

# Breaking Bread

Banquet Hall

6451 S. Business Dr.  
Sheboygan, WI 53081  
(920)457-4500

Date of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Client Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Contact number: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Deposit Received: \_\_\_\_\_

---

## Rental Times & Fees

The rental fee includes the following amenities: tables & chairs (including set-up and take-down), linens, napkins, china & table settings, use of PA system for announcements and speeches, projector screen, use of electrical outlets and DJ hookups, background music if needed, cake cutting and serving

### Wedding Receptions/Private Events

Rental fee is based on rental time of 7 hours.

May thru October rental fees are:

\$1200 Saturday (100 Guest Minimum)

\$900 Friday

\$700 Monday through Thursday

November thru April rental fees are:

\$900 Saturday

\$700 Friday

\$500 Monday through Thursday

### Wedding Ceremonies

\$450 Outdoor ceremony Gazebo/Pond Area

\$450 Indoor ceremony only (no reception)

\$100 Indoor ceremony with reception to follow

### Corporate Events

4 hour package (Minimum)

May thru October rental fees are:

\$900 Saturday (100 Guest Minimum)

\$500 Friday

\$300 Monday through Thursday

November thru April rental fees are:

\$500 Saturday

\$300 Monday through Friday

\$50 for each additional hour

Non-profit organizations will receive discounted rates

---

In order to fully and adequately accommodate all of our guests and to ensure that we have the appropriate number of staff scheduled for each event, we require that the host, its guests, and outside vendors do not arrive early or stay later than their contracted rental time. Any time over the contracted rental time may be subject to additional fee.

\*\*\*Events must conclude no later than 11:30 pm.

## Menu Selections & Pricing

All menu prices are subject to change without notice.

All parties are subject to room charge.

All prices are subject to a 20% gratuity and 5.5% sales tax.

If more than one entrée is selected, the host is responsible for providing identifying placeholders. If any guest has special dietary needs, we will be happy to accommodate, in order for us to do so we do need advance notice.

A Children's Menu is Available for children 10 and under.

With the exception of the wedding cake or specialty desserts, we do not allow carry-ins of food or beverage of any kind.

## Payment

Breaking Bread is reserved on receipt of NON-REFUNDABLE deposit.

Deposits will be applied to cost of event.

Payment of the entire estimated balance is required 5 business days prior to event.

Guaranteed Guest Count is required 14 business days prior to event. Guest count may be increased (not decreased) until 5 days prior to the event. Should the number of guests exceed the count given, you will be invoiced for the additional guests accordingly.

Any outstanding balances must be paid on the day of the event.

## Bar Services

Bartenders – One bartender will be staffed for approximately every 50 guests with a charge of \$50.00 per bartender

Alcohol is not allowed to be taken off the premises.  
Outside alcohol is strictly prohibited.

---

## Personal Items

Breaking Bread is not responsible for lost, damaged, or stolen items.

All personal items including but not limited to wedding cake tops, supplies, and gifts must be removed after the event unless prior arrangements are approved.

It is the responsibility of the host to ensure all property of outside vendors (DJ, Bakery, Photographer etc.) is removed after event.

Breaking Bread assumes no responsibility for the security and safety of goods stored prior to or after an event.

## Liability

The host is responsible for any damage to the property caused by it or any of its guests, invitees or other persons attending.

To protect our property we request your cooperation with the following:

- NO staples, tacks or adhesives allowed on any walls, doors or windows,
- NO confetti, glitter, or loose flower petals (unless artificial)
- Candles may only be used if the flame is contained in a votive that is taller than the flame.
- Animals are not allowed on the grounds with the exception of service animals.

## Food and Safety Regulations

Due to food and safety regulations, Breaking Bread is prohibited from releasing any leftover food to you or your guests. This policy is required by the Wisconsin Department of Health. All food that has been on a buffet has reached the maximum safe food handling time restraints as stated in the Wisconsin Food Code 3-501.19 an 3-501.16.

By signing below I acknowledge that I have read this contract and agree to its terms.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preparer Signature: \_\_\_\_\_ Date: \_\_\_\_\_