



N8770 Fire Lane 1
Menasha, WI 54952
ph# 920-733-9721 fax# 920-733-3357
email : waverlybeach@ymail.com
www.waverlybeach.com

2017/2018

Thank you for your interest in hosting your upcoming wedding reception at Waverly Beach. We are excited to host your very special event. Waverly Beach is the perfect site for your wedding reception offering spectacular views of the lake but also a first class memorable experience.

Below is some information regarding wedding receptions at Waverly Beach.

Deposits: A \$1200 non-refundable deposit is required to hold your event. From that deposit, \$800 will be applied to your food/beverage bill. You will not be charged any room rental fees beyond this. Should you cancel your date, your deposit will be forfeited.

Menu: Regarding our current banquet menu and beverage pricing. Please keep in mind that our menu pricing is revised on a yearly basis. If you have any special requests, dietary needs or concerns, we would be happy to discuss those with you. You can download and print our current banquet menu from our website www.waverlybeach.com.

Complimentary Beer: You may provide complimentary beer (half barrels) for your wedding guests if you wish, however, it may start after dinner only. Under no circumstances are minors allowed to drink any alcoholic beverages (even if accompanied by a legal guardian).

Violators will be asked to leave immediately.

Food Minimums: For the year 2017 and 2018, we require a \$4200 food minimum for a Saturday. Sunday through Friday we require a \$2200 food minimum. This minimum **does not** include your bar, service charge (gratuity) or sales tax. This minimum may also include any snacks or hors d'oeuvres you may wish to include before your dinner, during cocktail hour or later in the evening. Please note that there is a \$200.00 late meal time charge if you are greater than 15 minutes past your scheduled meal time.

Decorating: On the day of your event, you are promised 10:00am as the time you may arrive for decorating. We cannot promise the day before or earlier than 10:00am because of other events that may be held the day prior. Our staff would be happy to put out simple decorations on the tables as you wish such as table runners, party favors, etc. **No confetti, glitter or crepe paper is allowed on the table linen.** For an additional \$675 charge, Waverly Beach would provide you with a backdrop (lit or unlit) behind your head table, up lighting along the ballroom walls and up to 6 cocktail tables. We will also rent these items out on an individual basis. \$495 for a backdrop. \$300 for up lighting and \$15 per cocktail table (6 max).

Outdoor Ceremonies: Ceremonies are held outside with the beautiful backdrop of the lake. If you wish to take advantage of this, there is a \$400 charge for the ceremony and \$1 per white chair up to 150 people. Or you may wish to take advantage of our Lakefront Wedding Package which includes a beautiful white arbor situated on the water's edge, white chairs set up for up to 150 people, a table for a sand ceremony with linen, podium if needed and complimentary bottled water for your guests. This Lakefront Wedding Package would be a charge of \$650.

Bands, DJ's and other Entertainment: Any entertainment must end by 12:00 midnight. We reserve the right to monitor sound levels. Outside entertainment is restricted by a conditional use permit.

Wedding Cake: Under Wisconsin law, wedding cakes are allowed. Wisconsin law prohibits chocolate fountains and ice cream bars. No perishable candy, gum, or popcorn allowed.

The following is provided to you on a complimentary basis:

Round tables (seating for 8 per table)

Table coverings (white linen)

Linen napkins (your choice of color)

Wireless microphone if needed

Card box if needed

The cake table, gift table and head table will be elegantly skirted

****All food and beverage pricing or policies are subject to change at any time***