

# Congratulations!



## Thank You For Choosing The Altona Supper Club!

Hello and welcome to the Altona Supper Club!

**Deposit:** The first step in booking a date at the Altona is reserving that date.

When reserving the date, there must be a deposit of \$500 to hold the date which will be deducted from the final bill the night of the occasion (the deposit is nonrefundable or transferable for any such reasoning within six months of the date.

**Guest Count:** The second step is deciding on the number of guests that may attend the occasion. We may serve up to 350 persons buffet style, and 300 family style. Rooms may vary, The room is reserved based on guest anticipation and responses. If there might be a drastic change in guest anticipation, rooms can, at times be changed. Once the final guest count has been called in a week before the occasion, the final charges are based on the final count that is called in, unless the count goes over. A 200 guest minimum is required for the main room.

**Buffet/ Family Style:** The third step is deciding on buffet or family style.

The head table and family table are ALWAYS served family style. The guest limit on family style is up to 300 guests. Prices may vary on occasion for the meal.

Buffet Style \$12.99 / Family Style 13.99 (Plus 5.5% Tax & 18% Gratuity). These prices reflect a traditional two meat dinner. For a non-traditional, that is a step up

in the meat or more selections requested, there is a \$1 up-charge.

**Second Meeting:** The fourth step is making sure the date is set, deposit is paid, and any questions are answered before the next meeting (six months or earlier of date set for occasion) for the final arrangements in the menu, beer choices, champagne, color, linen, number at head / family, guest attendance, set up, entertainment, cake, decorating, times, and more. When there is the final meeting, another payment of \$500 is recommended, which too will be deducted from the final bill on the end of the night.

**Linen:** is offered for at most \$110 for the night, which covers all tables (white Linen). That is Altona's cost in having the linen available. Napkins are also offered at an extra price and with different colors -\$.20 a piece. Linen and napkins will be handled by the Altona staff before decorating for the occasion.

**Hors D'Oeuvres** are available by request, such as a relish platter, cheese, sausage and crackers and other snacks for your guest to munch on after the ceremony. At times guest may arrive at 3pm or so and wait until 5:30pm to have dinner. For up to 50 guests, the charge would be \$100. For per fifty guests after would be an extra \$50.

**Wedding Cake:** The wedding cake can be brought in anytime on that day of the reception. We ask all items are taken back that night and that the Altona is not responsible for any lost or broken items. We prefer having the cake pictures done

before the dinner so the serving of the cake can be done with the meal (unless otherwise noted). The cutting and serving of cake can be done by the direction of the bride and groom, other wise will be cut and served by the Altona Staff – a charge of \$25. The top part of cake is never cut unless otherwise noted.

**Decorating:** Depending on the room, decorating can usually be done after 10pm Friday Night or early Saturday morning. If this is an inconvenience, the Altona staff will be more than happy to take care of all decorating and handling of all your arrangements that must be set out on the tables ( This would be your decorations). We have more than 15 years of experience in setting up for such events and will let you know what is needed to be done in helping you. This can be done at no cost!

**Set Up:** The average table settings (centerpieces) for 200 people is about 25. Confetti is prohibited please! All other decorations are accepted such as balloons, posters, or anything that may hang. If there are no centerpieces brought in, the Altona can provide them for you at \$50, that would be votive and tea candles.

**Champagne or wine** can be offered to the head and or family table at the time of dinner. There can be three to four bottles used on average for the occasion at \$18 per bottle (J. Roget Spumante, Verdi, Malvasia Lo Duca, Sutter-Home or other favorites).

**Bar:** There can be arrangements set for open bar tabs for the parties as well,

mainly for the family and or bridal party. The complimentary beer and or soda can only begin after the meal 8pm (or once bridal party has finished their meal). Beer will be served at the main bar with your choice of flavors with 1-2 choices.

**Busch Light, Bud Light, Bud, Miller Lite, Coors Light**

**Soda** can be offered as well (all flavors) behind main bar for those who do not drink. Cost of beer is \$200 for each half barrel. Soda is \$125, and this can last from 8pm – 12am! We will let You know when the half barrels are empty and the progress on possible others. **We will not tap any beer without your consent.**

Snacks and or Hor D' ouerves offered during the course of the night, such as Pizza, Sub Sandwiches, Chips...or other requested items.

**Billing** can be done that night or the following Monday after the occasion.

There is a 18% gratuity on all food and beverages on the final payment along with a 5.5% WI tax. Any use of a credit card will be subject to a 3% surcharge of bill.

Cash & or check would be preferred for final payment!

Note: The Altona is not responsible for any lost or broken items that relate to the wedding. The Bride and Groom or personal in charge of the party that has read and agreed to the contract is also responsible for final payment that evening –

When the bill is split or paid by the parents or guardians, the party in charge is still liable.

Through the course of the night, there are questions for the staff:

**Introduction** of the wedding party, especially the bride and groom-into the reception. Could your entertainment provide this? Who is entertainment?

**Cake cutting:** When all guests are sitting, bride and groom should exchange cake. Could cake be cut during the dinner or would that be handled later after the meal?

**Place settings** with name cards for the family members. How many family members, how many with the bridal party, and does that include ushers? Don't forget godmother/fathers and the pastor.

The **color** of party? Would you prefer linen napkins.

Good Luck and Congratulations Again!