



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 for your dining experience.

- **Contract:** All events scheduled in our private and semi-private event rooms or off-site caterings require a signed contract.
- **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 private event rooms, as listed below. If the minimum is met, there will be 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: (40 seated capacity / 55 reception capacity)

10:00am – 4:00pm Monday - Friday	\$300
4:00pm – 9:00pm Monday – Thursday, 4:00pm – 10:00pm Friday & Saturday	\$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 – Friday *50 guest maximum	\$500
4:00pm – 9:00pm Monday – Thursday, 4:00pm – 10:00pm Friday & Saturday	\$1,200

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

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

11:00am – 9:00pm Monday – Thursday	\$1,200
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*Available seasonally, a **semi-private outdoor space***

Wine Locker Room: (36 seated capacity / 40 reception capacity)

11:00am – 9:00pm Monday – Thursday	\$1,200
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Semi-private space located in the main dining room

- All private events require a confirmed guest count no later than 3 days prior to your scheduled event.
- **Menu Selections:**
 - Private dining events with less than **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 **15** or more require a 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 all courses **no later than 72 hours prior** to your scheduled event. Additionally, any plated event menu with steak as a menu option will only be offered **ONE** steak temperature, i.e. medium.

- **Cancellations:** Any event cancelled within 2 weeks of the scheduled date will result in a charge of ½ of the minimum, i.e. \$1,200 minimum, \$600 charge. Any event cancelled within one week of the scheduled date 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 result in 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.
- **Other Charges:** Additional charges may be added to the final bill if any of the following services are used: Cake Cutting, Equipment Rentals, etc. Please inquire for price estimates.
- **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. Final payment will **NOT** be divided into separate checks. Payments by cash or credit card is required; we accept all major credit cards. We do **NOT** accept checks for final payment.
- **Decorations:** Our Event Coordinator will be happy to work with you in personalizing your event. We do **NOT** allow confetti or glitter. Using these items may result in a cleaning fee added to the final bill.
- **Time Limits:** If an event runs past the event end time as described below, a charge of \$25/hour per staff member assigned to the event will be added to the final bill. A late fee will be added if host and guest arrival are more than 15 minutes later than the arrival times listed below.
- **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.
- **Outside Food & Beverage:** 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. Ref: (Wisconsin Alcohol and Tobacco Commission).

Payment Information (Required to Hold a Reservation):

CC#: _____ EXP DATE: _____

SIGNATURE: _____ CVV: _____

(CC Holder or Authorized User)

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 _____ 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: \$1,200
Bonfyre Patio: \$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