

# The **V**ILLAGE at 170

## Wedding General Information

### Grand Ball Room    Seats up to 600 people

- You must meet the requirement of a minimum of 250 people to eat dinner, unless previously discussed. If you do not meet the requirement, you will be billed for the minimum.

### Badger Room    Seats up to 225-250 people

- You must meet the requirement of a minimum of 100 people to eat dinner, unless previously discussed. If you do not meet the requirement, you will be billed for the minimum.

Decorating Requirements: Glitter, confetti, crepe paper, tape, nails, tacks and open flames will not be permitted. Nothing can be attached to the wall. We do allow balloons, candles in protective container, flowers in a vase, ribbon, tooling., etc. Please provide candle lighter if you would like us to light your candles.

### Additional Ideas:

- We offer white chair covers with a silvery sash at an additional cost of \$2.00 per chair if you put on, \$3.00 per chair if we put on.
- We offer a head table riser so all your friends and family will be able to see the bridal party. The riser seats up to 20 people in the Grand Ballroom only. There is a \$200.00 rental fee.
- In the Grand Ball Room, "squared tables" give the round table effect. Tables seat up to 14 people.
- We have a microphone and screen available upon request.

### **General Information:**

- A \$500.00 deposit towards your food and drink bill will be required six months before your wedding. Failing to do so may result in the cancellation of your date.
- All details must be finalized 14 days before the function; this includes final guest count, all food and beverage choices.
- Your final contract will be sent out two months prior to your wedding/banquet. Another payment will be required at that time. The remaining payment is due the day of your reception.
- **We do not accept credit/debit cards at this time. Checks or money orders are accepted**
- ***Please Note: We do not cut wedding cake. You are responsible for plates, napkins and forks for the wedding cake.***
- The Village at 170 does not cut cakes, pies, desserts for weddings.
- The Village at 170 is not responsible for decorations, cakes, or other belongings brought in.
- All decorations must be removed at the conclusion of the reception.
- All beer, soda, champagne, etc. must be purchased from us. **No carry-ins allowed.**
- Prices will be guaranteed 90 days prior to the function
- An 18% gratuity and a 5.5 % Wisconsin Sales Tax will be added to your food bill and bar bill.