

EVENTS AND RENTALS General Information

Thank you for considering KEVA Sports and Events Center for your event, team building, group outing or just playing at KEVA. We look forward to making your event planning easy and your event day productive and fun.

Guarantee

In arranging for private functions, guarantees are required for all private food and beverage functions. We require a confirmation of guaranteed attendance at least Ten (10) business days in advance for all functions.

Once the guaranteed number is received, you may add to the number until 72 hours prior to the function; however, the count may not be lowered.

Your bill will be based on the guaranteed number. Should the actual number of guest served be greater than the guarantee, then charges will be based on the actual number. In the event we do not receive a guarantee, we will consider the estimated number of guests on the events contract as the guarantee.

Substitutions

We reserve the right to make reasonable substitutions based on availability of product, non-performance of purveyors or to accommodate substantial increases in guest counts.

Service Charge and Tax

All food and beverage prices are subject to a 10% taxable service charge and state/county sales tax (unless noted). This service charge may be used by KEVA as it sees is beneficial to the company. Functions that are tax exempt must submit a copy of their exemption prior to the event. There will be \$3.00 per person (based on contracted guaranteed number) fee for any carry in food & approved beverages. NO alcoholic beverages may be carried in to KEVA. This fee is subject to terms and taxes.

Beverages

KEVA Sports & Event Center is the sole alcoholic beverage licensee on KEVA Sports & Event Center's premises. All alcoholic beverages to be served for the function must be dispensed only by KEVA Sports & Event Center's servers and bartenders. Proper identification is required to verify a person's age. We reserve the right to refuse alcoholic beverage service if the person is either underage or the proper identification cannot be produced. It is the policy of KEVA Sports & Event Center, in accordance with Wisconsin state law, to strictly prohibit any food or beverage to be brought into any banquet facility by guests without prior approval.

Room/Area and Setup Fee

Function rooms or areas are assigned according to the estimated number of guests. KEVA Sports & Event Center reserves the right to assign the function rooms. A room or area setup fee will be charged where applicable. Any room set-up changes received less than 24 hours prior to the function will be subject to reset fees.

Engineering and Audio/Visual

Special engineering requirements must be specified to our Sales Department at least three (3) weeks prior to the function date. Please check with your sales contact for additional charges. KEVA Sports & Event Center offers a selection of audio-visual equipment and services. Orders may be placed through the Sales Department.

Shipping and Receiving

If you will be shipping boxes for your function, they must be addressed to the sales contact handling your function and marked with the name and date of your function.

Decorations

Arrangements of floral centerpieces and special theme decorations may be made through the Sales Department. All decorations must meet the approval of fire code regulations and the Sales Department. The use of confetti, streamers, glitter, sand, silly string, GLASS of any kind and open flames is prohibited unless otherwise approved by KEVA Sales Department.

Lost and Found

KEVA Sports and Event Center cannot be held responsible for damage or loss of articles or merchandise left in the facility prior to or following your function.

Billing

Payment Schedule: 50% deposit due upon signing contract. 50% of contract will be due Payment in full due 7 days from final rental unless otherwise noted.

Modifications: Any changes requested to the original proposal/contract will be communicated in writing and agreed upon by both parties. KEVA Sports & Event Center will email an update proposal/contract reflecting changes. Tax will be reflected in the final invoice. Rates guaranteed for thirty days on proposals. A down payment is needed to reserve date. All customers accept responsibility for any sales add-ons during the event or rental. KEVA reserves the right to refuse rental/service because of past due balances or unruly conduct. A damage/cleaning deposit of \$250 is required and will be credited to final invoice if facility is left in an acceptable manner determined by KEVA staff and planner. All or part of the deposit may be kept if extra cleaning or repair costs are incurred. If repair or cleanup exceeds amount of the deposit, the renter shall be responsible for the additional costs.

Cancellation Policy: You may cancel your event at any time. However, should a reservation be cancelled 90 days from the event date your deposit may not be returned (but a portion may be used for another date or time). If a reservation is cancelled 60 days from the event date, a 75% fee will apply based on total event or rental contract. If the event or rental is cancelled within 30 days the party may not receive a refund. Facility Fee: 5% fee is added to all rentals and events; maximum of \$500.00 per indoor rentals and events. Packages paid with CC will be assessed a 3% transaction fee

Change due to inclement weather: KEVA will do our best to host your event inside if the inclement weather outside should be a concern. Items and locations may change due to an indoor function vs. an outdoor function. KEVA will do our best to maximize the event activities. Not all activities can be accommodated.

Beverage Package Options

Beverage Service

We would like to offer you options in creating the perfect social hour to accommodate your functions needs. There is a \$300.00 minimum on all private bars for most functions unless otherwise noted by KEVA Sales Department

Host Bar

You may choose a host bar where you purchase individual drinks or purchase liqueur you have chosen & includes appropriate garnishes, ice & mixes. The total bill is subject to a 10% service charge. See above

Option 1 – All You Can Drink Package

1st Hour - \$14.95 per person, 2nd Hour - \$9.95 per person, and 3rd Hour - \$4.95 per person

Option 2 – Drink Ticket Package – Does not include Hosted bar charge

Alcoholic Bev Ticket (Includes Beer, Wine and Liquor) - \$5.00 per ticket

Non Alcoholic Bev Ticket (Includes Soda, Water, Gatorade, etc) - \$2.50 per ticket

Tickets may be purchased prior to event and during the event. Unused tickets may be refunded in quantities of 20.

Option 3 – Pay As You Go

Keva will just keep an open tab for your event which will be added onto the final invoice for the event.

Host minimum will apply if Sand Bar@ KEVA/Sidelines Bar is not open during normal business hours.

Cash Bar

Guests purchase drinks at their expense. Drink prices are based on house or premium brands. All cash bars are subject to a bartender service charge based on the total number of people in your group.

* Please ask your KEVA Events planner about a combination Host/Cash Bar.

Event Beverage Packages (Minimum 75 people):

Non alcoholic packages:

*Up to 2.5 cans of soda, bottled water, lemonade or juice boxes pp - \$2.50 pp

*Up to 1.5 cans of soda, bottled water, lemonade or juice boxes pp - \$2.00 pp

*Cans of soda Bottle Water 12oz: 1.50 each

Beer

Event 16 ounce Beers: Craft Beer \$5.00 - Domestic Products - \$4.00 – on tap,

½ Barrel Beer: **Domestic ½ Barrel \$255.00**

Craft/ Export /Potosi Brewery - \$320 or market price (Also asked about how you can get your own ¼ or 1/6 barrels of beer. See complete list of your own private Keg- prices start at only \$45)

Full Bar service available as requested:

Rail Cocktail.... N/A

Call Cocktail \$7.00,

Premium Cocktail \$8.00

House Wines - Cabernet Sauvignon, Merlot, Chardonnay, White Zinfandel

Per Glass.... \$5.25

Per Bottle.... \$23.50

Fruit Punchbowls(per gallon).... \$20.00