

# Welcome to the Lakeshore Room above Chuck's!

*A Second-Floor Private Event Space Ideal for Hosting Special Occasions*

With a 7-mile view down the length of Geneva Lake, you will find two full walls of windows providing one of the most spectacular lake views available to the public, a full-service bar, table seating, and a buffet for catered meals. Contact Julie Ieronimo ~ 262.903.4432/fun@chuckslakeshoreinn.com

Capacity:	Accommodation for 25 to 55 guests. All guests must be 21 or accompanied by a parent.
Rental Time:	Rental is for 3 hours unless prior arrangements are made (additional fee). Events must start after 11am and conclude before 11pm.
Food:	Following Wisconsin food safety regulations, <u>all food must be provided and delivered by a licensed caterer (see list of who we work with)</u> . Client may not bring in food.
Beverage:	All beverages must be provided by Chuck's per Wisconsin liquor license laws. Under no circumstance may outside beverages be brought in by client or guests. Caterer provided coffee station is allowed. <b>No one under 21 is allowed to consume alcohol regardless of parental accompaniment.</b> "Last Call" will be a half hour before the event concludes. No open alcohol is permitted outside the Chuck's building.
Decorations:	The room includes table linens, flameless candles in glass hurricane shades, and string lights. Other decorations may be brought in (exclusions: anything with glitter, table confetti, flame candles, large balloon displays, or heavy banners). An appointment must be made in advance and 1.5 hours will be scheduled for decorating. <b>BE SURE TO SHARE GUIDELINES WITH YOUR DECORATING CREW.</b> All decorations and packing boxes must be removed by client at completion of event.
Audio/AV:	There is a large flat screen TV, house speakers with several music genres to select from, and a 3.5 mm aux cord (audio) or HDMI (video) to connect your own device (please bring your own adaptor if your device is not directly compatible with either of the above).
Access:	The room and private restrooms are on the second floor with stair access only.
Comfort:	The room is equipped with A/C, central heat, and ceiling fans. If weather permits, windows may be opened for a fresh lake breeze. 3 highchairs are available.

Base Room Rate:	\$550 (3 hours with guests, includes table linens, candles, bartender(s), general set/clean up.)
Security Deposit:	\$500 (Deposit goes toward final bill. Full refund if cancelled within 120 days of event, 50% refund if cancelled within 60 days, no refund if cancelled less than 60 days out.)
Payment:	Final payment is due at completion of event. A 3% service fee will be added to payments made by credit/debit card (this applies to final payment only, not the deposit).
Additional Time:	\$50 per half hour (Arrangements must be made in advance for additional time.)
Additional Staff:	\$100 per staffer
Bar Minimum:	\$500 (If the total bar ring is less than \$500 the client makes up the difference.)
Disposables:	\$2 per person (Quality plastic plates, plastic silverware, quality paper napkins, and display caddies/baskets provided.)
Durables:	\$5 per person (Large and small white plates as appropriate, appropriate flatware, water glasses, cloth napkins, on tables.) or \$3 per person (Large white plates, rolled fork/knife/cloth napkin on buffet.) *2 weeks advance notice required to order linen.
Chafer Service:	\$10 per chafer set up with serving utensils (Max 6 chafers.)
Excessive Cleaning:	\$25 and up (Based on extent and nature of clean up.)
Unstaffed Catering:	\$50 and up (Based on extent of food prep/arrangement/clean-up required by our staff.)