

# Clear Water Harbor Private Party

## 2023 Policies

### BOOKING AND DEPOSIT PROCEDURES

- A non-refundable, non-transferable deposit of \$400.00 **per location** is required and serves solely to hold the date of your event.
- The deposit will be credited to the final invoice.
- We will temporarily hold a specific date for 14 business days.
- A deposit must be received by the 14th business day otherwise, the hold will be lifted.

### INVOICE AND PAYMENTS

The final invoice is based on the following information: Menu Selections, Boat/Boathouse Rentals, Selected Services & Amenities, Bar Services, Service Charge (12% on the boat price, 18% for food and open bar) and 5.5% Sales Tax. **The prices shown indicate the cash discount. All payments paid via credit or debit card will be charged a 4% credit card upcharge.** All prices are subject to change within a 30 days notice.

### GUEST COUNT

- This number will be considered a guaranteed number of attendance, **not subject to reduction 14 days prior to the event.** If attendance falls below the guarantee, the host will be invoiced for the number of guests guaranteed, at the time of the deadline.
- A late fee will be added if we do not have the final details (food, beverage, guest count, ect.) 14 days prior to the event
- Final guest count is due 14 business days prior to the event. Final invoice payment will be billed after the event and due within 14 days of the event.
- A late fee of 18% will be assessed monthly on unpaid balances. Clear Water Harbor accepts cash, personal check, Visa, MasterCard and Discover and American Express.
- Clear Water Harbor will provide all food and beverages.
- The exception being on the Chief Waupaca and Lady of the Lakes there is a \$50 set up fee to bring your own food. **Food may not be purchased through another vendor.**
- Guests may bring their own non-alcoholic beverages (on the Chief Waupaca and Lady of the lakes only) and/or specialty desserts
- Guests are not allowed to bring in alcoholic beverages.
- **Due to the policies established by the Health Department, we are not able to release any leftover food or barrels of beer to be taken off premise.**

### GENERAL / VENDOR POLICIES

- Clear Water Harbor is not responsible for lost, stolen, or damaged articles or equipment.
- All deliveries and set-up must be completed in the designated event time schedule.
- Your event time starts at the time you have booked. If additional time is required to decorate, please let us know and we will inform you of the closest available time.
- Any electrical needs must be provided by the band, DJ, and musician. We suggest they have three prong adaptors, extension cords, and power strips available.
- All entertainment, including bands or disc jockeys, must finish their set by 10:00 pm AND

before they get to Taylor Lake on the boats and 11:00 in the Boathouse. Must be cleaned up by 11:30.

- There is a generator available on the Chief Waupaca for a \$20 fee.
- Noise levels will be monitored by Clear Water Harbor.
- In accordance with policies established for the preservation and maintenance of the Boathouse and boats, nothing may be taped or attached in any manner to the walls, ceilings, wall sconces, chandeliers etc. However, we do have hooks along the walls in the boats and the Boathouse to be used to hang some decorations.
- All decorations must be taken down at the end of the event and removed from the site immediately.
- CWH is not responsible for items left behind.
- Clear Water Harbor does not permit the use of glitter, confetti, fog machines, streamers, fake petals or rice.
  - Smoking is not allowed inside the building, on the boats or on the Boathouse dock.
  - **Open flame is not allowed. (Please use battery operated candles)**
- You are responsible for any damages your guests inflict to the premises. All repairs will be carried out through professional contractors in the event a damage fee is assessed.
- For a more formal feel a \$35.00 linen charge (per venue) will be applied to the bill, unless specified and supplied by the customer.
- There is a \$25.00 charge to use linen napkins
- Table measurements are-
  - Rectangle: 72 x 30 x 29
  - high top: 27in diameter (available in Boathouse only)
  - round dinner tables: 5ft diameter (available in Boathouse only)
- Guests can bring their own food aboard either of the boats, but will incur a \$50 dining setup fee.
- Food brought onto the boats may not be catered from an outside vendor. (IE must be homemade)
  - Guests are permitted to bring event cakes/ desserts (please remember to bring serving utensils, plates and silverware. These are not provided by CWH and will be a \$10.00 charge if needed)
  - Guests may not bring any alcoholic beverages onto the boats (Chief and Lady of the Lakes), the Boathouse or private boats docked at our docks.

#### **EVENT PARKING:**

- Designated Event parking is located in lot #2 directly across the street, or in lot #3 two blocks east. NOT IN LOT #1.
- Please inform your guests and write parking instructions on all invitations. We would hate for your event to get a late start because people need to move their cars!
- Cars parked in lot #1 will be subject to towing at the vehicle owner's expense

By Signing this document, you verify you have read, understand and agree to the policies and procedures Clear Water Harbor has in place for the private events hosted on premises. Failure to comply with these policies could result in fees and charges not included with the original rental agreement.

customer signature

Date