

Banquet Information

Seating capacity and minimum

Minimum of 25 - Maximum of 60

A \$350.00 minimum is required for use of the banquet room

Deposit & Payment information

A nonrefundable deposit of \$100 is required when the event is booked. This is strictly to hold the banquet room for the day of your event and may not be applied for any other use. An event is not considered booked until the deposit is received. The deposit will be applied to the final bill. Only 1 bill will be issued per function (No separate checks) and must be paid in full on or before the date of the event. **All payments must be made by cash or check, Credit cards will NOT be accepted.**

Children & Number of guests

Children's prices for buffets are \$8 plus tax & gratuity for children under age 10 and \$10 plus tax & gratuity for children age 10 - 14.

Children in high chairs are free but must be included in the final count.

A guaranteed count (including children) must be given one week (7 days) prior to the event.

Setup

Events may be set up banquet style (rectangular tables in rows), or individual tables (round or rectangular) as space allows. We use linen tablecloths (Ivory) & linen napkins (Ivory). Other colors for napkins may be special ordered with 3 weeks notice at an additional cost of 50¢ each. We will place a glass globe with a candle in a floral ring or our flower vases at no additional cost. You may bring your own centerpieces if desired, however we assume no responsibility for these items.

If you choose to decorate your party room, (no nails may be used) no responsibility is assumed for these items. All decorations are to be removed immediately following your event unless other arrangements have been made with the management.

Additional charges

Wisconsin sales tax of 5.5% and gratuity of 15% will be added to all final bills.

Room fees or service fees may be charged accordingly:

25-40 people \$25 41-60 people \$50

We at the River's Edge will be glad to make your event special. Ask us to help plan your menu, wine, beverage service and desserts to make your event anything but ordinary.

The River's Edge Marinette, WI 715-735-7344 www.RiversEdge.biz