

Events and Weddings

**Referrals:**

**Rental Companies** for décor, chair covers, table coverings, audio equipment, tents, arbors etc.

 C & B Rent-All: 920-982-6430

 Fox Cities Party Rental: 920-733-1166

**Hotels and Lodging:**

Irish Acres Farm Stay: 920-982-4744

 AmericInn by Wyndham: 920-982-5700

 Cobblestone Inn: 920-551-5055

 Quality Inn 920-982-5820

**DJ and Entertainment:**

 Yo DJ: 920-915-2932

 Matts DJ: 920-375-0809

**Event Planner:**

 Events Everlasting: 920-250-5252

**Floral:**

 The Enchanted Florist: 920-757-9868

 Blossom and Bloom Greenhouse: 920-982-4573

**Bakeries:**

 Manderfields: 920-882-6500

**Formal Wear and Bridal:**

 Victorian Bridal: 715-258-5557

**Emergency Services:**

 FOR ANYTHING URGENT ALWAYS DIAL 911.

 Thedacare Medical Center: New London: 1405 Mill St, New London. 920-531-2000

 Waupaca County Sherrif: 715-258-4466

**Rentals We Offer**

**Fire Pit:**

We have a fire pit that can be used if bundles of wood are bought from us. Bundles of wood can be purchased for $5 each.

**Projector and Screen:**

 We have a projector and a 60-80” screen. Cost is $155 for the day of your event.

**Tent**:

 We are looking into offering a 40x60 tent. If that’s something that you are interested in please let us know.

**Weddings/Events**

**Ceremony:**

Your wedding ceremony can be held here for no additional cost in the room/area that you rent. While most facilities charge additionally for this, there is no additional charge however you are 100% responsible for all set up and clean up for this.

**Brides Room:**

Although we do not have a designated brides room, we might be able to make accommodations. Please talk to us in advance if you need something. We do have our office, and a small storage room off the back hall that might be able to be used.

**Entertainment:**

 You are welcome to book a DJ or live entertainment for your event. All entertainment must be approved by Bean City at least 5 days prior to the event so that we may make sure the entertainment is appropriate. Any outside entertainment must conclude by 12:00am. Any and all equipment brought in for entertainment and anything else for that matter must be cleaned up and hauled out by bar close.

**Wedding Planning Checklist**

**12 Months**

* Choose a wedding date
* Make a guest list
* Create a wedding website
* Book a venue & guest accommodations
* Throw an engagement party
* Book a photographer
* Book a DJ or a band
* Take engagement photos
* Order “Save The Date” cards

**10 Months**

* Send out “Save The Date” cards
* Choose your theme
* Plan ceremony & reception décor
* Book caterer & wedding officiant
* Choose bridal party

**8 Months**

* Order gown & do alterations
* Cake/Dessert Tastings
* Pick Florist, hair stylist, makeup.
* Book honeymoon
* Start gift registry

**6 Months**

* Order bridal party
* Shop for wedding rings
* Order invitations, RSVP cards
* Reserve any rental items

**4 Months**

* Order Thank You cards
* Plan rehearsal dinner
* Finalize wedding menu
* Choose wedding favors
* Create song list for DJ or Band.

**2 Months**

* Write Vows
* Mail out invitations
* Order reception details, place cards, menus, personalized favors.

**1 Month**

* Get marriage license
* Bridal shower
* Bachelor/Bachelorette party
* Schedule final detailing meeting

**2 Weeks**

* Final fittings
* Contact guests who haven’t RSVP’d
* Final Headcount and seating chart
* Prep any wedding welcome baskets for out of town guests.

**1 Week**

* Finalize wedding day schedule & Make sure all vendors have your list
* Prepare place cards
* Confirm with vendors.

**Day Before**

* Mani/Pedi for bride & Bridesmaids
* Rehearsal ceremony with officiant and wedding party
* Rehearsal dinner
* Bridal party gifts

**After The Wedding**

* Complete your name change.
* Meet with photographer for final photos
* Mail out Thank You cards
* Submit your favorite photos to us!

**Room Info and Set-up**

**Bar Capacity: 64.**

This can only be reserved if the entire bar is shut down. This would mean your private event would have access to the Bar, Dining Room, Hall and Patio/outside. The cost of this is $3000 for the venue only. Food/Drinks are additional.

**Dining Room Capacity: 38**

 The capacity with tables and chairs is approximately 30 people. This room has square tables that seat 4 people each. The cost for this room is $150. This room can not be reserved on Fridays.

**Patio/Outside Capacity: 200+**

The outside patio and areas are free to use, as long as it stays open to the rest of the bar/restaurant patrons. If you wish to have a private event on the patio/outside the cost is $350. Bean city is not responsible for setting up tables or chairs outside however, we can provide them at no cost.

**Hall Capacity: 205**

The capacity with tables and chairs is approximately 160 people. This room has rectangle tables. This room also has a 12 ½’ wide by 8’ deep stage. There are 13 sets of outlets in this room. The lights in this room are dimmable. There is direct access to the patio from the Hall. There is also a bar that can be staffed for an additional fee if you choose. Patrons are not allowed behind the back bar for any reason. The cost for this room is $350 if we are preparing the meal and the cost is $450 if you are having food catered in. If you are having a small birthday or Shower (Less than 50 people) the cost is $175. *For the small event fee Bean City does not do any set up or take down of tables or chairs.*

**Table Set Up:**

Tables in the Hall can be set up in any direction. Included in the rental we will set up the chairs and tables once. If you want tables and chairs cleared in the middle of your event we would need to know in advance so we can staff and charge accordingly. We would typically do this the following day. *Table coverings are not supplied by us. We would refer you to one of the rental companies for that.*

**Table Size:**

30” wide by 96” Long. Each table can hold 4-5 people on either side or a total of 8-10 people.

**What does the room rental fee cover:**

Unless otherwise specified the rental fee covers your area of choice for the day (during normal business hours) that you choose. It will cover setting up and taking down the tables and chairs once. If you want us to help clear tables and clean up after, or during the event the cleaning charge would apply.

**How long do you have the room?**

Your room rental covers the one day that you rent the room. You can start setting up as early at 10:30am and you have the room until bar close. If you want to set up the prior day, you would need to rent the room for that day as well. You must plan to clean up and have the room empty the evening of your rental. (This does not apply if you are having us do the clean-up).

**Decorating:**

Decorating is ok with a few exceptions. Nothing can be hung on the walls. The doors/entryways must have full access. No decorations can be attached to the walls or ceilings. The following are not allowed:

 • Tape of any kind, to anything on our premises, including tables, chairs, floor, ceiling, wall, etc.

• Tacks, nails or any other sharp implement to adhere or hang items

• Feathers and/or feather boa’s

• Confetti of any kind, including table or in balloons

• Rice

• Sparklers

• Silly string

• Sand, Glitter or foil type decorations. Static electricity makes it very hard to clean up.

• Candles are allowed, but must be in at least a 6-inch high container and floating in water.

**Misc Items**

**Cake Cutting/ Food**

Cake cutting can be added for an additional $0.50 per person. Leftover or un-served food may never leave the premises.

**Security:**

If Bean City or the group renting the facility feels that security is needed for the event for whatever reason, A security personnel can be added with enough notice for $35 per hour.

**Private Bartender:**

A private bartender for the back hall can be supplied for $25 per hour. The front bar will have one or more bartenders for no charge.

**Additional Staffing:**

 If your event requires additional staffing for whatever reason, if you let us know in advance we will attempt to secure staff for your event. The charge is $35 per man hour.

**Food and Beverage Minimums:**

At this time we do not require any food or beverage minimums however the cost of the rental may depend on if we are or are not preparing food.

**Bathrooms:**

 The bathrooms are located in the main bar area. If your event is large enough or an outdoor event, it may be wise to book a porta-john. ***Packerland Portables: 920-362-4275***

**Gratuity And Payments:**

We accept cash, check, and most major credit cards. Events are subject to 5.5% sales tax and gratuity will be added to all bills ***(Food Service and Bar Service 20%)***. ***Credit Cards will have a 3% processing fee added to total.***

**Pricing:**

While we make every effort to maintain pricing, there may be increases to prices due to unforeseen circumstances in market conditions at the time of your event. This may happen with events booked multiple months in advance due to increase in food or service costs with inflation. We will require written confirmation that you agree to any pricing changes prior to your event. Alternatively we may make reasonable substitutions in menus that will also require written confirmation.

**Cleaning Fee:**

There is a $150 cleaning fee for cleaning up the hall after the event. **This cleaning fee can be refunded if the renter does the following things:**

* At the end of the night, the hall must be returned to the condition it was prior to you renting it.
* All tables and chairs must be clear and wiped off.
* All garbage picked up from the floor.
* All decorations picked up
* The floor must be swept clean. You DO NOT need to mop.
* Absolutely none of the banned decorations previously mentioned may be used or an additional $250 cleaning fee will be applied.

**Communication:**

To eliminate as many communication issues as we can, there needs to be ONE designated contact point for the event. ALL communication must go through that person. If someone other than the designated person communicates anything about an event, we will ask for the designated person to contact us regarding the event. What often happens during events is that multiple people communicate different ideas or things to the venue and when it comes time for the event there are issues.

The designated person for your event is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_