



## PRIVATE EVENING EVENT DETAILS & CONTRACT

Guest Count: 15 Minimum | 65 Maximum

When you choose Sheridan's for your event, it becomes our mission to ensure it is as safe and memorable as possible for you and your guests. We take pride in providing our guests with high quality service and amenities. The following information on our fees and services pertains to holding an event in our facility.

### RATE INFORMATION

**Our rental fee is \$175.00 per hour from 3 pm to 10 pm, which may begin at 3 pm with a final bar call at 9:30 p.m.** We are closed Independence Day, Thanksgiving and Christmas Day and therefore, not available for rental. Other holidays are subject to additional rental fees based on availability. **This fee is non-refundable, even if your event is cancelled, and is required upon booking to reserve your date.** Time is measured only in full hour increments and will not be prorated for bar or facility rental. Set up and take down of your decorations is included in your paid rental time. **We accept payment for the deposit in the form of personal/cashier's check or credit card.** On the day of your event, we accept a credit card or check for final payment of incidentals.

### COVID-19 PROTOCOL

We are following all City of Milwaukee, State of Wisconsin and CDC guidelines for Covid-19 to protect the safety and health of our guests and employees.

- No face masks are required for those who are fully vaccinated. Those who are not, must wear a mask, except when eating and drinking. All guests who are actively eating or drinking, should keep a mindful distance between themselves and other guests.
- Occupancy includes total guests, vendors and service staff and cannot exceed 65 people
- The approved caterer must follow all COVID-19 guidelines set by our facility for food service

### DINING ROOM, BAR & CATERING

In order to assist you in making your event everything you dream it to be, we have a select list of fine catering partners to recommend. The use of any caterer not on our list, must be pre-approved. A *Bar Package* is required with your Private Event Rental.

- Approved Catering Partners: [TallGuyandaGrill.com](http://TallGuyandaGrill.com), [Sendiks.com/my-store/catering](http://Sendiks.com/my-store/catering) and [Sazs.com](http://Sazs.com). Any other caterer requires pre-approval.
- Dining tables, chairs and water glasses are included in the rental fee
- Our bar offers Valentine coffee, Rishi Teas, Coke Products, cocktails, wine and a selection of bottled import, domestic and craft beers. One bartender will be staffed for your event, which is included with the bar package of your choice. A minimum of 15 guests is required.
- A second bartender is necessary for parties of 35 or more for an additional \$25 per hour
- See *Bar Packages* for more details on Tier Levels and selections. Payment of final bill is due Monday before the event via personal/cashier's check or credit card (American Express, Discover, Visa and MasterCard). Sales Tax, Expo and 20% service fee will be added to the bar bill.
- Other limited bar options also available in addition to base package

	<b>NA Beverage Only</b>	<b>Tier 1 Package:</b>	<b>Tier 2 Package:</b>
<b>Two Hours</b>	\$13.95 Per Person	\$20.95 Per Person	\$24.95 Per Person
<b>Three Hours</b>	\$15.95 Per Person	\$23.95 Per Person	\$27.95 Per Person
Additional hours are charged \$24.95 per person, per hour, beginning no sooner than 3 pm, ending at 9:30 pm			

**DATE OF EVENT:** \_\_\_\_\_ **TIME OF RENTAL:** \_\_\_\_\_ **BEVERAGE START TIME:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **ANTICIPATED GUEST COUNT:** \_\_\_\_\_

### **DÉCOR & EQUIPMENT**

- Table décor, including table linens and napkins, are subject to availability by your chosen preferred caterer.
- Flowers are welcomed and can be placed in Sheridan's bud vases. Tall, tapered column or cylinder vases are available for \$1 to \$3 each, depending on size.
- Tethering, taping or other forms of attachment of decorations or signage to our buildings or courtyard is not permitted
- We do not offer in house AV equipment, pre-approval is necessary if bringing your own equipment
- We do not offer tenting. Any courtyard set-up or rental equipment must be pre-approved.
- Sheridan's does not have a dance floor. If musicians are hired, coordinate with Sheridan's management prior to signing a contract, to guarantee their power requirements and volume levels are within approved standards. Note, the floor plan has limitations.
- All vendors and musicians are included in your overall guest count and must comply with Covid-19 guidelines.

### **PARKING**

Sheridan's Bed and Breakfast features a private, **free** private parking lot for you and your guests. Street parking is also available.

### **SHERIDAN'S BED & BREAKFAST**

We feature eight guestrooms each uniquely styled after famed wine making regions, a lovely courtyard and fitness room. Our beautiful guestrooms, three Luxury and four Exquisite, feature top quality amenities and furnishings. Seven are located on the second floor of the main building, our two-bedroom Exquisite guestroom is accessed from the courtyard. We provide Keurig coffee, tea, filtered water and ice.

- Main Guestrooms range from \$149.00 to \$189.00/night based on double occupancy
- A few rooms will accommodate a pack 'n play, toddler bed or roll-away for an additional fee
- Courtyard Guestroom: Two-bedroom, two-bathroom adjoined suite sleeps up to four guests, rate is \$276.00 per night. A fifth guest for an additional \$35.00
- Breakfast is delivered to your room at the time you choose, between 8 and 9 am daily

## SHERIDAN'S BAY VIEW STUDIOS

We offer additional accommodations offsite. **Sheridan's Bay View Studios** are located near the historical Avalon Atmospheric Theater in Bay View. The hip and eclectic neighborhood is popular with families and young professionals alike. Restaurants, coffee shops, several parks and more are all within walking distance.

- Each studio includes a kitchenette with utensils, dishes and cookware
- Breakfast is not included at the Bay View location
- Rate is \$136/night based on double occupancy

## LOCATION & CHECK-IN

Both locations are just minutes from Downtown Milwaukee and Mitchell International Airport. A credit card is required to hold any rooms for your event. Your guest may substitute their credit card for yours up until 30 days before the event. You agree to pay the difference if your guests do not stay for the nights blocked for your event.

- Self Check-in: Any time after 2 pm. Self Check-out by 11:00 am
- Hotel rentals are subject to 15.1% room tax
- Early Check In/Late Check Out will require approval by management prior to your stay and may be subject to a charge
- Check website [Sheridansbnb.com](http://Sheridansbnb.com) for additional details

## RULES & REGULATIONS

- Facility amenities subject to change
- Fire pit availability/use is a separate contract. Date/time is subject to management's discretion.
- Sheridan's is a smoke and vape free facility
- No firearms or weapons allowed on property
- We cannot accommodate pets

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EVENT HOST SIGNATURE

DATE & TIME OF EVENT

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MANAGER'S SIGNATURE

DATE SIGNED

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GUEST(S) OF HONOR'S NAME(S)

CONTACT PHONE