

CONSIDERATIONS, POLICIES AND INFORMATION:

****Menu Prices & Items effective May 2013****

- Our staff is eager to accommodate your specific needs, desires and your special requests to the degree we can practically satisfy them for you.
- All prices listed are subject to change without notice. Please be assured that price changes will be reasonable and reflect market decisions. Firm food prices can be quoted in writing (90) days prior to event— if requested.
- All invited guests are expected to be served dinner.
- Please do not allow children to roam unsupervised on the premises.
- If you request NO alcoholic beverages or bar service at your event, add \$5 per guest.
- We require an approximate count two weeks prior and a final count three days prior to date of event. We charge for your final count, plus any dinners served over that count.
- Each room has a minimum adult guest count guarantee. If your count is less than the agreed upon minimum, you will be subject to a fee of \$30 per undercount guest. This fee is only subject to sales tax.
- In accordance with state and local laws, food or beverage prepared by the Golden Mast Inn, which remains uneaten from the event, may NOT be removed from the premises. We do not prepare food and beverage “to go” for guests not in attendance.
- All food and beverage to be consumed on the premises must be purchased from the Golden Mast Inn.
- The Golden Mast Inn cannot assume any responsibility for the loss of, or damage to any articles left at the restaurant prior to or after the event.
- Physical damage to Golden Mast property and equipment by customer’s guests, will be considered the responsibility of the event host. Payable at end of the event.
- We reserve the right to assign or reassign the facility most suited to the size and type of function being held, subject to notice to you.
- It is our house policy that we do not allow bands that are excessively noisy. We reserve the right to determine what noise level is acceptable in our establishment.

Down Payment

- We require a deposit at the time of booking. Your date becomes unavailable to other patrons at the time of your deposit. Therefore, deposits are non-refundable & non-transferable, unless a group of the same size can be booked. Then 80% of deposit will then be refunded after date of new function. Minimum down payment for a function in the Lake Terrace Room is \$2,000.00 to confirm, and an additional \$2,000.00 six months prior to the date of the event. Deposits are required for all groups 25 or more requesting private rooms.

Times

- On Saturdays, our dining room and Lake Terrace Room may be reserved for afternoon functions from 11:00 a.m. to 4:00 p.m. For evening functions the Lake Terrace Room is available starting at 5:00 p.m.

Payment & Service Charge

- All balances MUST be paid in full at the end of the event.
- We can not accept credit cards for large groups unless you agree to pay a 3% service fee. Cash, personal checks, and cashier checks are accepted. Gift Certificates cannot be used for payment.
- An 18% service charge applies to all service provided by our staff including all food and beverage purchased. 5.1% Wis. sales tax will be added to the entire bill. Service charge must be taxed in accordance to state law.

Offering Choices

- Large Groups over 75 can offer the guests a choice of two entrees, excluding a combination plate as one of the selections. The same starch must be selected for both entrées. We suggest that you establish a count for each item from your guests and label your place cards accordingly.

Contract & Additional Policies

- Please see booking contract for additional rules & fees that may apply
- A booking contract and acceptance of all house guidelines, fees, price policies and all information must be signed at time of first deposit.

FUNDRAISERS

Package Pricing
Silent & Live Auction Space
House Donation Incentives
Computer Internet Hook Ups

STATION OR THEME PARTIES

Package Pricing
Gourmet Chef’s Stations
Theme—Italian—French—German—More
Wild Game Dinners
East Coast Lobster Boil Dinners
Customize your event

BAR & LOUNGE PARTIES

After work Gatherings-Cocktails & Apps
Political Events & Socials

WINE TASTING & WINE DINNERS

Package Pricing & Menus
Wine Tasting Events
Wine Tables - Appetizer/Tapas Chef’s Tables
Gourmet 5 Course Wine Dinners
Wines Paired with Each Course

SEMINARS & MEETINGS

Package Pricing
Break Out Space
Computer—Internet Hook-up
Continental Menus

CASUAL LAKESIDE EVENTS

Picnic Events
Boat Ride Events
After Work Happy Hour

Island Events
Fireworks
More...

POLICIES, PROCEDURES AND INFORMATION

The following policies explain the basic guidelines for the Golden Mast and will assist you in the planning stages of your event. Specific details pertaining to menu selections, room and table arrangements, entertainment and other matters will be discussed and established prior to the event. Every effort will be made by the Staff and Management of the Golden Mast to ensure a successful event. A well planned and successful event requires a review of the following policies.

Minimum Group Size

Each room has a minimum guest count guarantee. You as our patron agree to pay the difference if your guest count is less than the agreed upon minimum. The minimum count does not include children's dinners. Minimum dinner price adjustment will be of \$30 per undercount guest. This fee is not subject to service charge, only to Wisconsin sales tax.

Down Payment

All groups larger than 25 guests require a deposit. Ask for the amount we request from your group. Deposits are required at the time of booking. Your date becomes unavailable to other patrons at the time of your deposit. Deposits are non-refundable & non-transferable. However, if a group of the same size can be booked for your cancelled date, 80% of your deposit will be refunded after the date of the new function.

Lake Terrace Room - \$2,000 upon signing
& a second \$2,000 six months prior to the date of your function

Payment/Service Charges

All food and beverage services are subject to a 18% service fee and 5.1% Wisconsin Sales Tax. Service charges must be taxed in accordance with state law. Groups requesting tax exemption must submit a tax exempt certificate thirty (30) days prior to the function date. All balances must be paid in full at the end of the event. Cash, personal check, & cashier's checks are accepted. Gift certificates may not be used for payment. Credit cards may not be used for large groups, unless you agree upon a 3% service fee. Should any charge for contracted purchases or services rendered inadvertently be omitted or overlooked on the final bill, you agree to authorize payment via your credit card on file and an invoice will be sent to you.

Prices

We reserve the right to make changes to our menu items, prices, and fees without prior notice. All price changes will be reasonable and reflect market decisions. Confirmed food prices can be quoted in writing ninety (90) days prior to the scheduled function if requested. We require a minimum of \$400 in cocktail sales per bartender requested in order for us to waive our \$50 fee. If you request to have no alcoholic beverages served at your event, a \$5 surcharge per person will be added.

Tastings

Tastings are by reservation only, and must be booked at least 3 days in advance. When making the reservation, state which entrees will be included in the tasting. Couples can order combination plates to allow for the tasting of more entrée's. Beer and wine tasting is also available upon request. The bride's entrée is complimentary.

Food & Beverage

All food and beverage to be consumed on the premises must be purchased from the Golden Mast, with the exception of special occasion cakes. In accordance with state and local laws, food or beverage prepared by Golden Mast, which remains uneaten from the event may not be removed from the premises. We do not prepare food and beverage "to go" for guests not in attendance. According to Wisconsin State Law, alcoholic beverages may be purchased by and served only to guests who are 21 years of age and older. A valid state photo I.D. must be presented when requested. Any violations of state laws, or any behavior deemed unacceptable, destructive or violent, may result in immediate closing or termination of part of, or the entire function at the patron's expense. The patron will be responsible for all fines, loss of business, assessments and liability as a result of the above.

Decorations

No streamers, confetti, rice, sparklers, bubbles, glitter, decorator stones, or birdseed is allowed on the premises. All candles must have an enclosed flame. It is expressly prohibited for banners, or materials of any kind to be affixed to ceiling, walls, partitions, or curtains in any of the rooms without prior restaurant management approval. You are responsible to take all items with you at the conclusion of your function. Golden Mast is not responsible for items left behind.

Personal Belongings

The Golden Mast is not responsible for personal belongings left in any area of the building including, but not limited to the Bridal Room, Milwaukee Room, restrooms or any banquet areas. It is understood that although these areas are for your use, they do not lock and items of value should not be left unattended.

Damages/Liability

The patron agrees to be responsible for any and all liability and damage done to the premises during the period of time for setup, the actual event, and tear down by patron, patron's guests, suppliers and other third parties who are present at patron's request. Golden Mast requires a credit card number to be held, and in the event of damages a fee will be assessed and the card on file charged.

Golden Mast assumes no responsibility for the damage or loss of any merchandise or articles left on the premises prior to, during or following the event.

Additional Guidelines

All invited guests are expected to be served dinner.

Do not allow children to roam unsupervised on the premises.

Bands that are excessively noisy are not allowed. Golden Mast reserves the right to determine what noise level is acceptable in our establishment. All entertainment must end by midnight.

Golden Mast reserves the right to assign or reassign the facility most suited to the size and type of function being held, subject to notice to you.

On Saturdays, our dining room and Lake Terrace Room may be reserved for afternoon functions from 11:00 a.m. to 4:00 p.m. For evening functions the Lake Terrace Room is available starting at 5:00 p.m.

There is a \$500 fee for all Gazebo Ceremonies. For smaller groups there is a \$300 ceremony fee; check for availability in our Courtyard or Fireplace areas.

Procedure

Three Months Prior to Function

Begin Planning Process - Estimate times & answer any questions

One Month Prior to Function

Review current menu prices

Establish food and bar arrangements

Large groups over 75 guests may offer their guests a choice of up to two entrees, excluding a combination plate as one of the selections. The same starch must be selected for both entrees. You must establish a count for each item from your guests and label your place cards accordingly.

Two Weeks Prior to Function

Establish an approximate guest count

Designate Head Table & Family Table sizes – a seating chart can be prepared at this time if requested. This may be faxed or emailed to you.

One Week Prior to Function

Update us on any changes and provide us with the current guest count

Three Days Prior to Event

Confirm your final guest count. No changes can be made after this. You will be charged for your final count, plus any dinners served over that count.

The staff at the Golden Mast is eager to accommodate your specific needs, desires, & special requests to the degree we can practically satisfy them for you. We look forward to working with you!