

# Riverfront Terrace Outdoor Private Booking Guide

## **Overview of Private Event Package Details:**

The Upper Terrace can fit up to 100 people and includes access to the entire bar with your own bartenders/waitstaff. We are a casual outdoor space, perfect for laid back rehearsal dinners, receptions, showers, graduation, birthday parties, and more! Riverfront Terrace requires a food and beverage minimum purchase (before tax, gratuity, and fees) to book any event.\*

For seating, we offer our picnic tables, lounge seating arrangements, cocktail tables and bar stools available. If you're looking for full seating, we recommend renting tables and chairs for your sit down event. There is an awning that covers the entire bar and a portion of the open area. You are welcome to rent a larger tent to have the entire Upper Terrace covered (suggested for larger parties for more coverage in inclement weather).

## **Food & Drink:**

Riverfront Terrace offers a casual food menu for both appetizers and dinner options. **Menu selections are seasonal and subject to change.**

For drinks, we offer a wide variety of beer and wine (no hard liquor), as well as soft drinks, white claws, and wine based mixed cocktails (bloody mary, margarita are our most popular). Our Lower Bars carries 8 beer taps and all of our can and wine varieties. **All drinks must be purchased through Riverfront Terrace.**

## **Guarantees and Payment Agreement**

Riverfront Terrace requires a beverage minimum purchase (before tax, gratuity, and fees) to book any event.\*

Music is not regularly booked outside of June-August. See our website/facebook page for updates on the music schedule.

SEASON	DAY/TIME	UPPER TERRACE
May (weekends only)	Friday/Saturday Evenings 4pm-midnight	\$650 beverage minimum
May (weekends only)	Saturday/Sunday Mornings 11am-3pm	\$500 beverage minimum
May (weekends only)	Sunday Evenings 4pm-11pm	\$500 beverage minimum

June-August	Sunday-Thursday Evenings 4pm-11pm	\$500 beverage minimum
June-August	Friday/Saturday Evenings 4pm-midnight	\$1000 beverage minimum
June-August	Saturday/Sunday Mornings 11am-3pm	\$500 beverage minimum
September-October (weekends only) <b>*weather pending*</b>	Friday/Saturday Evenings 4pm-midnight	\$1000 beverage minimum
September-October (weekends only) <b>*weather pending*</b>	Saturday/Sunday Mornings 11am-3pm	\$500 beverage minimum
September-October (weekends only) <b>*weather pending*</b>	Sunday Evenings 4pm-11pm	\$500 beverage minimum

Minimums may be subject to change and some exceptions may apply during busy seasons. Purchases not categorized as food or beverage, such as Audio/Visual Fees, Ceremony Fees, gratuities, tax, house charge, etc., do not apply toward the beverage minimum.

\*Should the beverage minimum not be met, a charge in the amount of the difference will be applied to the final bill.

### **Payment Booking Process**

A 50% check deposit and credit card on file is required in order to reserve your private event booking on the calendar. Final payment must be made by cash or credit card at the end of the event. In the event that you need to cancel your event, please notify us at least two weeks prior to the event to cancel without penalty. Note: catering contract contains different terms and conditions regarding cancellation. If cancellation occurs within the two week period, a 10% fee on the beverage minimum guarantee will be charged. If the party fails to arrive for the event, the minimum guarantee in full will be charged to the credit card on file.

### **Equipment and Rentals**

Riverfront Terrace provides picnic tables, bar chairs, and comfortable seating arrangements for private events. Our upper Terrace seating accommodates roughly 50 seated guests. You are welcome to rent additional seating, tables, and tents for your party. Tent rental is highly encouraged for the Upper Terrace to provide more shade and/or rain protection for your guests.

Please contact us for the tent sizes and rental companies we require to use at the Terrace. Riverfront Terrace does not supply any table cloths or linens. **All coordination of additional tent, chair, table, linen, etc. rentals will be handled by the Host/Hostess of your party.**

### **Catering**

Please inquire about our current selections as menus are seasonal and subject to change. We ask that you choose your menu at least 14 days prior to the event in order to guarantee availability of your selected menu items. Parties under 20 guests may select from our on-site dining menu. **Groups may order outside catering for no additional fee. The host/hostess is responsible for all coordination with the caterer.** We ask that you provide us with the number of guests at least three days prior to the event.

### **Music/Decor**

Musicians/DJ's/Music playlists are not allowed during our scheduled live performances (typically 6pm-11pm every evening). Musicians/DJ's/Music playlists are allowed outside of our scheduled performances on the condition that volume and music selections do not disrupt other guests. All décor and decorations must be removed at the end of the event. Any damage(s) incurred will be the responsibility of the Host/Hostess of the event. The host is responsible for all AV/Speaker set-up and compatibility. Please arrive early to test equipment if needed.

### **Trained Staff and House Rules**

Riverfront Terrace provides trained bartenders and supervisors for all events. **All food, beverage, and other services are subject to a taxable 20% service charge and applicable taxes. We do not charge a separate venue rental fee.** Riverfront Terrace requires a food and beverage minimum purchase (before tax, gratuity, and fees) to book any private event.\*

### **Service Hours**

If Riverfront Terrace staff is required for an event outside the restaurant's regular opening or closing times, an additional fee of **\$150 per hour** will apply.

### **Federal and State Laws**

All Federal, State and Local laws, with regard to food and beverage purchases and consumption, are strictly adhered to. We reserve the right to inspect and control all private parties, social events, and meetings being held on the premises. If you choose to cater-in food outside of Riverfront Terrace for your event, you assume all risks and liabilities for your food served during your event. **We do not permit alcoholic beverages from outside sources.** The host/hostess assumes all responsibilities for guest(s)' actions and liabilities that may occur.

This document is required to book all events. Please scan/send contract to [info@dellsriverfrontterrace.com](mailto:info@dellsriverfrontterrace.com) and mail check deposit\* to:

JustAgame Fieldhouse  
Attn: Riverfront Terrace  
200 LaCrosse St  
Wisconsin Dells, WI  
53965

**\*Deposit must be in form of check - made payable to Riverfront Terrace**

### Your Event Details (Answers Required)

**Event Style:** (Ceremony / Shower / Rehearsal Dinner / Reception / Graduation / Birthday / Congrats Party)

**Event Space:** (Private Upper Terrace / Private Lower Terrace)

**Name of Event** \_\_\_\_\_ **Guest Count** \_\_\_\_\_

**Date of Event** \_\_\_\_\_ **Time of Event** \_\_\_\_\_

**On Site Contact:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**I agree to the policies, terms and conditions listed above for hosting a private event at Riverfront Terrace.**

**Today's Date** \_\_\_\_\_ **Host/Hostess Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Credit Card: Type:** \_\_\_\_\_ **#:** \_\_\_\_\_ **Expiration** \_\_\_\_\_

**Phone #** \_\_\_\_\_