
EVENT POLICIES

PAYMENT SCHEDULE

To secure Ozanne Outpost and Culinary Infusion for your wedding venue, a payment of \$4,700 and signed contract is required. \$2,700 of the initial payment will be paid to Ozanne Outpost and \$2,000 will be paid to Culinary Infusion.

Six months prior to your event, a second payment of \$2,000 is due to Ozanne Outpost. Ten (10) days prior to your event 100% of the remaining balance is due to Culinary Infusion. Payments may be made with credit card, check, or cash.

A credit card number is required to be on file for all events in case any additional charges incur on the day of the event.

Any changes to your event plan will be reflected on an updated invoice. Damage incurred by the client will be deducted from the security deposit.

PRICING AND SERVICE FEES

Wedding Menus are based on a minimum of one hundred (100) guests. For smaller events, please consult for pricing. Menu pricing may be subject to change to reflect market conditions. Final menu pricing may be requested in writing sixty (60) days prior to your event.

A 22% event production/service fee will be added to any food, beverage, or additions on your final invoice. A 5.5% sales tax will also be added.

FOOD AND BEVERAGE

All food and beverage for the event will be contracted through Culinary Infusion, with the exception of your dessert. Dessert, should you choose to bring it in, must be provided by a licensed bakery. Any desserts, other than a wedding cake, are subject to a handling fee.

Final menu and beverage selections must be confirmed ten (10) days prior to your event.

In order to comply with Wisconsin health department regulations, leftover food and/or beverage may not be taken off-premise.

No shots, martinis, blended drinks, or Long Islands will be served. Any guest 21 years of age or older will be included in the bar package. Bartenders have the right to ID and refuse service to any guest, as they see appropriate.

GUEST COUNT

Final guest count confirmation is due ten (10) days prior to the wedding. Final invoice is based on final guest count (with a minimum 100 guests) and is not subject to reduction. Should your guest count exceed the final guest count submitted, the updated guest count will be reflected on the final invoice.

EVENT POLICIES (CONT.)

VENDOR SETUP AND DECORATIONS

All deliveries (flowers, DJ, etc.) may be made up to two (2) hours prior to the wedding, unless special arrangements have been approved and coordinated with Event Personnel. All vendors must provide a Certificate of Liability thirty (30) days prior to the event date. Client is responsible for requesting all documentation from vendors.

All candles (pillar, votive, tea light, etc.) must be in candle holders that are fire proof, contain the flame in its entirety, collect melted wax and prevent burning/scorching of surface on which the candle is placed. Taper candles and scented candles are not allowed. Any costs associated with burns, smoke, or wax will be incurred by the client and reflected on the final invoice.

Clients are not allowed to use ladders or exterior equipment when decorating. Balloons and fireworks of any kind are not allowed. Birdseed, rice, confetti, and any such decoration smaller than one inch in diameter is prohibited. A \$500 cleanup fee will be applied to your final Ozanne Outpost invoice if these guidelines are not adhered to.

SECURITY

Ozanne Outpost and Culinary Infusion do not assume responsibility for the damage or loss of property of any items brought onto the property by clients, vendors, or any guests. Access to the pond and river is not allowed. Pets are not permitted on the Ozanne Outpost property. All items must be removed at the conclusion of your wedding.

SMOKING POLICY

Smoking is not allowed in The Pike House, and is only permitted in designated areas on the grounds. All cigarettes must be disposed in proper waste containers.

CANCELLATION POLICY

Client may cancel this agreement by providing written notice to Hawthorn Hollow. The following policy applies for all cancellations:

Time of cancellation	Forfeiture of Payments
Over 6 Months Prior to Event	First Payments to Ozanne Outpost and Culinary Infusion
Under 6 Months Prior to Event	First and Second Payments to Ozanne Outpost and Culinary Infusion