



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.

- **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: (35 seated capacity / 55 reception capacity)

10:00am - 4:00pm Monday – Sunday	\$300.00
4:00pm – 11:00pm Monday – Sunday	\$750.00

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

The Beacon Lounge / Atrium: (75 seated capacity / 120 reception capacity)

Sunday – Wednesday 10:00am – 4:00pm	\$500
4:00pm – 11:00pm	\$1000
Thursday – Saturday 10:00am – 4:00pm	\$500
4:00pm – 11:00pm	\$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

Wine Locker Room: (25 seated capacity / 40reception capacity) *semi-private space*

Sunday – Wednesday	\$750
Thursday – Saturday	\$1200

- All private events require a confirmed guest count no later than 3 days prior to your scheduled event.
- **Menu Selections:** Private Dining Events up to **15** guests have the option of ordering off of our full menu, or you may work directly with our Event Sales Manager to create a Customized Event Menu.
- Private Events of **16** or more require a custom limited menu. Our Event Sales Manager will work closely with you to create a custom menu to best suit your needs and budget.
- 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.
- **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, 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.
- **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.

Payment Information:

CC#: _____

EXP DATE: _____

SIGNATURE: _____
(CC holder or Authorized User)

CVV: _____

Billing ZIP: _____

Event Information:

Event Contact (please print) _____

Contact Phone Number: _____

Contact E-Mail: _____

Event Name: _____

Estimated Host Arrival Time _____ (Maximum 1.5 Hours Prior to Event)

Guest Arrival Time _____ Estimated End Time _____

Date of Event: _____ Estimated Group Size _____

Event Room:
Beacon Lounge / Atrium
Executive Dining Room
Wine Locker Room
Bonfyre Patio

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

Event Representative _____ Date _____

BONFYRE Representative Patrick Bailey