

# **OAKWOOD**

## **BAR, RESTAURANT & CAMPGROUNDS**

**PARENT COMPANY TO LITTLE SILVER LAKE COTTAGES**

**N5428 24<sup>TH</sup> AVENUE**

**WILD ROSE WI 54984**

**920-622-4361**



Thank you for thinking of Oakwood for your special event.  
Our "Chef" and staff at Oakwood look forward to working with you, to help you  
achieve your goals for your important day. We are here to help you!

## Oakwood Policies on Banquets & Catering Services

You will find valuable information in this book regarding our banquets and catering services. However, in order to give you the best prices and services, we need to sit down with you in person and have you tell us what you are looking for in the way of food, bar and other entities. We may bring “Chef” Dan in on this meeting for his expertise. After our sit down talk we will look at the information we received from you and be able to determine prices for the food, bar and other services that may be required.

Oakwood will try to accommodate every family tradition or whatever dream you had of your special day. Our large dining room offers beautiful hand painted walls, tranquility of a stream, a walk in the woods, it will seem like you are outdoors. While our small dining room offers a hand painted mural like you are “Looking out your log cabin home window/door.” Both areas have their own bar. Whether small or large dining area you wish to have, both can be closed to public if you needed. If your event requires both areas we will be close to the public for the event.

Available during warmer months is our deck that overlooks a small pond with a beautiful wood view. Note deck oversees our pool area with steps to the pool. Steps to the pool can be locked so pool people cannot use deck during this time. We would also post signage so public would know it's a private party.

We are in hopes to have a Tiki bar area set up in the near future off to the left of the pool area, (not in pool area) if interested check to see if you have it up and running.

Our lower level doesn't have the view; however this area is great for kid's parties. You won't have to provide a lot of entertainment for the kids with the game room being right there, just bring the quarters with you. This area could also be used if you are looking for just a meeting area and more privacy.

### HALL RENTAL

As noted above we have several areas that can be used, so we can handle from small to large events, indoor and outdoor events and even kid's events. Hall rental fees could be reduce depending on what area usage you use in our facility and cost of food, beverages and other items you would request. These hall rental prices could be wave depending how large of an event you are having for these areas.

***Rental Charges for rooms: Ask Richard what these charges are.***

Back dining room & bar

Front Dining room & bar

Both back bar/dining room and front bar/dining room

Deck w/ portable bar

Lower level area with game room

Pond area

### GUARANTEE OF DATE

In order to make sure your event is a success; please let us know as soon as possible the date of the event, especially if you are booking months to a year in advance. A contract is required to be filled out and signed by you to hold your date, along with a deposit down. We request 50% down of the cost of your event at booking time, 4 weeks prior to the event we request another 25% down, 1 week prior to the event, giving us the number of guest that will be there and payment. The night of the event paying for the bar and extra's. This down payment is nonrefundable.

Last minute events are welcome. Again you are requested to fill out a contract and sign it to hold your date. You will be requested to pay 50% down which is non-refundable.

#### CANCELLATION POLICY

Two weeks before the event we must have a specified attendance amount, with a definite number 72 hours prior to the event. This final number will be considered a guarantee count for us on your final cost. Oakwood will do it best to give you exact prices when you come in and talk to us about your event, but due to fluctuations we may not be able to give this to you until 60 days prior to the event.

If you should cancel your event in writing or verbally within 30 days of booking your event, you will lose 25% of the 50% you paid down. If you cancel in writing or verbally after 30 days of booking your event, your down payment is non-refundable.

#### FOOD SERVICES/PRICES

We offer an array of appetizers to full meals for your gathering. Choose from our standard menu selections, or request a custom menu of your own. Other amenities include a full bar and complimentary use of our awesome game room. We can accommodate up to 250 plus for an event.

According to Wisconsin Law's food is NOT allowed to be brought into any banquet hall from outside sources with the exception of the wedding favors (such as mints/nuts) and/or wedding cake. A wedding cake that is brought in must have a receipt accommodate it, so we know it comes from a licensees/insured bakery. We will need a copy of that receipt for our paperwork, the day of the event.

Oakwood will automatically prepare a 5% difference in your final count to cover those guest that come without notice.

#### **Parties**

- 20 or less off the menu with reservations
- Banquet or Family Style for 50 people or more
- **Banquet Menu – Buffet Style or Family Style** – *We will work with you on these if you wish to have something besides these choices.*
- Meats – choice of 2 or 3 Pick from the following choices: (or again if you wish something else please ask)
  1. Baked Chicken
  2. Beef Tips
  3. Carved Ham
  4. Country Style Pork Ribs
  5. Alfredo
  6. Baked Tomato Basil Penne
- Potato – choice of 1
  1. Baby Reds
  2. Baked
  3. Mashed
- Cheese Potatoes
- Vegetable – choice of 1
  1. Cole slaw or Pasta
  2. Green Beans
  3. Corn

#### 4. Melody Mix

- Salad – Buffet style would be our salad bar
- Family Style would be a lettuce salad with Onion, cucumber, tomato & croutons with our “House” dressing
- Dinner Rolls & Butter
- Beverage –Coffee

**Hot Appetizer** We offer an array of appetizers from hot to cold: Below are just some choices, but we will work with you on anything you need or want.

- Meat balls,
- Chicken Wings,
- Bacon Wrapped Chestnuts
- More
- BLT crackers
- Kabobs

Or we can customize something for you.

- Cheese & sausage platters
  - Small 20-40 people
  - Large 40-80 people
- Relish Trays – consisting of Pickles, black olives, carrots, cauliflower, broccoli and dip(s)
  - Small 20-40 people
  - Large 40-80 people

**Pizzas or Pizza Buffets** can be offered for any size group, we will work with you on what you want and give you prices at that point.

#### **Sandwiches – we will work with you on your choices**

Hot Sandwiches

Cold Sandwiches

Along with Oakwood’s homemade chips

#### SERVICE CHARGES/SALES TAXES

For any size events (big or small) there is an 18% service charge that is applicable on all food and beverages. There will also be a state tax of 5.5% added to your food and beverages. Wisconsin law states that the service charge is subject to sales tax.

#### ROOM SET UP & DECORATING

Oakwood does allow you to come in to decorate or if you have a wedding coordinator, this can be done the morning of the event after 8am – up to an hour before the event starts. Check with us if you can come in the night before, this will depend on what events we may have the night before. Oakwood has an arch and 2 heart shape hangers that could be used for your event.

*Oakwood will provide you with the following:*

- All tables, chairs and dinnerware
- Head table – skirted

- Cake table
- Gift table

Note: all tables are set up with rolled paper. Linens can be used for a charge. Please ask us about this.

#### ENTERTAINMENT

All entertainment (bands/Dj's/Karaoke) must be done by 12 am.

#### LIABILITY

Oakwood's management & staff have the right to control all private functions. Damages to any of Oakwood's premises or equipment will be charged accordingly. Oakwood does not assume responsibility for personal property brought into our premises/banquet areas. Please do not put banners or signs on any of the walls without management's permission. Oakwood request that you do have not confetti, silly string, glitter, rice, etc., if you wish to use something of this sort please check with management for permission.

#### ACCOMODATIONS

If you would like a camping area for your guest or yourself, check with us and we will work with you depending on how many guest that will be using this service.

Oakwood has 4 cabins, plus a 2-1/2 bedroom house that could be used to accommodate yourself or some guests approximately 4 miles away towards Wild Rose, across from Little Silver Lake. Three of these cabins come with a kitchenette and the 4<sup>th</sup> one is set up like a hotel room (small refrigerator & microwave). They all have 1 bedroom with 2 full size beds; some have a fold out couch and a bathroom with shower. The house has 2-1/2 bedrooms with queen size beds, with the 1/2 bedroom having bunk beds, and 1-1/2 bathrooms with full kitchen.

The cabins & house have full use of a 100 foot of the beach front to one of the cleanest lakes in Wisconsin. There are 2 fire pits on being on the beach, one in the back yard. There are use of a paddle boat, canoe, row boat and life jackets at your own risk. Each cabin comes with a small outdoor grill and picnic table for you to use, as well as a large back yard to enjoy.

Please check with us if there is availability, as we do rent these out right along to vacationers.

Ask to see one of brochures or check out our website. [www.oakwoodcampsites.com](http://www.oakwoodcampsites.com)

**Oakwood Bar, Restaurant & Campgrounds**

**N5428 24<sup>th</sup> Ave, Wild Rose WI 54984 920-622-4361 Fax: 920-622-5360**

**Oakwood's Contract for Banquet Rental**

**Date of Event:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Contract Person(s):** \_\_\_\_\_

**Contract Person(s): Address:** \_\_\_\_\_

**Contract Person(s) Phone:** \_\_\_\_\_

**Estimate Number of Guest:** \_\_\_\_\_ **Date to have final count to us:** \_\_\_\_\_

**Final Guest Count:** \_\_\_\_\_ **Dinner Time Requested:** \_\_\_\_\_

**Music provided by:** \_\_\_\_\_ **Their Phone:** \_\_\_\_\_

**Contact person's name:** \_\_\_\_\_ **Set up time for Music:** \_\_\_\_\_

**Time Music will start:** \_\_\_\_\_ **Time music to end:** \_\_\_\_\_

**Cake by:** \_\_\_\_\_ **Phone Number of cake place:** \_\_\_\_\_

**Time Cake is to be delivered:** \_\_\_\_\_ **Who will cut cake:** \_\_\_\_\_

**Menu Selections:**

**Buffet Style:** \_\_\_\_\_ **Family Style:** \_\_\_\_\_ **Order off Menu:** \_\_\_\_\_

(Note this is for small groups)

**One Meat dinner:** \_\_\_\_\_ **Two Meat dinner:** \_\_\_\_\_

**Three Meat dinners:** \_\_\_\_\_

**Price Quote per person/plate:** \_\_\_\_\_

**Additional Menu choices:**

**BAR:**

**Price 1/2 Barrel of Beer:** \_\_\_\_\_ **Price for Pitcher:** \_\_\_\_\_

**Price Glass Soda:** \_\_\_\_\_ **Price of Soda by Pitcher:** \_\_\_\_\_

**Other Misc. Drink Prices:**

**Bar Needs/Information:**

\_\_\_\_\_  
\_\_\_\_\_

**Decorating Information:**

\_\_\_\_\_  
\_\_\_\_\_

**Person in charge of decorating:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Price for Rental Area:** \_\_\_\_\_

**Large dining area/Small dining area/both large & small dining areas/ Deck/ LL/ Tiki Bar**

**Deposit Amount Down:** \_\_\_\_\_

**4 Weeks Prior to Event Payment:** \_\_\_\_\_

**Final Payment to be given at the night of the event, in case there is anything else that is added**

**Signature of Party who is booking event:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Joint person who is booking event:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by Oakwood Rep:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_ and \_\_\_\_\_ the undersigned promise to pay Oakwood Bar, Restaurant & Campgrounds (also known as Oakwood Campsites Bar & Grill, LLC) for all food, beverages, hall fees, any cost of incidentals, or damages to Oakwood buildings, grounds or equipment.

\_\_\_\_\_  
**Signature of Party booking**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Party booking**

**Date:** \_\_\_\_\_

**Signed by Oakwood Rep:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Thank you for booking with Oakwood.**