



Bucyrus Club and Event Center

A DIVISION OF SKYLINE CATERING

Policies, Procedures, & FAQs

1919 12th Street
South Milwaukee, WI 53172

www.BucyrusClub.com

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At the Bucyrus Club we want to give our guests the ultimate catering and event venue experience. Our “policy and procedure” section is designed to optimize your experience and keep you informed of important information and rules that must be adhered to in order to make this a smooth experience for you, your guests and for the Bucyrus Club & event center.

Rentals

Our rentals are a flat rate based on either hourly or a specified contractual time allotment. Our rentals include the following.

- Professional Event Director and Event Day Coordinator
- Professional chef & menu coordinator
- 2-hour day before wedding rehearsal
- 4 hour window (day before the event) to set your ballroom decorations. Setting up decorations in the Founder’s Room North & South, Museum or any other space will be based on availability. Early free “Day of” access to the club, as early as 10am! Any hours before 10am will be invoiced at \$200.00 per hour
- Individual “Night out” Meal/beverage tasting for up to four guests, Tuesday-Thursday only (Gold & Platinum, up to 6 guests). (Tuesday-Thursday only)
- Multiple onsite meetings if requested
- Bridal dressing area/lounge
- Complete setup, break down, and clean up of your rented space
- Ceremony & reception chairs
- Basic tables for guest seating, DJ, dessert, guest book, memorial table & gifts
- Standard China, glassware, & standard flatware for dinner
- Professional uniformed service staff & bartenders
- Free parking for up to 150 cars
- Complimentary cake cutting or help setting up your desserts
- Availability to pick up your decorations, etc. on the Sunday or Monday following your event
- High-speed wireless internet





The Bucyrus Club insists that guests arrive and depart within the contracted hours. The exception would be set-up and tear-down.

Holding Space, Contracts, Deposits & Deadlines

The Bucyrus Club will hold your date at no charge until another request comes in for the same date. At that time, we will contact you and give you 24 hours to put a deposit down to secure that date for your own, or we will release it for the new client. An initial deposit of your full room rental fee will be required in order to secure your date. This deposit payment can be broken up into 3 monthly payments. The full balance must be paid 7-14 days ahead of your event along with your final guaranteed guest count. Our cancellation policy is as follows.

- Cancel 6 months or more in advance, receive 90% of your deposits back
- Cancel 3 months or more in advance, receive 50% of your deposits back
- Cancel less than 3 months in advance, receive 25% of your deposits back in full.

The deadline for the final guest count guarantee and menu adjustments will be 14 days prior to your event. This is the count that we will invoice you for. This count can be increased based on our ability to accommodate, but may not be decreased. The deadline for any room set changes, linen changes, and final timing requests will be 14 days prior to your event. A 4% fee will be charged to all payments made by credit card.

- Holidays and holiday weekends are subject to additional rental charges.
- Please inquire about having your ceremony on-site.
- We discount non-profit, community, school, military, and front-line events - Please inquire!
- For larger events, please inquire about renting the entire Bucyrus Club!
- *Prices are subject to change.





Menus

Food and labor market conditions fluctuate at times due to unforeseen conditions. In the event of these fluctuations, we reserve the right to inform you of increased pricing and/or work with you to change the menu to fit into your original budget. At the time that you secure your event and on the rare occasion that the market fluctuates significantly, Skyline Catering will guarantee no more than a 10% increase in your food/labor budget cost.

Please let us know of any dietary needs as we are able to work with guests to have a meal that is just perfect for them. We can accommodate any allergies, gluten-free, vegan, and vegetarian!

Alcohol/Beverages

We take responsible drinking seriously at the Bucyrus Club Event Center. The Bucyrus club Event Center is required to abide by the state, county and local ordinances of which we hold our licenses. It is our sincere hope that you will also honor these policies and procedures so that every guest can enjoy themselves while we service your beverages responsibly. The following rules will be enforced.

WE DO NOT ALLOW ANY ALCOHOLIC BEVERAGES TO BE BROUGHT ONTO OUR PREMISES BY CLIENTS OR THEIR GUESTS!!

- No persons under the age of 21 will be served or permitted to drink alcoholic beverages
- Should the age of a guest be in question, proper identification will be required. Any individual, including members of the wedding party, unable to produce a valid ID will not be served any alcoholic beverages. Acceptable ID's are an official state driver's license, official Wisconsin ID, passport or official military ID.
- Any individual under the age of 21 unable to provide a valid ID and is found in possession of an alcoholic beverage will be immediately asked to call for a safe ride and leave the premises. Any individual ordering or providing alcoholic beverages to any individual under the age of 21 will be immediately escorted from the premises and asked to call for a safe ride.
- **Absolutely no alcoholic or non-alcoholic beverages will be brought into the Bucyrus Club and Event Center from outside sources and consumed on our premises. This is a liability issue and will be taken seriously.**





- No shots will be poured or allowed with hosted beverage packages. Shots may however, be purchased.
- **All alcoholic and non-alcoholic beverages will be purchased through the Bucyrus Club Event Center. This is not negotiable!!**
- Bartenders and supervisors reserve the right to refuse service to anyone without proper ID, anyone who seems intoxicated or anyone who is combative and unruly.
- Last call will be given 30 minutes prior to your contractual end time.
- We will use disposable glassware for the final hour of your beverage service.
- Our bartenders will put out a discreet tip jar on each bar as they depend on tips to make a living. If you prefer for us not to do this, we will assess a \$25 per hour per bartender fee as gratuity on your final invoice.
- Alcohol for hosted bars will not be delivered to the table. Guests must come to each bar to receive their drinks.
- Events will be staffed at one bartender per 50-75 guests (included as stated above in the rental's section). If you would like more than that, each extra bartender will be billed at \$35.00 per hour, minimum 4 hours.
- Food & beverage minimum of \$50.00 per person or server/bartender charges will apply

Service charge and sales tax

Our service charge is a charge to cover the entire planning process, meetings, unseen expenses, and to offset behind the scenes labor and fairly apply towards the small details we do to make your experience an unforgettable one. Your final invoice will have a 20% service charge applied to it. This is not a gratuity for the staff. If you would like to give the staff who serviced your event a gratuity, we will help you make arrangements for that. There will also be a 6.5% sales tax on the entire final invoice. Last call will be given 30 minutes prior to your contractual end time.

Vendors

Vendors (DJ, Florists, Planners, dessert providers, etc.) are not allowed to arrive before your scheduled rental time unless previously arranged. We suggest that your vendors coordinate an arrival & set up time with the Bucyrus Club when setting up. All vendors are responsible for their own supplies and equipment and items may not be left in the Bucyrus Club Event Center overnight





unless an arrangement has been made with Bucyrus Club Event Center management. Vendors must provide Skyline Catering with a COI (certificate of insurance) listing Skyline Catering as an additional insured on their policy.

Photography

Skyline Catering and the Bucyrus Club & Event Center will often take pictures for documentation and marketing. By signing this contract, you give us the right to utilize photographs from your event in future marketing and showcasing.

Leftover food

No leftover food may be taken off premises. Leftover food is the property of the Skyline Catering and the Bucyrus Club. We do this for the safety of all parties involved.

Liability

Skyline Catering and the Bucyrus Club will not be held responsible for our clients' lost or damaged items. We can offer a securely locked space for storage of your valuables, but at no liability from us. Skyline Catering and the Bucyrus Club will not assume or accept any responsibility due to negligence by the client or any attendees of the client's event that causes any damage. Any item damaged will be billed at replacement cost.

Security

If you would like to hire security for your event, we can assist you with that. Security can be very helpful as a watchful eye, a deterrent, and for general safety measures. Security can be hired at \$50.00 per hour for any length of time.

Valet

If you would like to hire a valet for your event, we can help you with that as well.





Force Majeure

If unanticipated events beyond the reasonable control of the parties (including, but not limited to: acts of God; declared war in the country in which the venue is located; government regulation, including, but not limited to, government (local, state, or national) imposed restrictions on the size of group gatherings where such restrictions would apply to Group's Event over the scheduled Event dates and/or the issuance of an order that specifically advises travelers to avoid all non-essential travel to where the venue is located and which travel advisory is in effect over the Event dates; terrorist attacks in the city in which the venue is located; the affected party may terminate this Agreement, without liability, upon providing written notice to the other party within ten (10) days of the occurrence. If the Event is properly canceled by Group under this section, then Group agrees to negotiate promptly and in good faith with the Club in an effort to rebook the canceled Event, based on space and rate availability at the venue, over mutually acceptable dates. If the parties agree on rebook dates, then venue will retain the advance deposits paid under the canceled Event and apply the deposits toward the Master Account of the rebooked event. Advance deposits applied to a rebooked event may not be applied to cancellation or performance damages for the rebooked event and any unused credit will be retained by venue. If the parties cannot agree on mutually acceptable rebook dates, then venue agrees to refund all prepaid advance deposits, less all documented expenses incurred by venue in preparation for the canceled Event (e.g., food and beverage products purchased for the Event that cannot be used in other outlets at the venue, labor costs incurred by the club if staff schedules were posted and the Event is canceled, etc.).

Compliance With Law

This Agreement is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, federal anti-terrorism laws and regulations, and the like. Skyline Catering, Bucyrus Club and client agree to cooperate with each other to ensure compliance with such laws.

Indemnification

Each party to this Agreement shall, to the extent not covered by the indemnified party's insurance, indemnify, defend, and hold harmless the other party and its officers, directors, agents, employees, and owners from and against any and all demands, claims, damages to persons or property, losses, and liabilities, including reasonable attorneys' fees (collectively, "Claims"), arising solely out of or





solely caused by the indemnifying party's gross negligence or willful misconduct in connection with the provision and use of venue as contemplated by this Agreement. This paragraph shall not waive any statutory limitations of liability available to either party, including Skyline Catering and the Bucyrus Club's limitation of liability laws, nor shall it waive any defenses either party may have with respect to any Claim.

Upon review and acceptance of the proposal and our catering policies, please sign below and return this document with your deposit.

FAQ's

Do you have discounted rates on rentals, food & beverage?

Yes, it will all depend on a number of factors including, but not limited to the day of the week, time of day, time of year, non-profit status, tax-exempt status, and availability.

Do you have free parking?

We have the right to use any available spaces in the lot to our South. Aside from that, there are at least 200 available city lot and free street parking spots within a two-block radius of the Bucyrus Club.

If we can't find something that exactly suits our needs on your menu, are there options?

Definitely! We love to hear your thoughts and completely customize a menu to fit your exact needs. In fact, Skyline Catering is very well known for doing just that and getting very creative!

Can we bring in our own caterer?

Skyline Catering is proud of its reputation for great food and great service. We will have any options available for you so there is no need for another caterer. In the rare occasion that we let another caterer come in and serve our clients, we require a certificate of insurance from the caterer and the caterer will be invoiced \$5.00 per person for the use of our facility.

Do you allow smoking?

We have designated outdoor areas with ashtrays and seating.

Can we rent out your entire facility for our company event?

Yes, please inquire with our event coordinator.





Are there any fees other than the room rental, food & beverage?

Yes, we automatically add a 20% service charge to your food, beverage & rentals. Please see above under "Policies & Procedures." Other fees are optional and your choice to upgrade or add enhancements or other rentals.

Can you accommodate my gluten-free and vegan guests?

Of course! We are happy to plan special meals for those with dietary restrictions.

Do you include gratuity for your staff?

No, this is entirely at the discretion of our clients. Our staff works hard and they are always grateful when they receive a side tip! If you need help figuring out what to leave for gratuity, we would be more than happy to help you out. Gratuities are equally split with our entire staff, from our dishwashers & cooks to our servers and clean-up crew.

Can you help with DJ's, Photography, Desserts, Florists & Lighting?

We can certainly direct you to our most reliable and favorite vendors for these needs. We have a "recommended Services" tab on our website

Can we pay with our credit card?

Yes, but we assess a 4% fee on all credit card charges to offset the fees charged to us by the credit card companies.

