

*The River Room*

EVENT DESTINATION

# Weddings

Weddings

Rehearsal Dinners

Meetings

Luncheons

Work Parties

Holiday Parties

Birthday Parties

Anniversary Celebrations

Bridal & Baby Showers

*Thank you for considering Wisconsin Riverside Resort, located on the banks of the Wisconsin River, for your upcoming special occasion. Wisconsin Riverside Resort will take pride ensuring you have a memorable experience and we are here to assist you in any way possible.*

*The River Room seats up to 400 guests with a stage and roomy dance floor, private bar and in-house catering.*

*Once you have reviewed the attached information please feel free to contact us at 608-588-2826 or [events@wiriverside.com](mailto:events@wiriverside.com). Also please visit our website at [www.wiriverside.com](http://www.wiriverside.com).*

*We look forward to assisting you with your special occasion.*

*Sincerely,*

*Cheri Luther*

*Event Coordinator*

*[events@wiriverside.com](mailto:events@wiriverside.com)*

*p: 608-588-2826*

# Information and Fees

## ATTENDANCE, BILLING AND GUARANTEES

A signed contract and deposit is required to confirm your event with Wisconsin Riverside Resort. Wisconsin Riverside Resort will not hold any dates without deposit. All details and menus must be confirmed no later than 21 days prior to your event. Guaranteed number of guests is required 7 days prior to the event. The number of guests may not be decreased after this point.

## DEPOSITS AND PAYMENTS

Deposit is due to confirm event. Full payment is due twenty-four (24) hours prior to your event by **cash or check**. An 18% Service Charge and 5.5% Sales Tax will be added to all totals. If desire to pay final bill with credit card a 2% fee will be added. Deposit will be applied to final bill. Any other charges incurred during the event must be paid at the end of your event before departure and can be paid by credit card or check. If your company is tax exempt, please provide a copy of your tax exempt certificate prior to your event. Full payment for food is still required if your event is cancelled within 7 days prior to event.

## ROOM RENTAL RATES AND LAYOUT

Room rates include setting up and breaking down for your event, round and rectangle tables, ivory table linens, video projector, microphone and PA System. Additional charge of \$250 for events that fall on a holiday. Minimum of 150 guests or \$2,500 food unless within 2 months. Please inquire to see if there are openings as smaller groups and reduced fees will be considered.

	<u>Sun-Thurs</u>	<u>Fri &amp; Sat</u>
April 1 – October 31	\$350	\$1,500 (one half due at time of reservation-NON REFUNDABLE)
November 1 – March 31	\$250	\$ 500 (one half due at time of reservation-NON REFUNDABLE)

## BEVERAGE SERVICE AND POLICIES

Wisconsin Riverside Resort reserves the right to determine the amount of bartenders necessary to serve an event. Wisconsin Riverside Resort also reserves the right to refuse alcohol service to anyone under the age of 21 years or anyone who appears to be very intoxicated. All alcohol served will be dispensed by Wisconsin Riverside Resort Staff only. Cash bar prices include sales tax. Sales tax and service charge will be added to pre ordered bar items. You must pay for barrels of beer that you order. No refunds for unused barrels.

## DINING

Wisconsin Riverside Resort would request that all parties be seated and dining by 6:30pm. Music must be finished by 12:30am as the banquet hall will close at 1am.

## CAKES, FOOD AND BEVERAGE

All cakes need to be from a licensed baker. Please let us know in advance who will be providing the cake and time of delivery. Customer is responsible for bringing their own plates, napkins and/or forks. All other food and beverage served or consumed on the premise must be purchased, served and prepared by Wisconsin Riverside Resort. No leftover food or beverages may be taken from the premises. Please inquire about late night food service.

## DAMAGES AND MISCELLANEOUS

The undersigned is responsible for the conduct of their invitees and outside contractors. Any and all damages which occur as a result of the undersigned's guest and/or contractors will be paid by the undersigned. Should damages be discovered after the completion of function, the undersigned agrees to submit payment when invoice is mailed to the address on file. Any damages and/or labor fees for excessive clean up or damage to property will be charged to the undersigned.

# Information and Fees continued

## **NO FOG MACHINES OR PYROTECHNICS**

Please notify your entertainment of this!

## **OUTDOOR CEREMONY LOCATIONS**

Grounds fee of \$250 for on premise wedding ceremony. In the event of inclement weather, a decision regarding moving your ceremony location to your function room indoors will be decided by your wedding coordinator. Outdoor ceremony location must be approved by wedding coordinator. Ceremony site chair rental fee of \$2.00 per chair.

## **DECORATIONS**

Any special requests or need to rent any items contact Event Coordinator. Please inquire for times to decorate, which depends on schedule of hall prior to event. Ladders will be available. Items not allowed include staples, nails, double sided tape (use only clear tapes). Any decorations deemed questionable as for their safety and/or cleanup can be refused by management. Wisconsin Riverside Resort reserves the right to reduce the size of the room with partitions based on group size.

## **CHAIR COVERS**

Ivory Chair Covers are available for rent. \$2.00 per chair cover.

## **ENTERTAINMENT**

If you plan to have entertainment at your event please let Event Coordinator know times, layout and any special requests.

## **SHUTTLE SERVICE**

Wisconsin Riverside Resort has a 12 passenger van that will serve the local Spring Green Hotels. \$50/hour with a four hour continuous minimum. Shuttle service concludes at 12:30am.

## **RISERS**

Risers are available for rent for \$200. Please inquire about sizes.

## **CANCELLATION POLICY**

If cancellation occurs after the signed contract is received and at least 6 months prior to the event date customer is entitled to 1/2 deposit refund. Wisconsin Riverside Resort reserves the right to keep the full deposit within 6 months of the event date. All cancellations must be received in writing. Cancellations due to acts of God rendering the customer unable to meet its obligation shall not be subject to the cancellation fee.

## **HOLD HARMLESS**

Wisconsin Riverside Resort is not responsible for the loss of, or damage to articles left prior to, during or after the event. The resort is not responsible for any personal property, and client agrees to hold harmless if lost or damaged. Guests shall indemnify and hold Wisconsin Riverside Resort and its affiliates harmless from any and all claims, suits, losses, damages, and expenses on account of injury to any party in connection with the function or resulting from damage or destruction of any Wisconsin Riverside Resort property by guests and any attendee of the function on the premises.

# Cold Appetizers

## BRUSCHETTA

Roma tomatoes mixed with fresh basil and balsamic reduction and your choice of toasted croissants or tortilla chips \$70

## COCKTAIL SHRIMP (50 ea)

Jumbo shrimp served with a homemade cocktail sauce \$135

## CHEESE, SAUSAGE & CRACKER PLATTER

An assortment of local Wisconsin cheese and sausage \$75

## DEVILED EGGS (50 ea)

Traditional Style \$50

## RELISH TRAY

Served with marinated vegetables, fresh vegetables, olives, pickles & peppers \$75

## PINWHEELS

Ham, lettuce, tomato & cheddar cheese OR Turkey, swiss lettuce & tomato \$75

## FRESH FRUIT PLATTER

Seasonal Fruits \$90

## TACO DIP PLATTER

J \$60

## FRESH VEGETABLE PLATTER

Served with your choice of onion dip or ranch dressing \$90

## PETITE SANDWICHES (50 ea)

Thinly sliced meat served on mini croissant  
Oven Roasted Turkey \$120  
Honey Glazed Ham \$110  
Italian Marinated Beef \$125

## SMOKED SALMON

Served with veggies & sauce \$Market

## GOURMET CHEESE PLATTER

A variety of cubed gourmet cheese, grapes and nuts \$Market

*Serves 50*

# Hot Appetizers

## RAMAKI

Bacon wrapped water chestnuts \$85

## STUFFED MUSHROOMS

Mushroom caps stuffed with your choice of garlic herb vegetable or a shrimp compote \$70

## SPINACH & ARTICHOKE DIP

A creamy jalapeno spinach artichoke dip served with toasted bread or tortilla chips \$70

## CRAB CAKES

Mini crab cakes served with a lemon and caper remoulade \$135

## CHICKEN OR BEEF SKEWERS

Served with your choice of sauce \$90

## SPANAKOPITA

Spinach & cream cheese wrapped in filo dough \$70

## CHICKEN WINGS

Fresh wings served naked, mild, hot, BBQ or Teriyaki Sauce \$55

## MEATBALLS

Oven roasted meatballs with your choice of plain, BBQ, teriyaki or mushroom cream sauce \$65

## COCKTAIL FRANKS

Mini cocktail franks served in a homemade BBQ sauce \$45

## POTATO SKINS

A roasted potato skin stuffed with cheese & bacon topped with chives and a side of sour cream \$75

## CHICKEN STRIPS

Served with your choice of sauce \$75

## BBQ PORK RIBLET

Served with our homemade BBQ sauce \$100

*50 each*

## Traditional Banquet Package \$18.95

*2 Entrees, tossed garden salad, 2 sides, roll & premium coffee*

### CHEESE TORTELLINI

Cheese stuffed tortellini served with Alfredo or marinara sauce

### CHICKEN PICATTA

Seasoned chicken breast sautéed in a lemon caper white wine sauce

### CHICKEN MARSALA

Baked chicken breast laced in a Marsala wine sauce

### CHICKEN BREAST

A grilled chicken breast served with your choice of Cacciatore, Roasted Gravy or Mushroom Cream Sauce

### BEEF POT ROAST

### BAKED HAM

A honey glazed ham

### ROASTED TURKEY

### LASAGNA

Beef or vegetable with homemade marinara sauce

### STROGANOFF

Beef or vegetables served with homemade mushroom sauce served over rice, noodles or potatoes

## Enhanced Banquet Package \$20.45

*2 Entrees from Enhanced or Traditional, tossed garden salad, 2 sides, roll & premium coffee*

### CHICKEN CORDON BLEU

Breaded baked chicken breast stuffed with ham and swiss cheese and topped with a cream sauce

### PORK TENDERLOIN

Herb incrusted pork loin served with a mushroom cream sauce or a cheese béchamel sauce

### BAKED CHICKEN BONE-IN

Made with a lemon, cilantro & garlic marinade

### CHICKEN PARMESAN

Chicken breast over fettuccini covered in homemade marinara sauce and mozzarella

## Premium Banquet Package \$21.95

*I Entree from Premium and I Entree from Enhanced or Traditional, tossed garden salad, 2 sides, roll & premium coffee*

### BAKED SALMON

Salmon filet served natural or topped with a honey Dijon mustard glaze

### BAKED COD

### BAKED TILAPIA

Italian herb encrusted

### PRIME RIB (+ \$1.00/PLATE)

Served with au jus

## Side Dishes

### BAKED POTATO

Served with butter & sour cream

### MASHED POTATO WITH GRAVY

Yukon Gold

### GARLIC MASHED REDSKINS

Roasted garlic mixed with baby red potatoes

### SCALLOPED POTATOES

Sliced potatoes with butter sauce

### AU GRATIN

Sliced potatoes with mushroom and cheese sauce

### PARSLEY BOILED NEW POTATOES

### RICE PILAF

### WILD RICE

### BAKED BEANS

### STEAMED VEGETABLES

Carrots, broccoli & cauliflower

### GREEN BEANS ALMONDINE

Sautéed green beans topped with roasted almonds and bacon

### HONEY GLAZED BABY CARROTS

### COLESLAW

### POTATO SALAD

### BRUSSEL SPROUTS

Sautéed with bacon

### ITALIAN PASTA SALAD

## Desserts

### MINI CHEESECAKES (50)

Mini muffin cheesecakes in assorted flavors \$90

ASSORTED CHEESECAKE \$4.25 per slice

### BROWNIES (20) \$35

Iced fudge brownies with nuts

### COOKIES (50) \$40

Assorted flavors

### CARROT CAKE BARS (80) \$65

### SCOTCHEROOS (80) \$60

### FUDGE CAKE \$3.95 per slice

Moist fudge cake with rich chocolate fudge icing and chocolate crunch on the sides

### ITALIAN CREAM TORTE \$3.95 per slice

Moist vanilla cake filled with Italian Mascarpone Mousse with a hint of lemon. Topped with a buttery streusel topping.

# Banquet Bar Information

WINE

CHAMPAGNE

BEER

Domestic Tap (Miller, Budweiser, Leinenkugels, etc)

Premium Tap (Spotted Cow, Lake Louie, etc)

COFFEE

HOT TEA

ICED TEA

CANNED SODA (Pepsi Products)

LEMONADE

BOTTLED WATER

Other Beer, Wine and Liquors are available upon request.



# Wisconsin Riverside Resort

## Banquet Facility Contract

Wisconsin Riverside Resort appreciates the opportunity to host your group/function on the dates listed below. You can rest assured we will do our utmost to guarantee a successful event.

Name of Client: \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

City, State Zip: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Function Type: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Time of Function: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Type of Meal: \_\_\_\_\_

Entertainment: \_\_\_\_\_

Comments/Special Requests:


I have read and agree to the policies, terms and conditions of this contract and I am authorized to sign this agreement for the client above.

Signed and agreed upon by:

Accepted by: Wisconsin Riverside Resort, Inc.

\_\_\_\_\_

\_\_\_\_\_

Signature (Client)

Date

Signature

Date

# *Banquet Agreement - Policies and Procedures*

- A. No food and beverages can be carried into Wisconsin Riverside Resort.
- B. Wisconsin Riverside offers a variety of menu items, however if you would like to custom design a menu for your group, please let us know. Menu price list provided to you is subject to change at any time.
- C. Cocktails
  - All alcohol served will be dispensed by Wisconsin Riverside Resort Staff only. Special Wines, Champagnes, Liquors and Half Barrels of Beer will be available upon request at least 14 days in advance of event.
  - Wisconsin Riverside Resort and its employees reserve the right to request identification from anyone that looks under the age of 30. Any alcoholic beverage given to anyone under the age of 21 by any guest of client will be removed. Any client or guest deemed by the resort to be intoxicated will be refused alcoholic beverages and corrective measures may be taken.
  - The undersigned is responsible for the conduct of their invitees and outside contractors. Any and all damages which occur as a result of the undersigned's guest and/or contractors will be paid by the undersigned. Should damages be discovered after the completion of function, the undersigned agrees to have their credit card charged or submit payment when invoice is mailed to the address on file.
- D. Dining
  - Wisconsin Riverside Resort would request that all parties be seated and dining by 6:30 pm. Music must be finished by 12:30am as the banquet hall will close at 1am.
- E. Decorations
  - Any special requests or need to rent any items contact Event Coordinator. Please inquire for times to decorate, which depends on schedule of hall prior to event. Ladders will be available. Items not allowed include staples, nails, double sided tape (use only clear tapes). Any decorations deemed questionable as for their safety and/or clean-up can be refused by management.
- F. Entertainment
  - If you plan to have entertainment at your event please let Event Coordinator know times, layout and any special requests.
- G. Layout
  - Rectangle and Round tables will be available for your event. It will be up to the client and event coordinator to design the layout in advance. Event will include basic linen table coverings.
  - Wisconsin Riverside Resort reserves the right to reduce size of the room with partitions based on group size.
- H. Extras
  - Please let us know who will be providing the cake and time of delivery, name of florist, name of photographer. If you will be bringing special items such as: napkins, nuts, mints. Due to food safety concerns we will not furnish the party with leftover food.
- I. Wisconsin Riverside Resort has the right to charge a cleaning fee for excessive cleaning or damage done to the banquet facility and property. We will also charge the contracted party for any permanent damage or stolen items from the property of Wisconsin Riverside Resort.
- J. Please inquire about Late-night Sandwiches etc. with Event Coordinator
- K. Audio Visual Equipment
  - You are welcome to bring in needed audio visual equipment. A PA System, Sound System, Projector and Screen are available at Wisconsin Riverside Resort.
- L. Cancellation Policy
  - If cancellation occurs after the signed contract is received and at least 6 months prior to the event date customer is entitled to ½ deposit refund. Wisconsin Riverside Resort reserves the right to keep the full deposit within 6 months of the event date. All cancellations must be received in writing. Cancellations due to acts of God rendering the customer unable to meet its obligation shall not be subject to the cancellation fee.

M. The resort is not responsible for any personal property, and client agrees to hold harmless if lost or damaged. Guests shall indemnify and hold Wisconsin Riverside Resort and its affiliates harmless from any and all claims, suits, losses, damages, and expenses on account of injury to any party in connection with the function or resulting from damage or destruction of any Wisconsin Riverside Resort property by guests and any attendee of the function on the premises.

I have read and agree to the terms and conditions of this contract and I am authorized to sign this agreement for the organization above.

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Authorized Signature

Date

# Wisconsin Riverside Resort Information

## Location:

Wisconsin Riverside Resort is located on the banks of the Lower Wisconsin River, just 35 miles west of Madison.

## Campground:

Wisconsin Riverside Resort has 2 cabins, 1 cottage, 61 overnight full hook-up RV sites (water, sewer & electric), 38 rustic tent sites, swimming pool and splash pad, camp store, volleyball, basketball, shuffleboard, fishing and more.

## Canoe, Tube & Kayak Rentals:

Spend a leisurely day on the Wisconsin River. Wisconsin Riverside Resort offers canoe, tube or kayak rentals with shuttle service. Camp on a sandbar! Check-in at our facility, we shuttle you up-river, and float right back to Wisconsin Riverside Resort. Trips last from ½ hour to 4 days.

## Shifflet's Bar & Grille:

Built in 2010 and located on the banks of the Wisconsin River, Shifflet's Bar & Grille will meet all your dining and socializing needs.....and we have a great view too! Join us on our patio for a nice cool brew while watching the river go by.

## The River Room:

The River Room is a 400 person banquet facility built in 2011 as an extension to the current bar & grille. Perfect for any occasion: weddings, anniversary parties, class reunions..etc.



S13220 Shifflet Road, Spring Green WI 53588  
Phone: 608-588-2826 - Fax: 608-588-3476 Visit us at [www.wiriverside.com](http://www.wiriverside.com)

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If you want something that is not listed, feel free to call us and we'll be happy to work with you.

Prices do not include 18% service charge and 5.5% state sales tax.

We look forward to hearing from you!

Wisconsin Riverside Resort, S13220 Shifflet Rd, Spring Green WI 53588  
608-588-2826 or [info@wiriverside.com](mailto:info@wiriverside.com)

Rev 3.4.16



# We Recommend

## Flowers:

Prairie Flowers, 126 N Jefferson St, Spring Green WI 53588, 608-588-9999

Country Crossroads Floral LLC, 1030 Wachter Ave, Plain WI 53577, 608-546-3500

White Rose Florist, 101 W Leffler St, Dodgeville WI 53533, 608-935-5564

B-Styles, 10363 E Hudson Rd, Mazomanie WI 53560, 608-795-9824

## Entertainment:

Midnight Diva's Karaoke & DJ Service, Arena WI, 608-588-5477

[www.midnightdivas.net](http://www.midnightdivas.net)

Edge DJ Entertainment, 6217 Harvest Ln, Deforest WI 53532, 608-318-3548

[www.edgeDJ.com](http://www.edgeDJ.com)

Dance Doctors, Richland Center WI, 608-604-2841

## Hair Salons:

Headquarters Hairstyling Salon, 285 S Winsted St, Spring Green WI, 608-588-7331

Tallulah Salon, 550 Sunrise Dr. Ste 202A, Spring Green WI 53588, 608-588-7711

Changez Salon LLC, 1025 Main St, Plain WI 53577, 608-546-3400

Bowdacious Salon, 550 Sunrise Drive, Spring Green WI 53588, 608-212-2534

## Hotels/Motels:

Spring Green Motel, E5296B Hwy 14, Spring Green WI 53588, 608-588-2141

The Round Barn Lodge, Hwy 14, Spring Green WI 53588, 608-588-2568

Spring Valley Inn, Hwy 14, Spring Green WI 53588, 608-588-7828

The House on the Rock Resort, 400 Springs Drive, Spring Green WI 53588 608-588-7000

## Golf:

House on the Rock Resort, Springs Drive, Spring Green WI 53588 608-588-7000

Spring Green Municipal Golf Course Hwy 23, Spring Green WI 53588

Westbrook Hills, Hwy 23, Plain WI 53577, 608-546-4001

## Area Attractions:

Taliesin 608-588-7900 [www.taliesinpreservation.org](http://www.taliesinpreservation.org)

The House on the Rock 608-935-3639 [www.thehouseontherock.com](http://www.thehouseontherock.com)

American Players Theatre 608-588-2631 [www.americanplayers.org](http://www.americanplayers.org)



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We look forward to hearing from you!

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