



— banquet policies —

At Alioto's we strive to make your banquet a memorable one by treating you, and your guests, in the finest Alioto tradition.

- Our Banquet facilities require a deposit to secure the space. The deposit is deducted the day of the event. The deposit amount can and will vary based on the date of the event and the time frame between the reservation and the event.
- Deposits are non- refundable.
- **UNLESS CREDIT TERMS HAVE BEEN PREVIOUSLY ESTABLISHED, THE ENTIRE DINNER AMOUNT DUE TO ALIOTO'S MUST BE PAID 72 HOURS PRIOR TO THE EVENT IN THE FORM OF CASH OR CASHIER'S CHECK. AT NO TIME WILL CREDIT CARDS BE ACCEPTED. GROUPS REQUESTING TAX EXEMPTION MUST SUBMIT A CERTIFICATE OF EXEMPTION 72 HOURS PRIOR TO THE FUNCTION.**
- Our prices are subject to change. **YOU MUST CONTACT US 45 DAYS PRIOR TO YOUR FUNCTION FOR THE FINAL PRICE.**
- All menu arrangements must be made 3 weeks in advance of your scheduled event. An approximate number of guests is necessary at this time. Seven days before your event, we must have your guaranteed number of guests. No cancellation of entrées will be accepted within 2 days of your event. However, we can accept additional guests with proper notification to management. If you do not meet your guarantee, we do not allow you to take the extra dinners, so please make sure your count is accurate. It is our policy to permit only food and beverage furnished by us to be served in our facilities. Special occasion cakes and pastries may be obtained through outside suppliers; however, we must be notified prior to the day of the event.
- Our menus are flexible. If an entrée you desire is not on our lists, our chef will be happy to accommodate your needs.
- All of our luncheons and dinners are served on linen tablecloths and fine china.
- Band or D.J. arrangements are made by the party itself. Music may play until 1:00 A.M. Rooms must be cleared by 1:30 A.M. Music levels must be room appropriate, obscene lyrics will not be tolerated.

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- **No decorations may be attached to walls or ceilings in any of our banquet rooms. NO CONFETTI ALLOWED. Groups are responsible for any physical damage to rooms or contents. Alioto's is not responsible for any lost or forgotten items.**
- Head table seating is available upon request for no additional charge.
- **Chair covers with colored sash and matching napkins \$3.00* extra per person.**
- Adding a **colored napkin** for any private event is \$0.25* extra per napkin.
- Alioto's staff requires a minimum of 15 minutes for clearing immediately following your dinner. The time may vary depending on the number of guests in the party.
- If your party includes a bar, a guarantee of \$200.00 must be met, or there will be a \$50.00* bar charge, that fee is subject to sales tax and service charge. Please see private party bar items menu for further details.
- For your convenience, we have the following at no charge:
 - Podium
 - Public Address System
 - Background Music
 - Movie Screens
 - Bud Vases

Also available, charges listed below:

- 50 inch Plasma TV - \$40.00*
- HD Projector - \$55.00* (No Cords Included)
**Please set up an appointment beforehand to make sure equipment is compatible*
- Cordless Mic - \$35.00* (hand held)
- **All weddings and anniversaries have a banquet charge of \$2.50* per person.**

These amenities Include:

- Head Table, Registration Table, Gift Table, and Cake Table draped with satin skirts
- Candelabras on the head table
- Candle Lamps on all tables
- Royal Chairs
- **Colored Napkins**
- Alioto's staff can assist in the table decoration process if requested in advance
- Cutting and serving of the cake and/or cupcakes
- **Additional Amenity: Chair cover with a colored sash \$1.75* per person.**

** All food and beverages are subject to a 20% service charge and applicable sales tax.
Wisconsin State Law requires a tax to be charged on the 20% service charge.*