



**The Rock on the River**  
101 Maple Ave. ~ Beloit, WI 53511  
Phone (608) 363-7625 • Fax (608) 363-3921

**TheRockBargrill@gmail.com**

## Room and Tent Rental Agreement

<b>Fishbowl</b> (seats 20)	Sun - Thurs all day and Fri and Sat until 3pm	\$50
	*Fri and Sat Evenings (after 3 pm)	\$80
	* There is a \$300 min expenditure (includes food and beverages)	
<b>Boathouse</b> (seats 28)	Mon - Thurs all day and Thurs and Fri until 3pm	\$100
	*Thur Evenings (after 3 pm) Sat and Sun all day	\$175
	* There is a \$500 min expenditure (includes food and beverages)	
<b>Patio</b> (seats 32)	Mon - Wed all day and Thurs and Fri until 3pm	\$100
	*Thur (after 3 pm) Sat and Sun all day	\$175
	* There is a \$500 min expenditure (includes food and beverages)	
<b>Boathouse &amp; Patio</b> (seats 60)	Mon - Wed all day and Thurs and Fri until 3pm	\$200
	*Thur (after 3 pm) Sat and Sun all day	\$350
	* There is a \$700 min expenditure (includes food and beverages)	
<b>Tent</b>	Space available for up to 200	
	Additional seating can be rented through a separate vendor for an additional cost	
	Mon - Thurs all day and Fri until 3pm	\$100
	*Fri evening (after 3 pm) Sat and Sun all day	\$200
	* There is a \$500 min expenditure (includes food, beverages and room charge)	

***Food must be out no later than 7:00 pm. There will be a \$25 per hour fee for functions not ordering food service. An extra charge for parties lasting more than 5 hours. Tent parties must be done or move inside by 10:00 pm.***

### MENUS

You will find a selection of various menus attached to this agreement. Our menus are suggestions only. Our banquet staff would be pleased to customize a menu to meet your needs.

All menu selections should be confirmed at least two weeks, (14 days) in advance of your function. Any special needs, set-up instructions and an estimated number of guests must also be given at this time. The Rock reserves the right to make changes/alterations to menu choices should an item not meet our quality standards or be out of stock from vendors. Examples of this may include fresh produce or seasonal items.

Three (3) days prior to your event you must provide us with a guaranteed number of guests. Your bill will reflect the guaranteed number or the actual number of meals served which ever is greater.

Our buffet-style meals will allow for a 15% overage to cover larger appetites. Plated meals will be prepared using the count given.

## **PRICES, SERVICE CHARGES, GRATUITY AND TAXES**

All of our prices are subject to change without notice. We will guarantee menu pricing and quotes for sixty (60) days from the date your function is confirmed or a deposit is received. Thereafter, pricing may be adjusted, if necessary, to reflect current costs at the time your function is held.

A twenty percent (20%) service charge will be added to all food and beverage prices. The service charge is a cost component of the meal, which is retained by the company for services rendered. Services include: Wait staff, event set-up and takedown, clean up and complimentary tablecloths and skirting on buffet, cake, gift, registration and head tables. Set up of chairs and tables in tent area will be an additional charge of \$150.00.

Applicable state and local taxes will be added to the total bill. Groups with tax exempt status are required to provide a copy of the exempt certificate to the banquet coordinator prior to the function or sales tax will be charged.

***For obvious reasons, we cannot accommodate separate checks and do require groups to pay from one master bill. Methods of acceptable payment are major credit cards and cash with prior approval. A billing system must be arranged in advance.***

## **BEVERAGE FACILITIES**

Our guest, patrons, or invitees may bring no outside alcoholic beverages into the banquet area. Please note state and local liquor laws regulate all alcoholic beverage sales. We reserve the right to check any and all identification. We do not under any circumstances serve alcoholic beverages to anyone under the age of 21 on the premise. Those who violate this policy will be asked to leave.

## **FOOD SAFETY MESSAGE**

It is the policy of The Rock to prohibit guests/clients to take with them any food items at any time including "leftover" items from buffets, etc. The National Restaurant Association guidelines and local Health Department regulations will be strictly enforced. Please understand that these restrictions are designed to ensure the safety of you and your guests and your complete cooperation is appreciated. The only exception to this rule is cake.

As required by the Wisconsin Health Department, we must inform consumers that the consumption of raw, undercooked, or otherwise not processed certain animal foods on the menu may pose a health risk to highly susceptible people (the elderly, children under the age of 4, pregnant women, and immune-compromised individuals).

## **LIABILITY**

The Rock will not assume responsibility for the loss of or damage to any merchandise or articles left prior to, during, or following any event. Accordingly it is expressly understood and agreed that "The Rock" shall not be liable for damages of any kind whatsoever whether to property or person, loss of time, or any other loss arising from the use of or in any way connected with any rentals or any part thereof from whatever cause arising. Client agrees to indemnify "The Rock" free and harmless wherefrom. For all tent rentals our back gate must be locked by 9:00 pm and all vehicles must be removed by this time as well.

**Music will also need to come to an end by 9:00 pm, due to noise ordinance. There will be no exceptions made for this.**

The Rock reserves the right to assess additional replacement charges for materials that may be lost or damaged during an event that are the personal property or responsibility of The Rock.

## **ROOM RENTAL FEE**

A room rental fee equal the amount of the room rental is due at time of booking. This is not a deposit. This is the cost for renting out a room.

**No guarantee to secure your booking date will be made until the deposit and the contract (to follow) is received by The Rock.** If payment is not received, the function will be considered cancelled without notice to the client.

If you cancel your function, your deposit is refundable up to four weeks prior to your event. If you cancel your function two weeks prior to your event you will be charged up to 50% of the estimated food and room charges. You are responsible for the entire cost of the banquet if cancellations are made within 48 hours of the scheduled start time.

Room Rental Fees are non-transferable in the event of a cancellation and refunds are determined per above guidelines. All cancellations must be in writing and will be effective when received at our office. Refunds will be issued only to the person who submitted the original payment.

## **CONTRACTS AND CHANGES TO CONTRACTS/POLICIES**

The Rock reserves the right to make changes in all policy and contract content or application as deemed appropriate with or without prior notice. The Rock reserves the right to make corrections to clerical or calculation errors.

After reviewing the policies and attached menus, it is necessary to forward the signed ROOM/TENT RENTAL AGREEMENT and deposit monies to our Banquet office to secure your booking. Please complete the information required and mail with your deposit. We will then sign and return this agreement form to you as an acknowledgment of your event. Thank you for allowing the The Rock to act as the host for your event.

I have reviewed the information contained within the ROOM/TENT RENTAL AGREEMENT provided to me by The Rock. I understand the policies outlined and understand my responsibility to honor them.

I am providing the following information with the intent of contracting with The Rock to provide service to the function indicated below.

EVENT DATE: \_\_\_\_\_

DEPOSIT AMOUNT: \_\_\_\_\_, RECEIVED ON: \_\_\_\_\_

CHECK # \_\_\_\_\_, CREDIT CARD # \_\_\_\_\_/Exp date \_\_\_\_\_

Please make checks payable to: THE ROCK

CASH \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

NAME OF CLIENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

RESERVED TIMEFRAME: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

ESTIMATED NUMBER OF GUESTS: \_\_\_\_\_

ANTICIPATED MENU: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

**I have read and understand these policies and agree to honor what is outlined within this agreement.**

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

\_\_\_\_\_  
The Rock Representative Date

PLEASE READ ALL THE ABOVE ITEMS CAREFULLY BEFORE SIGNING.  
CONTACT US IF YOU HAVE ANY QUESTIONS. WE WILL BE HAPPY TO MAKE ANY CLARIFICATIONS.  
CALL (608) 363-7625, 101 Maple Avenue, Beloit, WI 53511.