Wedding Guide

323 Water Street · Baraboo, WI 53913
(608) 356-1096 · info@baraboobanquet.com · www.baraboobanquet.com

Congratulations

Your wedding day is one of the most important and exciting days of your life.

Expecting the best of everything is not unreasonable. At Baraboo Arts, we are able to offer you a historical building for your reception and/or ceremony, top of the line staff, and wonderful caterers to choose from.

Our professional staff strive for the same goal- dedication to service, detail and guest satisfaction. Our staff will assist in every aspect of planning your wedding and give you the personal attention you desire and the stress free day you deserve.

We look forward to the opportunity to provide you with a gorgeous day and an unforgettable experience.

Karen Boyle
Events Manager
(608) 356-1096
Karen@baraboobanquet.com

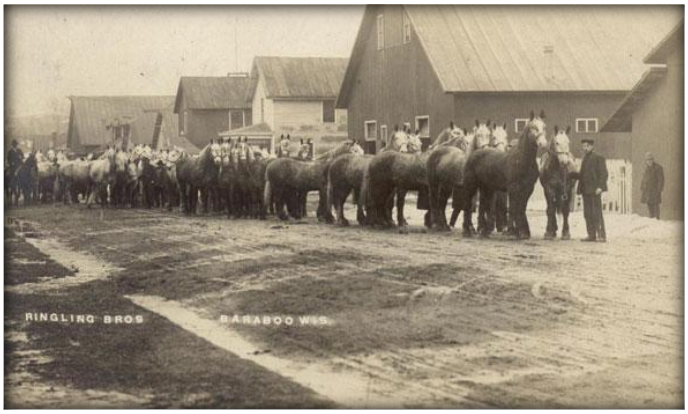
Baraboo Arts
BANQUET & CONVENTION CENTER

History of the Baraboo Arts Center

Over the past century, the building that now houses Baraboo Arts Banquet & Convention Center has been an essential feature of Sauk County's history. In the beginning, the Ringling Brothers Circus used the Baraboo Arts building as the winter storage and workshop quarters to repair wagons, props, and costumes. Today, keeping the traditional spirit of the circus alive, with remarkable exposed brick walls and pine structural features, the building maintains its original charm.

After minor restorations, Baraboo Arts Banquet & Convention Center now offers three elegant banquet rooms. Our facility is a great location for wedding ceremonies, receptions, fundraisers, birthday parties, auctions/sales, expos, meetings, and much more. The options are endless and we are willing to accommodate your every need. With an 800-person capacity, we are able to host events both large and small. We guarantee our breathtaking facility and delightful staff will exceed you and your guest's expectations.

If you are looking for a unique and rustic location for your special occasion, contact Baraboo Arts Banquet & Convention Center to make your day memorable!



Baraboo Arts
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Policies & Procedures

Policies
A non-refundable deposit of 50 percent of the rental fee shall be paid to Baraboo Arts at the time of reserving the date and full payment is due within 365 days prior to event. Food, linen and bar service (excluding rental rate and additional bar charges requested on the day of the event) will be paid seven days prior to the event. The additional bar services ordered on the day of the event will be prepared and is to be paid at the end of the event.

A credit card must be on file at least 7 days prior to the event. Baraboo Arts reserves the right to charge the credit card on file if there is any physical damage to the premises, or building and is at the sole discretion of the management. You may choose to use this credit card to pay the final additional bar services, if applicable. (Credit card holder agrees to pay the 3% processing fee of using a credit card.) Other deposits may be required.

Caterers
Baraboo Arts Banquets & Convention Center requires a licensed caterer for all food services (except cake). There is a 12% facility fee included with all caterers to cover the use of the kitchen, supplies and staff. The customer agrees to make all arrangements with caterer. (If the customer provides their own dessert they shall assume all responsibility, dinnerware, and clean-up.) Nescos or electric serving dishes are not allowed.

Beverages
We provide bartenders when alcohol is served. **In accordance with state laws, the patron or patron's guests or invitees may not bring alcoholic beverages into the banquet facility or onto any premise of Baraboo Arts (parking lot, outside, etc.)** Note that soda/water must be purchased through the bar (no carry-ins).

Service Charge & Tax
An 18% gratuity and service fee is assessed on drink and food services.

Decorations
To help us maintain the condition of the facility, we ask that confetti, nails, tacks or tape not be used in your decoration plans. Candles are to be contained and we do not allow candelabras. **All decorations, gifts and personal property, etc. must be removed at the completion of the event (no later than 1:30a.m.) by customer or his/her appointee/designee.**

The customer agrees to be responsible for excessive cleaning necessitated by or any damage or harm done to the premises, or operating equipment. Confetti, candy bar buffet, nails, etc will result in appropriate fee at the night of the event and will be assessed by the owners of Baraboo Arts.

Smoking
Baraboo Arts is an non-smoking facility. A fee of $250.00 will be charged if smoking of any kind occurs.

Lost & Found
Baraboo Arts shall not be responsible for the damage or loss of any personal items placed in our facility prior to, during or following your event.

Payment
Baraboo Arts accepts debit or credit cards. (Credit card holder agrees to pay the 3% processing fee of using a credit card.) Checks or money orders should be made payable to "Baraboo Arts". There is a $35.00 service fee for return checks with insufficient funds.
Prices quoted are subject to 5.5% sales tax. If you are tax exempt, a copy of your tax exempt certificate must be submitted prior to the function.
Prices are subject to change.

Hours of Operation
The bar closes at 12:30am.
All entertainment must end at midnight.

Catering Options

At Baraboo Arts, we have carefully chosen a list of preferred caterers to fit any need. Each caterer exceeds in food presentation, providing customer service and can customize any meal. If you choose a caterer outside of our list, we do require pre-approval and extra fees may apply.

Blue Plate (Middleton) 608.827.7200

Broadway Diner (Baraboo) 608.356.3287

Liliana's (Fitchburg) 608.442.4444

Gefferts Catering (Reedsburg) 608.524.4968

J L Richards (Oregon) 608.835.9188

The Barn Catering (Baraboo) 608.393.7206

- A Hall Fee of 12% is added onto the catering total and paid to Baraboo Arts.
- Caterers are to provide adequate staffing to serve and clear dishes/plates from tables.
- Caterers provide disposable dinnerware; Baraboo Arts has china place settings and flatware available for rental starting at $3/setting.
- Any caterer outside of our list must be pre-approved by Baraboo Arts.
- NESCOS or electric serving dishes are not to be used in the serving line.

Baraboo Arts takes pride in adhering to all Federal, State and Local regulations to ensure proper food preparations and requires all food to be prepared by a licensed caterer.

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Beverage Options

Soft Drinks……..$1.50/can
Coffee, Lemonade or Iced Tea..……..$18.00/gallon

Beers

Domestic Tap/Bottled Beer……..$3.50

Specialty Beer……$4.00

Domestic Half Barrel…….$275.00

Premium Half Barrel……..$305.00

Cocktails

House Brand Liquors…….$5.00

Shelf Brand Liquors……$6.00

Premium Brand Liquors……$7.00

Wine

(Wine choices include: Prairie Fume, Pinot Grigio, Moscato, Apothic Mixed Red and Cabernet)

Glass……$6.00

Bottle……$22.00 (house) and $25 (Prairie Fume and Mixed Red)
(cases available at a discounted rate depending on brand)

Champagne

(must preorder)

Glass……..…$3.00

Bottle……$18.00

- ✓ Optional complimentary bar or cash bar can be arranged.
- ✓ All pricing is subject to an 18% gratuity charge and 5.5% sales tax.
- ✓ Our staff would be happy to customize your bar order to suit your needs.

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A La Carte & Add-On Items

Already included in room rental:

- Tablecloths (white, ivory or black)
- Cotton napkins
- 60" Round or 8' Banquet Tables
- Banquet Chairs

Podium……$15.00
Projector……..$50.00
Screen……$30.00
Risers……...$40.00
Cake Cutting……..$2.00/person (includes plate and fork)
China & Silverware Rental……..$3.00/person ($3.25/setting includes salad plate)
Extra lighting for ceremony or reception to be provided by Ace Vintage Rentals

Additional Linens Options

Colored Tablecloths available (ask for pricing)
Satin Napkin……..$1.00/each
Chair Cover……$5.00/each
Sash w/ Chair Cover……$3.00/each
Extra Skirted Tables……..$10.00/each (Four skirted tables included for cake, gifts, memory table or party favors)

Additional Chair Rentals

White Folding Chair……$2.00
White Padded Folding Chair…..$4.50

Additional Rental Items

Ace Vintage Rentals
acebaraboo@gmail.com
Baraboo, WI 53913
(608) 477-1760

A La Crate Rentals
2619 Industrial Drive
Monona, WI 53713
(608) 669-2541

Tents & Events
S2479 Cty Rd BD
Baraboo, WI 53913
(608) 355-1222

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Event Pricing: Weddings

Included in the rental of the room are the following:

- Professionally trained staff
- All tables & chairs
- Full set up & tear down
- Option of cotton table cloths and cotton napkins
- Water service
- Bartenders (one staff per 100 guests)

Moeller Room (must be rented with either the Gollmar or Ringling Room)

- ✓ 2,400 square feet
- ✓ Seats up to 100 in dinner setting
- ✓ Seats up to 250 as ceremony
- ✓ Price: $899

Ringling Room

- ✓ 4,000 square feet
- ✓ Seats up to 175 with round tables
- ✓ Seats up to 250 with banquet tables
- ✓ Price: $2850
  - *Includes seating for 150 ppl/$15 per table for additional*

Gollmar Room

- ✓ 5,146 square feet
- ✓ Seats up to 275 with round tables
- ✓ Seats up to 320 with banquet tables
- ✓ Price: $2975
  - *Includes seating for 250 ppl/$15 per table for additional*

Rehearsal or Setting Up & Decorating Option
Come in the day before (2-6pm) for decorating, ceremony rehearsal and/or rehearsal dinner for $500 if room is not booked or to decorate only, available at $50/hour. (Availability is confirmed one month prior to your date)

Gift Opening or Next Day Option
Enjoy your big day and come back the next day for clean-up or gift opening from 10am-noon for a discounted fee of $250.

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Hotel & Shuttle Information

Hotels

Clarion Hotel (608) 356-6422
626 West Pine Street, Baraboo, WI 53913

Best Western (608) 356-1100
725 West Pine Street, Baraboo, WI 53913

Ho-Chunk Gaming (608) 355-7777
S3214 Cty Hwy BD, Baraboo, WI 53913
- May provide shuttle for a small fee (depending on rooms booked)

Hilton Garden Inn (608) 253-1100
101 E. Hiawatha Drive, Wisconsin Dells, WI 53965

Ringling House Bed & Breakfast (608) 356-4229
201 8th Street, Baraboo, WI 53913

Shuttle Services

Kangaroo Taxi (608) 432-4627

First Student Charter Bus Rental (608) 356-8889

Able Trek Tour (608) 524-3021

Bar Buddies Baraboo (608) 370-4354

Knight Limousine, Inc. (608) 242-7000 or 800-725-5655

Recommended Local Businesses

Desserts

I Do- Betty (Arlington)	608-846-5186
Neat O's Bakery (Baraboo)	608-448-4400
Mixing Bowl Bakery (Sauk)	608-370-7437
Craig's Cakes (Verona)	608-848-6331

DJ's Music

Music Box (Milwaukee)	414-460-6938
Celebrations (Madison)	608-233-5822.
Juke Box Bandstand (Madison)	608-249-2900

Dresses

Brides N Belles (Reedsburg)	608-524-8133

Entertainment

Caricatures:	
Ryan Biddle (Baraboo)	262-385-8106
Photo Booths:	
Celebrations (Madison)	608-233-5822
Traveling Photo Booth (Sauk)	608-370-2831

Event Planner

Neira Productions (Baraboo)	608-432-4624

Flowers

Wild Apples (Baraboo)	608-356-1009
Amber Moon (Baraboo)	608-356-5811

Hair

Spa Serenity (Baraboo)	608-356-4727

Make-Up

Rejuvenation Clinic of Sauk Prairie	608-434-6600
Spa Serenity (Baraboo)	608-356-4727

Photography

Kahlow (Baraboo)	608-434-5472
Griffin (Baraboo)	608-434-5468
Ania Fields (Sauk Prairie)	608-643-2642
Jas McDaniels (Madison)	608-432-3315

Rentals

Ala Crate (Monona)	608-669-2541
I Do Rentals (Green Lake)	920-299-2193
Tents & Events (Baraboo)	608-355-1222
Ace Vintage Rentals (Baraboo)	608-477-1760

Spas

Spa Serenity (Baraboo)	608-356-4727
Sundara Spa (WI Dells)	608-253-9200

Sound, Lighting, Video

J Stevens Productions (Baraboo)	608-415-9191

CITY OF BARABOO

Baraboo Arts
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Wedding Checklist

○ *Step One*

Return Baraboo Arts Contract with half payment (full payment is due 6 months prior to date)

○ *6 months prior to event*

Make arrangements with caterer
Full payment is due to Baraboo Arts

○ *2-4 months prior to event*

Meet with Events Manager to confirm:

- ✓ Room layout
- ✓ Bar requirements
- ✓ Linens order
- ✓ Guest Count
- ✓ Itinerary of day

○ *1 month prior to event*

Finalize and confirm extra details with Events Manager: final guest count, bar order, and linen order

○ *Week of event*

Confirm guest count with Events Manager

○ *Day of the Wedding*

Relax and enjoy your special day while we take care of everything

○ *After the Wedding*

Please let us know how we did. We will send out a survey to critique your event, or simply comment on the website or Facebook.

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