

# Event Guidelines and Policies



## Event Reservations:

- ~The Ale House will place a "tentative hold" on a date for two weeks only.
- ~The Ale House requires a valid credit card number to hold your reservation. This must be received within fourteen days of the initial contact to confirm your reservation along with a preliminary attendance figure.
- ~A complete and signed copy of the event contract must be received at least seven days prior to the event.
- ~If the credit card number has not been received and the contract has not been signed by the end of the given time period, the reservation is released and the date is made available to other clients.

## Beverage Service:

- ~Both Cash and Hosted bars are available. Cash Bar allows guests to purchase their own drinks and Host Bar provides services at the expense of the host. Combinations of these services are available. The Ale House will also accommodate a drink ticket option if it suits your event.
- ~The Ale House requires proper identification (photo ID) of any person of questionable age if alcoholic beverages are served. We will refuse service if the person is either underage (even if a legal guardian is present), or cannot provide proper identification.
- ~It is the right of the Ale House to refuse beverage service to anyone who appears to be overly intoxicated.

## Menu Reservations and Guarantees:

- ~All food orders must be made off the catering menus.
- ~Menu selections must be made no less than seven days prior to your event.
- ~When hosting a meal function, the Ale House must have a firm guarantee of the number of guests to be served no later than seven days prior to your function. The number of attendees may not decrease after this point. You will be billed for the number of guaranteed attendees or the number of actual attendees, whichever number is greater. In the event that a firm guarantee is not received, the original preliminary attendance count will be prepared and billed.
- ~The host is responsible for paying for any food ordered that is not needed.
- ~Catering menu prices are subject to change without notice.

## Service Charges and Applicable Taxes:

- ~Menu prices do not include sales tax or gratuity.
- ~All food and beverage, before sales tax, is subject to a service charge of 20% and will be applied to the final bill.
- ~Wisconsin sales tax of 5.85% will be added to the total bill.
- ~Tax exempt groups must notify event coordinator with tax exempt number prior to their event.

### Decorations:

- ~Decorations are allowed. Please coordinate a time with the event coordinator to decorate before your event.
- ~The Milwaukee Ale House will not be responsible for any decorating other than the set up of tables, chairs, linens and table settings.
- ~No staples, tacks, glue or nails will be allowed on the fixtures, walls or ceilings.
- ~Decorations must be completely removed from the space at the end of the event.
- ~The host agrees to be responsible for any damages inflicted to the property by the guests.

### Payment:

- ~All bills must be paid at the end of your event (unless alternative payment plans have been made prior to your event). We accept VISA/MC, Discover, American Express, Diners Club or cash.
- ~The Ale House will issue only one check per party. It is the host's responsibility to collect payment from their guests if they choose to pay separately.

### Cancellations:

- ~Cancellations must be made 72 hours prior to your event. Host is responsible for paying the full balance of the bill for any cancellation after the given time period.

### Additional Considerations:

- ~NO carry-in food or beverages are allowed with the exception of cakes from licensed bakeries (no homemade cakes are allowed).
- ~There will be a \$35 cake fee for outside cakes or you can arrange for the Milwaukee Ale House to provide one for you for a additional fee.
- ~All amplified music must be approved by the Ale House Staff prior to your event.
- ~Federal, State and local laws prohibit removal of excess beverages from the Milwaukee Ale House after your event.
- ~The Ale House is not responsible for the loss of, or damage to articles at the event, left prior to the event or left after your event.
- ~The Milwaukee Ale House shall be pleased to accommodate all reasonable requests to the best of our ability.