



BONFYRE™

— AMERICAN GRILLE —

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 and semi-private event rooms or off-site caterings require a signed contract. Our Event Coordinator 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; however, we do require a minimum food and beverage purchase for all private 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 to the final bill. 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
4:00pm – 11:00pm Monday – Sunday	\$750

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

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

10:00am – 4:00pm Monday – Sunday	\$500
4:00pm – 11:00pm Monday - Sunday	\$1,200

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

Bonfyre Patio: (60 seated capacity / 100 reception capacity) *Semi-private outdoor space*

Sunday – Wednesday	\$750
Thursday – Saturday	\$1,200

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

Sunday – Wednesday	\$750
Thursday – Saturday	\$1,200

- 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 to order off of our full menu, or you may work directly with our Event Coordinator to create a customized Event Menu.
- Private events of **16** or more require a custom limited menu. Our Event Coordinator 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 #1 and #2 **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 of the minimum, i.e. \$1,000 minimum, \$500 charge. Any event cancelled within one 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 advised” warning, an event can be postponed at no charge. This event must be rescheduled within 90 days (subject to availability) or will be subject to a cancellation fee of \$250.
- **Tax & Gratuity:** A 17% gratuity, 3% service charge, and 5.5% Wisconsin Sales Tax will be added to all private events and off-site caterings.
- **Menu Guarantee:** For all private events, Bonfyre American Grille reserves the right to substitute a course of equal or greater value, should your confirmed number of guests increase beyond your confirmed guest count.
- **Pricing:** Prices for any contracted special event 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 Event Coordinator will be happy to work with you in personalizing your event.
- **Time Limits:** If an event runs past the estimated event end time described below, a charge of \$25/hour per staff member assigned to the event will be added to the final bill.
- **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: _____ CVV: _____

(CC Holder or Authorized User)

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 & Minimum:

Beacon Lounge/Atrium:
\$500 - \$1,200

Executive Dining Room:
\$300 - \$750

Wine Locker Room:
\$750 - \$1,200

Bonfyre Patio:
\$750 - \$1,200

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 Bridget Harms