

*The Historic Eau Claire*  
**MASONIC BALLROOM**

715.456.2466 • 616 Graham Avenue • Eau Claire, WI 54701 • info@masonicballroom.com

# RATES & TERMS

## RENTAL RATES

**Wedding Ceremony facility rental is \$800. Reception facility rental is \$1,280.  
The rental fee for both Ceremony and Reception is \$1,800.**

All rates are subject to state sales tax. Saturday wedding ceremonies must also include the reception. All rental fees, along with a signed contract, are required to reserve a date. All fees are non-refundable. A second deposit is required once your food choices are made.

## WEDDING CEREMONY

Wedding ceremonies include five hours of rental time of facilities. The Historic Eau Claire Masonic Ballroom will be opened for your use at 10 AM. The facilities for use for the Wedding Ceremony include the Wedding Chapel, Bride's Room, Groom's Room, central hall and entry foyer. **The Fireside Lounge is also available for your use at an additional charge of \$100.** A signed contract with total rental fee and tax are due upon booking.

# REHEARSALS

There is no additional charge for rehearsals provided the wedding rehearsal is for up to two hours between 5 PM and 8 PM on the Friday before a Saturday wedding. If the rehearsal is set for a time other than 5 - 8 PM on Friday, there is a charge of \$25 per hour at a minimum of two hours.

# RECEPTION RENTAL

Ballroom rental includes the Grand Ballroom, central hall and entry foyer. A signed contract with full rental fee and tax are due upon booking. The rate for Receptions is for seven hours or less. A fee of \$150 per hour will be charged for receptions in excess of seven hours. The reception rental charge includes tables set for eight guests per table (rounds), 10-12 guests per table (banquet), chairs, white table cloths, cloth napkins, china place settings, glassware, flatware, a skirted guestbook table, head table, cake and gift table, and set-up and tear down of all facilities. Reception rental includes estimated average custodial. Custodial in excess of the average estimate will be charged at \$20 per hour. When both the Wedding and Reception are held at the Historic Eau Claire Masonic Ballroom the Ballroom is available from 10 AM until 12midnight. When only the Reception is held at the Historic Eau Claire Masonic Ballroom, the Ballroom is available from 4 PM until 12 midnight. A last call for alcoholic beverages will occur 30 minutes prior to the reception end time. All entertainment must conclude 20 minutes prior to the reception end time.

## **SERVICE FEE AND SALES TAXES**

A service fee of 20% on all food and beverage is applied to all events. All food, beverage and service charges are subject to a 5.5% Wisconsin Sales Tax.

## **MINIMUM GROUP SIZE FOR FOOD SERVICE**

For events booked for a Saturday, more than 180 days prior to the event any menu selection will subject to a 150 person minimum. The Historic Eau Claire Masonic Ballroom will allow groups of less than 150, but the host will be charged for the 150 person minimum or the equivalent food service purchase at \$2500. Other than dessert from a licensed food handler, no food may be brought onto the premises.

## **FOOD SERVICE**

In compliance with Wisconsin state laws and City of Eau Claire health regulations, all food must be supplied through the Historic Eau Claire Masonic Ballroom. Neither the host nor their guests may bring in or remove any food from the premises. The exception to this policy is wedding cakes, which may be brought in from a licensed outside source and removed by the host. At least 60 days prior to the event the event host will provide menu selections and an approximate number of guests. At least 10 days prior to the event, the event host will provide the final count of guests. The Host is responsible for 100% of the guaranteed count and will be charged for the guaranteed number of guests or actual number whichever is greater. No food, except as arranged through the Masonic Ballroom, such as interim food service in the Fireside Lounge, is permitted beyond the ground floor ballroom area. The host is responsible to inform guests of these policies.

## **BEVERAGE SERVICE**

Cash, hosted and mixed hosted/cash bars are available. Beverage selections and type of service must be made at least 60 days in advance of the event. A 20% service fee or \$250 service fee minimum, whichever is greater, and 5.5% Wisconsin sales tax will be assessed to the Host on all beverage sales. The service fee is for the bartender's service. No liquor may be knowingly sold to any person under the legal age or who appears to be intoxicated. To verify age, a valid state-issued identification card may be requested by our staff at any time. We reserve the right to refuse service to anyone. Neither hosts nor their guest may bring any beverage or alcoholic beverages in or remove from the premises. No drinks are

permitted on the dance floor. Wisconsin state law prohibits open intoxicants beyond the licensed area. No alcoholic beverage provided at the ground floor ballroom area may be removed from the ground floor ballroom area. The host is responsible to inform guests of these policies.

## **ENTERTAINMENT & LIGHT SHOWS**

Your entertainment must contact the Historic Masonic Ballroom Directly to arrange electrical and set up requirements. Entertainment may not use bubble machines, smoke, or fog machines or confetti cannons. The Masonic Ballroom reserves the right to limit event volume.

## **DATE CHANGE**

You have 30 days from the date you booked your event to change the date without penalty provided the date you wish to change to is available. If you choose to change your event date within 60 days of the original booking date, half of your deposit can be applied to the new event date provided the date you wish to change to is available. The remaining half is nonrefundable. Any date change after 60 days is or any additional date changes are considered a new booking and a new deposit is required. The previous deposit is nonrefundable.

## **CONTRACT – DEPOSITS – FINAL BILL**

A date is held for 10 days before the contract and first deposit is due. The first deposit secures rental in the amount of the rental plus sales tax. The second deposit secures food and beverage service and is due 60 days in advance of the event when menu and beverage choices have been made. The amount of the second deposit is \$1000 - \$1500. Wedding Receptions, Weddings, and social events are to be paid in full 10 days in advance of the event when final guest counts are known as a third payment. The third payment will include food costs, an estimate for the host portion of beverage service and security deposit as hereafter described. Items based upon consumption such as beverage service and incidentals are estimated & due with the third payment and are due at the end of the event. Credit will be applied for host estimated beverage payments at end of the event for estimated payments. Discrepancies in counts or charges should be identified and resolved at that time. Payments for the first, second and third deposit or payment shall be by cash or check. A Consumption payment may be required at the conclusion of the event by cash or check. Beverage Service Charges in excess of the credited payments will be applied from the security deposit. A final statement will be provided to the host within 10 days of the event as to any amount due and refund due from the security deposit.

## **WEDDING & RECEPTION PLANNING MEETINGS**

The Host will meet with a Historic Eau Claire Masonic Ballroom Event Planner for two meetings. The first meeting will be approximately 70-60 days in advance of the event at which time the Host will advise of the approximate number of guests, select a Wedding Chapel set up if appropriate, Ballroom set up, make menu selections, make beverage service selections and provide for the second deposit. The second meeting will be approximately 15 days in advance of the event to provide guest counts, final beverage service arrangements and make arrangements for the third bill payment in full, as provided above.

## **CANCELLATIONS**

Cancellations of all arrangements must be made in writing to the Historic Eau Claire Masonic Ballroom. All and any deposits are non-refundable.

## DECORATIONS

The Historic Masonic Ballroom is available for decorating up to 2 days in advance of the event between the hours of 8 AM - 2 PM. Monday through Friday at no additional charge. Time for decorating must be reserved at least 30 days in advance of the event. There is a fee of \$25 per hour for decoration time other than 8 AM - 2 PM. Monday through Friday. Crepe papers, confetti, glitter or like materials, rice or seeds are not permitted. If flower petals are being used for the wedding ceremony, real flower petals must be used outside and silk petals must be used inside. Nothing may be attached to the walls, ceilings or any part of the Historic Eau Claire Masonic Ballroom without prior permission. No tape or staples may be used. No candles are permitted except on tables in the ballroom which are in a container or vessel approved by the Masonic Ballroom.

## NO SMOKING

The Historic Eau Claire Masonic Ballroom is a smoke-free facility. There is absolutely no smoking inside the facility. Smoking is permitted outside the front door and parking lot. The host is responsible to inform guests of these policies.

## CLEAN UP, DAMAGE, DEVIATION FROM TERMS & CONDITIONS & ADDITIONAL BEVERAGE SERVICE

The Historic Eau Claire Masonic Ballroom reserves the right to charge an appropriate clean-up and/or damage repair fee, if the condition of the premises is over the average clean up time and for any damage. With the third payment 10 days before the event there will be posted a \$500 security deposit for clean up over the average at the rate of \$25 per hour above the average, damage to the premises, violation of Terms & Conditions and host beverage charges in excess of deposits. Any damage to the premises caused by the host, host's guest's, performer or decorators or host's set up person shall be the responsibility of the host and the cost to repair the damage with first be paid from the security deposit and the remainder will be billed to the host. Violation of the Terms & Conditions, including but not limited to no smoking, bringing in or taking out food or beverage, may at the sole discretion of the Masonic Ballroom result in forfeiture of some or all of the security deposit. Any security deposit not used to offset beverage consumption, incidental, and extra clean up or damage will be refunded to the Host within 10 days of the event with the final statement. The Historic Eau Claire Masonic Ballroom will not assume any responsibility for the damage or loss of any merchandise or articles left on the premises, before, during or after the event. The Host is responsible for the removing all articles brought into the facility for their event; otherwise an additional clean-up and storage fee will be assessed.

## SET UP CHANGES

If a change from the original room set up is made after the final planning meeting approximately 15 days in advance of the event there will be a minimum labor charge of \$25 and \$25 per hour for each hour to make the change.

## SECURITY, SAFETY & CONTRACT VENUE

The Historic Eau Claire Masonic Ballroom reserves the right to require security arrangements for any event. The Host agrees to conduct the event in an orderly manner and comply with all applicable laws and regulations. The Host assumes full responsibility for the conduct of all persons in attendance, and for any damage done to any part of the Historic Eau Claire Masonic Ballroom – Eau Claire Temple of Freemasonry. The contract venue is Eau Claire County, State of Wisconsin. All contract interpretation is subject to the laws of the State of Wisconsin and the venue for any action upon this contract shall be Eau Claire County.

## AGREEMENT AND UNDERSTANDING

The Historic Eau Claire Masonic Ballroom is a division of and a trade name for the Eau Claire Masonic Board of Trustees, LTD which is the real party in interest for this contract. The renters and responsible parties are the hosts. This agreement is for the mutual benefit of the parties to this agreement. The Host has read and understands the terms and conditions of this agreement. This agreement consisting of the cover page signed by the parties and these two pages is the entirety of the agreement. Any changes or amendments to this agreement must be in writing and signed by a representative of the Historic Eau Claire Masonic Ballroom and by the host.

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

Bride's Signature \_\_\_\_\_

Groom's Signature \_\_\_\_\_

Masonic Ballroom \_\_\_\_\_