



W2901 COUNTY RD JJ  
KAUKAUNA, WI 54130  
CORNER OF HWY 55 & JJ  
PHONE: 920 788-5296

## **PARTY GUIDELINES & HALL FEES**

**The hall fee includes:** all white linen table clothes and linen napkins (your choice of color), table skirting for cake, head & gift tables & lighted tooling. ***A hall fee will hold the hall for you!***

**The HALL FEE acts as a DEPOSIT and is NON-REFUNDABLE.**  
**The Hall Fee is NOT deducted from the food bill.**

### **FEES:**

#### **\$275.00 Twilight Ballroom**

Maximum Seating.....250 people  
Minimum Seating.....None

#### **\$550.00 Galaxy Ballroom**

Maximum Seating.....500 people (8 ft tables)  
250 people (Round tables)  
Minimum Seating.....200 people (REQUIRED for Saturdays)

All Saturday events will be charged the hall minimum seating if the minimum is not met.

### **ROUND TABLES:**

Round tables are available to enhance your event. Round tables create a more intimate atmosphere seating 10 guests per table.

***We have 25 round tables and will be taking reservations on a first come first served basis.***

**DECORATING:**

Place cards should be made for the head table and for any family members if you would like them seated close to the head table. **Any decorating done by your party MUST BE APPROVED in advance by management.**

**NOT ALLOWED: Confetti, Liquid string, Skittles, M&M's, Sixlets, and any kind of Sequins** (Any damages, or extra clean up, will result in an *ADDITIONAL FEE* that will be added to the bill.)

**PAYMENT:**

**Payment of the FULL BALANCE due is REQUIRED the DAY of the event.** Credit cards are accepted with a 4% service charge. A 2% charge will be added *per day* if the balance is *NOT* received in full at the end of the event.

**Sales tax (5%) and a gratuity of 17% will be added to ALL bills.**

**FOOD:**

Food and beverage carry-ins are NOT ALLOWED by law. **ALL leftover food will remain the property of the Starlite Club concluding the meal.**

*The above are current guidelines for our guests. If you have any questions or special requests, please discuss them with us.*

Thank you for your cooperation and allowing us to assist with your event!

*The Management of the Starlite Club*

We, the undersigned, agree to all the policies and procedures explained above, as well as pricing established by the Starlite Club. Pricing is subject to change without notice.

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PRINT NAME

SIGNATURE

EVENT DATE