh vegetables

stuffed chicken breast | \$14.99

breast of chicken stuffed with dressing. served with garlic mashed potatoes, gravy and steamed fresh vegetables

hawaiian ham | \$14.99

honey glazed ham topped with pineapple and citrus sauce. served with a cheesy twice baked potato and vegetable d'jour

traditionally roasted turkey | \$14.99

roasted turkey served with sage stuffing, mashed potatoes, gravy and steamed fresh vegetables

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plated dinners

please select one entrée

dinners include your choice of tossed garden greens with house dressing or caesar salad, coffee, milk and fresh baked bread with butter

roasted pork loin | \$16.99

pork loin served atop andouille sausage cornbread stuffing, parsley buttered baby red potatoes and vegetable d'jour

roast sirloin of beef | \$15.99

sliced beef topped with a red wine mushroom sauce, garlic mashed potatoes and vegetables d'jour

butternut squash ravioli | \$15.99

butternut squash ravioli with asparagus spears, sun-dried tomatoes, basil leaves, asiago and parmesan cheeses in our garlic cream sauce

stuffed chicken breast and baked ham | \$15.99

breast of chicken stuffed with bread dressing and baked ham accompanied by a baked potato and vegetable d'jour

steak & shrimp | \$24.99

8 oz. filet of tenderloin and skewer of sautéed shrimp. served with garlic mashed potatoes and vegetable d'jour

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buffet dinner

buffets are served with 25 or more guests
buffets include steamed fresh vegetable d'jour, dinner rolls, butter
coffee and milk

two entrée buffet | \$12.99

salad selections (select one)

seven layer salad
tossed salad with house dressing

entrée selections (select two)

baked chicken
chicken cordon bleu
chicken kiev
stuffed chicken breast
sirloin beef tips
roast turkey breast
baked ham
baked haddock with white wine
prime rib (additional \$5 per person)

starch selections (select one)

mashed potatoes & gravy
garlic mashed potatoes
baked potatoes
parsley buttered red potatoes
rice pilaf & dressing

carving stations | \$1 per person for the following chef carved selections

honey roasted country ham
roasted pork loin
slow roasted herb encrusted round of beef

all served with appropriate bread, buns and condiments.
can be served hot or cold

our culinary staff will be pleased to create a menu to suit your special needs. prices do not include 18% service charge or state and local sales tax. menu and prices subject to change.

buffet dinner

buffets are served with 25 or more guests
buffets include steamed fresh vegetable d'jour, dinner rolls, butter
coffee and milk

harvest buffet | \$17.99

pork loin with andouille sausage corn bread stuffing
chicken supreme
linguini primavera with shrimp
steamed fresh vegetable d'jour
garlic mashed potatoes
tossed garden greens and assorted dressings
fresh seasonal fruit
creamy broccoli cauliflower salad
dinner rolls with butter

the grand buffet | \$19.99

carved roast sirloin of beef
chicken breast with honey pecan sauce
baked cod in a white wine sauce
cheese tortellini
parsley buttered baby red potatoes
steamed fresh vegetable d'jour
caesar salad
dinner rolls and butter

top of the town | \$29.99

chef carved prime rib
antipasto salad
cornish game hen
fresh boston bib, spinach and radicchio salad with assorted dressings
pork loin medallions dijon
baked salmon
fresh seasonal fruit
parsley buttered baby red potatoes
steamed fresh vegetable d'jour
fresh mushroom herb rice
dinner rolls and butter

our culinary staff will be pleased to create a menu to suit your special needs. prices do not include 18% service charge or state and local sales tax. menu and prices subject to change.

family style

served with 25 or more guests
includes steamed fresh vegetable d'jour, dinner rolls, butter
coffee and milk

two entrée dinner | \$14.99

salad selections (select one)

seven layer salad
tossed salad with house dressing

entrée selections (select two)

baked chicken
chicken cordon bleu
chicken kiev
stuffed chicken breast
sirloin beef tips
roast turkey breast
baked ham
baked haddock with white wine
prime rib (additional \$5 per person)

starch selections (select one)

mashed potatoes & gravy
garlic mashed potatoes
baked potatoes
parsley buttered red potatoes
rice pilaf & dressing

carving stations | \$1 per person for the following chef carved selections

honey roasted country ham
roasted pork loin
slow roasted herb encrusted round of beef

all served with appropriate bread, buns and condiments.
can be served hot or cold

our culinary staff will be pleased to create a menu to suit your special needs. prices do not include 18% service charge or state and local sales tax. menu and prices subject to change.



desserts

specialty cheesecakes | \$3.99

apple crisp | \$2.99

tiramisu | \$3.99

caramel apple pie with maple sour cream sauce | \$3.99

strawberry shortcake | \$2.99

carrot cake | \$2.99

german chocolate cake | \$3.99

lemon poppyseed cake | \$2.99

cookies and cream pie | \$3.99

ice cream | \$2.59

*** if there is something you desire that is not on the dessert menu,
please ask and we will be happy to accommodate you***

our culinary staff will be pleased to create a menu to suit your special needs. prices do not include 18% service charge or state and local sales tax. menu and prices subject to change.



liquors & beverages

house wine | 15.99 per bottle
white zinfandel, chardonnay, merlot, lambrusco

draft beer

half barrel domestic | \$175.00
half barrel premium | market price

spirits

rail | \$2.75 - \$3.25
call | \$3.25 - \$4.00
premium | \$4.00 - \$6.00

soft drinks

fountain soft drinks | \$1.00 per glass
unlimited soft drinks | \$1.00 per person based on guaranteed number
bottled soda | \$1.75 per bottle
bottled water | \$1.50 per bottle

punch

fruit punch | \$10.00 per gallon
rum punch | \$25.00 per gallon
champagne punch | \$25.00 per gallon
fountain | \$50.00 per event

champagne | \$14.99 per bottle

juice | \$5.00 per carafe

coffee | \$25.00 (serves 50 cups)

our culinary staff will be pleased to create a menu to suit your special needs. prices do not include 18% service charge or state and local sales tax. menu and prices subject to change.



the day after

whether a final farewell, special thank you to your overnight guests or a gift opening with your friends and family, a private room will be made available on a complimentary basis with the addition of one of the following food services.

continental buffet | \$4.99 per person

assorted pastries, assorted muffins, seasonal cubed fruit and juice

continental buffet with fresh fruit | \$5.99 per person

assorted pastries, assorted muffins, seasonal cubed fruit,
juice and coffee

wisconsin buffet | \$9.99 per person

farm fresh scrambled eggs, french toast with warm maple syrup, bacon,
breakfast potatoes, seasonal fresh fruit, juice and coffee

heartland buffet | \$11.99 per person

farm fresh scrambled eggs, buttermilk pancakes with warm maple
syrup, bacon, sausage, breakfast potatoes, seasonal fresh fruit, assorted
yogurts, assorted pastries, assorted muffins, juice and coffee

our culinary staff will be pleased to create a menu to suit your special needs. prices do not include 18% service charge or state and local sales tax. menu and prices subject to change.



gift registry

for weddings, showers & anniversaries

register your event with the waupaca ale house & conference center and the comfort suites. your friends, family and guests may purchase gift certificates to be used as you wish.

gift certificates can be purchased in any dollar amount and can be used towards the following goods and services:

food & beverage charges for your event
hotel (room rates)
rehearsal dinner
shower
gift opening
future meals or events

gift certificates

gift certificates may be purchased by the event hosts (bride & groom, etc.) for attendants, family members and friends to use towards meals, room rates or future events.

please contact your wedding coordinator for gift registry and gift certificates

wedding agreement

event date: _____ employee: _____

date of contract: _____ type of event: _____

customer name: _____

address: _____

city, state, zip _____

phone: _____ e-mail _____

room: _____ estimated # guests: _____

food & beverage purchase

a signed copy of the function agreement must be returned to the sales & catering office within two weeks of receiving. no food or beverage will be permitted to be brought on property from an outside source by the patron or guests, with the exception of special event cakes made by a licensed bakery. the customer may not take food and beverage purchases made through the catering department off the premises for health and safety reasons. also, for health and safety reasons, a buffet can only be maintained for a maximum of two hours unless an arrangement can be made in advance for food changes. an industry 18% service charge will be assessed to all food and beverage (including any host bar) agreed upon. a 18% service charge will be included for the cash portion of any bar when a request is made to remove tip containers. any cash or host bar not exceeding \$250.00 in sales will be assessed the difference as a bar charge. the catering staff reserves the right to refuse beverage service to any person without legal age verification (21) or anyone who appears intoxicated. catering services are subject to state and local sales tax as per state statutes.

wedding agreement

guarantee & cancellation

adhering to confirmed food service time is essential. clients delaying food service time assume total liability for quality of food. waupaca ale house & conference center assumes no responsibility for quality of food if confirmed food service time varies more than 30 minutes. after 30 minutes of confirmed dinner time, waupaca ale house & conference center reserves the right to apply a \$50 charge for every additional 15 minutes delayed in dinner service. signed contracts and/or event deposits are your assurance that a space will be reserved for your event. we require a guarantee figure on meals 7 days prior to event. the number will be considered the guarantee and is not subject to reduction. the client is responsible for 100% of the guaranteed count. we will set and prepare for 5% above the guaranteed figure to allow for some extras. all deposits and prepayments are nonrefundable and are applied in whole to charges on the reserved date. in the event a deposit is not made by the specified date the event may be cancelled and prepayments forfeited. cancellation prior to the event date will result in loss of date.

banquet rooms

all meeting rooms are non-smoking. other groups may be using the same room as you prior to or following your event. please adhere to the times agreed upon. banquet rooms are assigned by the number of people anticipated. if attendance drops or increases, the catering department reserves the right to change the group to a room suitable for the attendance. waupaca ale house & conference center reserves the right to approve all displays and exhibits. no tape is allowed to secure items to the walls or tables. no confetti, silly string, party poppers or the like allowed. all candles must be contained and pre-lit.

entertainment

musicians and dj's are booked by the client and are their sole responsibility. our catering office will be happy to provide information on entertainment groups. if the volume from the entertainment or public address system disturbs other patrons, we reserve the right to lessen the volume. all entertainment must conclude by 1:00 am.

wedding agreement

payment

when reserving space for wedding receptions, dinner meetings and banquets, a valid credit card is required to be held for guarantee of full payment upon completion. payment is required 7 days prior to a function unless other arrangements have been made with any balance due before departure from the function. all banquet checks must be signed by the person in charge or a designated representative at the completion of the event. any discrepancies in counts should be identified and resolved at that time. a finance charge of 1.5% per month will be applied to outstanding invoices after 30 days. group's requesting tax exemptions must submit current acceptable documentation of their tax exempt status prior to scheduled function and payment must be made from a tax exempt account.

audio visual

waupaca ale house & conference center will be pleased to assist you with your audio/visual equipment and engineering needs. please be sure to discuss your needs with our sales and catering staff well in advance of your function. waupaca ale house & conference center is not responsible for "burned" CD or DVD failures.

security

waupaca ale house & conference center does not assume responsibility for damage or loss of equipment, merchandise or articles left unattended in public areas or function rooms. the customer assumes all responsibility for any damage caused to a room by his or her patrons. it is our goal to keep our guests safe.

additionally, the waupaca ale house & conference center and customer agree to the following:

wedding agreement

in order to guarantee sole use of space, please sign and return one copy to waupaca ale house & conference center. retain one copy for your records. please refer to terms and conditions.

customer signature _____ date _____

print customer name _____

banquet representative _____ date _____

print employee name _____

deposit amount _____