



Special Event Contract and Policies

Thank you for considering BONFYRE AMERICAN GRILLE for your private dining event. It is our goal to provide you and your guests a fresh, flavorful approach to dining. Our lively, yet sophisticated setting is ideal for business meetings, group settings and other special occasions.

- **Contract:** All events scheduled in our Private or Semi Private Event rooms or Off Site caterings require a signed contract. Our Special Events Manager will be happy to meet with you and explain our Private Dining Options.
- **Room Charge and Deposit:** We at Bonfyre American Grille do NOT require a deposit but we do require a minimum food and beverage purchase for all private group events scheduled in our Executive Dining Room, Wine Locker Room, Beacon Lounge / Atrium, and Patio. If the minimum is met, there are no room charges. If the minimum is not met, a room charge for the remaining difference will be applied. Our food and beverage minimums for each space are as follows:

Executive Dining Room: (45 seated capacity / 70 reception capacity)

Before 4:00pm Monday – Sunday \$300.00

After 4:00pm Monday – Sunday \$750.00

*This is a **completely private room** separated from our restaurant*

Wine Locker Room: (14 seated capacity)

Sunday – Thursday \$650.00 (This is offered after 4:00pm only)

Friday & Saturday \$1200.00 (This is offered after 4:00pm only)

*This is a **semi-private space***

The Beacon Lounge / Atrium: (80 seated capacity / 120 reception capacity)

Sunday – Wednesday Open – 4:00pm \$500

4:00pm – Close 1000

Thursday – Saturday Open – 4:00pm \$500

4:00pm – Close \$1200

*The Beacon Lounge is a **completely private space**, The Atrium is a **semi-private space***

Bonfyre Patio: (60 seated capacity / 100 reception capacity)

Sunday – Wednesday \$750

Thursday – Saturday \$1200

- **Menu Selections:** Private Dining Events up to **15** guests have the option of ordering off of our full menu, or you may choose to work directly with our Special Events Manager to create a Customized Event Menu, created with you in mind.

- Private Events of **16** or more require a custom menu. Our Special Events Manager will work closely with you to create a custom menu to best suit your needs and budget. We also have examples of custom menus on our website.
- All private events require a confirmed guest count no later than 72 hours prior to your scheduled event.
- Private events of **25** or more require a pre order on courses one and two no later than 72 hours prior to your scheduled event. Additionally, any plated event of **25** or more with steak as a menu option will only be offered **ONE** steak temperature i.e. medium.
- All food and beverage must be prepared and purchased through BONFYRE AMERICAN GRILLE. Under no circumstances may alcoholic beverages be brought on the premises. The exception to this being baked goods. They may be brought onto the premises along with a receipt from a licensed baker. Ref: (Wisconsin Alcohol and Tobacco Commission)
- **Cancellations:** Any cancellation of an event with a signed contract will result in a minimum charge of \$100. Any event cancelled within 2 weeks of the scheduled date will result in a charge of ½ the minimum i.e. \$1,000 minimum, \$500 charge. Any event cancelled within a week of being scheduled will result in a charge of the full minimum.
- **Weather Related Cancellations:** In the event the State of Wisconsin issues a “travel not recommended” warning, an event can be postponed at no charge. This event must be rescheduled within 90 days (subject to availability) or is subject to a cancellation fee of \$250.
- **Tax & Gratuity:** A 17% gratuity, 3% service charge & 5.5% Wisconsin Sales Tax will be added to all private events and off site caterings.
- **Menu Guarantee:** For all Private Events, Bonfyre Grille reserves the right to substitute a course of equal or greater value, should you confirmed number of guests increase beyond your confirmed guest count.
- **Pricing:** prices for any contracted Special Event, taking place more than ninety (90) days after the signed contract are subject to change without notice. Food and Beverage increase will not exceed 10%.
- **Final Payment:** Final payment is to be made upon completion of your scheduled event/ Catering. Final payment will NOT be divided into separate checks. Payments by cash or credit card is required, we accept all major credit cards.
- **Decorations:** Our Special Events Manager will be happy to work with you in personalizing your event.
- **Time Limits:** All events starting before 4 p.m. have a **4** hour time limit. Events starting after 4 p.m. have a **5** hour time limit. If an event runs over the time limit, a charge of \$25/hour per staff member assigned to the event will be charged.
- **Parking:** Free parking for all private events is offered in the ramp behind the West Tower. Please instruct your guests to utilize this area for parking.

CC#: _____ EXP DATE: _____

SIGNATURE: _____ DATE: _____

(CC holder or Authorized User)

Event Contact (please print): _____

Date of Event: _____ Event Room: _____

I, the undersigned have read, understand and agree to adhere to the terms of Bonfyre American Grille’s Private Dining Contract.

Event Representative _____ BONFYRE Representative Dylan Freund