

## HALL & AMENITIES INFORMATION

- Seating for 140 Guests with tables - 160 without tables
- Tastefully Decorated with dimmable lighting
- Stage for Band, DJ, Wedding Party, Guests of Honor, or Speakers
- Microwave, Refrigerator, and Sink is available for your use in the hall
- Hall, Parking Lot and Rest Rooms are all Wheelchair Accessible.
- Family Rest Room Equipped with Changing Table
- Plenty of Free Parking
- Free Wi-Fi
- Use of adjacent conference room space with rental of hall
- Use of Overhead Sound System, Microphone, and LCD Projector with Screen \*

\* Additional \$50 Deposit refunded after event if returned in same condition

## FEES

### RENTAL FEES

Rent Without Our Catering	\$150
Rent If We Cater the Event	\$0
Kitchen Rental with Hall	\$100
Security Deposit Due When Reserving the Hall	\$150

### TABLEWARE

White Linen Table Cloths	\$4/ea
White Linen Napkins	\$1/ea
White China & Glassware	\$2/Place setting.
Paper Plates/Bowls/Cups	N/C
Plastic White Table Cloths & White Paper Napkins	N/C

### PHOTO BOOTH

Includes Operator for 2 1/2 hours & up to 200 Photos	\$500
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### CONFERENCE ROOM ONLY

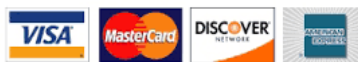
Weekdays	\$50
Weekends	\$125

### KITCHEN RENTAL

Ask about renting our kitchen (Restrictions Apply)	\$100
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Security Deposits are due when making the reservation

We Accept  
Cash, Check, &  
Credit Cards



## ALCOHOL SERVICE

Northwoods will provide a licensed bartender. Last call will be at 12:30 am. You can provide an open bar (free drinks) for your guests or have them pay out of pocket. Beer on tap is only available if you buy the full barrel before the event. You can have two beers on tap at the same time. You are not allowed to bring in your own alcohol and no alcohol can be taken off the premises.

### DRINK PRICES:

Domestic or Craft Bottled Beer	\$4.00
Wine	\$5.00
Mixed Drinks	\$5.00
Fountain & Canned Soft Drinks	\$1.00

### Domestic Draft Beer

Half Barrels	\$240
Quarter Barrels	\$145
<u>Premium Craft Draft Beer</u>	
Half Barrels	\$285
Quarter Barrels	\$190

**YES! WE CATER  
ASK FOR OUR  
MENU**

## HOURS, LOCATION, & CONTACT INFO

### HOURS & AVAILABILITY

- The Hall is available for rent Monday through Friday from 4:00 pm to 1:00 am
- And on Saturdays and Sundays from 8:00 am to 1:00 am

### LOCATION

- N6510 US Hwy 51, Portage, WI
- 2 miles So. of Portage on Hwy 51
- **Look for the big Green & White NORTHWOODS sign**



## CONTACT INFO

**Call 608-742-7114 Ext 281**

**Holly will work with you to plan your Special Event!**

**hsrosario@nwdswi.org**

## POLICIES

- Decorations cannot be tape, stapled, tacked, or in any way hung from the ceiling or on the walls. Table decorations are allowed.
- Renter is responsible for cleaning the hall when event is over. Sweep floor, wipe down tables, take out garbage, and generally tidy up the hall, conference room, and grounds. Northwoods will give instructions when you reserve the space and will supply equipment.
- Damage to hall, conference room, equipment, or grounds is responsibility of the renter and may be cause for forfeiture of security deposit.
- Throwing Birdseed, Rice, Confetti, etc. is not allowed.
- Keys must be returned at end of event. Lost key = \$35 fee
- For your protection and ours, we have video surveillance 24/7  
(Revision 2/2017)

## *Northwoods Banquet Hall & Conference Room*



**Wedding  
Receptions**



**Birthday  
Parties**

*Happy Anniversary*

**Anniversary  
Celebrations**

**Any Special Event!**

**Northwoods Inc. of Wisconsin**  
N6510 US Highway 51  
Portage, WI 53901  
608-742-7114 Ext 281