



Guest Count: 15 Minimum / 50 Maximum

## Private Evening Event Details & Contract

When you choose Sheridan's it becomes our mission to make your event the safest and most memorable possible for you and your guests. We take pride in providing our guests with high quality service and amenities. The following information on our fees and services pertains to holding an event.

**Facility Rate Information...** Our rental fee is \$175.00 per hour from 3p.m. to 10 p.m. Hours for these events are between 3 p.m. with a final bar call at 9:30 p.m. The facility is closed Independence Day, Thanksgiving and Christmas Day and therefore not available for rental. Other holidays are subject to additional rental fees based on availability. **The fee is nonrefundable and is required upon booking to reserve your date.** Time is measured only in full hour and will not be prorated for bar or facility rental. Set up and take down of your decorations will need to be included in your paid rental time. **We accept payment for the deposit in the form of personal/cashier check or credit card.** If your event is cancelled at any time you forfeit the rental fee. The day of your event we accept credit card or business check for final payment of incidentals.

**COVID-19 Protocols...** Due to COVID-19 we are following all City of Milwaukee, State of Wisconsin and CDC guidelines to protect the safety and health of all guests.

- No face masks are required for all those fully vaccinated. Those who are not must wear a mask. All guests and who are actively eating or drinking should keep a mindful distance between themselves and other guests.
- Occupancy is reduced to total guests/vendors /serving staff count of 50 people.
- Approved caterer must follow all COVID-19 guidelines set by our facility for food service.

Date of Event:

Time of Rental:

Beverage Package Start Time:

Email:

Anticipated Guest Count:

**Dining Room...** Rental fee will include: dining tables & chairs, votive candles for tables and water glasses. No tethering, taping or other forms of attachment to our buildings/courtyard are allowed.

**Taste & Toast...** In order to assist you in making your event everything you dream it to be, we have chosen a number of fine catering partners we wish to recommend. We reserve the right to disapprove any caterer not on our list. A Bar Package is required with your Private Event Rental. **Minimum of 15 guests required.**

- Preferred vendors for catering are as follows: <https://tallguyandagrill.com/> <https://www.shullyscuisine.com/> <https://www.sendiks.com/my-store/catering> [www.skylinecatering.com](http://www.skylinecatering.com) and <https://sazs.com>. All others require pre-approval from facility.
- Our bar offers Valentine coffee, Rishi Teas, Coke Products, cocktails, wine and a selection of bottled import, domestic and craft beers. One bartender will be staffed for your event which is included with the bar package of your choice. If two are required an additional fee of \$25/hr. will be charged. **Payment of final bill may be done using cashier check, credit cards, (American Express, Discover, Visa and MasterCard) (See Bar Packages for more details on Tier Levels and selections) Sales and Expo Tax and 20% service fee will be added to bar bill.**

	N/A Beverage Only	Tier 1 Package:	Tier 2 Package:
Two Hours	\$13.95 Per Person	\$21.95 Per Person	\$26.95 Per Person
Three Hours	\$16.95 Per Person	\$25.95 Per Person	\$29.95 Per Person

### *Stylish Dining...*

- Flowers are welcomed and can be used in Sheridan's bud vases, tall tapered column or cylinder vases for a small charge of \$1 to \$3 each depending on size. If using a florist must coordinate deliveries with management.
- Sheridan's does not have a dance floor at our facility. If you choose to book musicians, you must coordinate this with management prior to signing a contract to guarantee that their power requirements and volume levels are within approved standards. All Vendors/Musicians are part of your overall guest count and must comply with all COVID-19 guidelines. The set up floor plan has limitations.

*Parking...* Sheridan's Bed and Breakfast features a private, **free** parking lot for you and your guests.

*Sheridan's Bed & Breakfast...* We feature eight guestrooms, each uniquely styled after wine regions, a courtyard patio and fitness room. Our beautiful rooms, three luxury and five exquisite feature top quality amenities and furnishings. We provide Keurig coffee, tea, filtered water & ice located on the 2nd floor of the main building. Breakfast is delivered daily to your room at a pre-arranged time. We also have units located off-site called "*Sheridan's Bay View Studios*" near the historical Avalon Atmospheric Theater. The hip and eclectic Bay View neighborhood is popular with families and young professionals alike. Restaurants, coffee shops, several parks and more are all within walking distance. Each studio includes kitchenettes with utensils, dishes and cookware. Both locations are just minutes from Downtown Milwaukee and Mitchell International Airport. A credit card is required to hold any rooms for your event. Your guest may substitute their credit card for yours up until 30 days before the event. You agree to pay the difference if your guests do not stay for the nights blocked for your event.

- Main guestrooms range from \$149.00 to \$189.00/night based on double occupancy. A few rooms will accommodate a pack 'n play, toddler bed or roll away for an additional fee.
- Courtyard Guestroom - 2 bedroom 2 bathroom joining suite up to four guest in \$276.00/night
- Off Site - Sheridan's Bay View Studios \$136.00/night
- Self-check-in 2pm and after – Self-Check-out by 11:00 a.m.
- Guestroom breakfast is delivered to your room at the time you choose between 8 and 9a.m. daily
- Hotel rentals are subject to 15.1% room tax.
- Early Check In/Out will require approval by management prior to your stay.
- Check website [www.sheridansbnb.com](http://www.sheridansbnb.com) for all facility details

### *Rules and Regulations...*

- Contract and amenities subject to change
- Fire pit availability is a separate contract and date/time is up to the discretion of management
- We do not offer in house AV equipment. Prior approval is necessary if bringing your own equipment.
- Any courtyard set-up or rental equipment must be pre-approved

*Signature:*

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*Manager Signature:*

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*Date Signed:*

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*Guest of Honor Name(s):*

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*Contact Phone #:*

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