

Event Planning Packet



Timmer's

The Rich History of Timmer's Resort

In 1863, Mathias and Margaret Timmer emigrated from Germany, ultimately settling in the Town of West Bend. They purchased the property that is now known as Timmer's Resort on January 4, 1864.

In 1880, work was started on the first building which was completed and opened in 1882 as a hotel. Their daughter, Mary, acted as hostess and greeted guests as they arrived from Schlesingerville (Slinger) by buggies and a horse drawn bus. The rectangular "TIMMER" stone near the parking area served as a step to be used when arriving in carriages.

In 1907, Leonard and Rose Timmer became the property owners and additional cottages were erected, with electricity and running water added in 1926.

The Resort struggled but survived (and actually prospered) during both Prohibition and the Great Depression. The Prohibition years forced the owners to have beer smuggled into the resort from a Chicago brewery via a neighbor's pie truck. And bartering became a way of life during the depression years to assure that guests were properly fed and housed.

By 1940 Beryl and John Timmer had assumed the responsibility of running the resort until 1981 when their son, Jack, took over restaurant operations. In 2002, their daughter Barbara stepped in to manage the cottages.

In October 2007, Judi and George Prescott purchased the resort from Barbara and Jack.

During the remodel, great care was taken by all the trades' people to preserve the flavor of a 150 year old lake resort. The original fireplace, which was added to the dining pavilion in 1906, was sandblasted and tuck pointed and stands as a monument to an earlier time.

All of us at Timmer's wish your experience to be as warm and personal as when Mary Timmer greeted her first guests in 1882.



Timmer's

Hours of Operation

Summer Hours

April 1st to December 31st

Lunch: Monday - Saturday 11-2pm

Dinner: Monday - Sunday 5-10pm

Brunch: Sunday 10:30 - 1:30pm

Winter Hours

January 1st to March 31st

Lunch: Tuesday - Friday 11-2p

Dinner: Tuesday - Saturday 5-10pm

Brunch: Sunday 10:30 - 1:30pm

Closed Mondays

As a rule we always keep one of our inside dining rooms available for our nightly diners. Booking a party based on availability with a signed agreement and deposit is the only sure guarantee of reservation.

On occasion we will open for a group if certain requirements are met. Please inquire if you are interested in a day, night or time we are not normally open.

Timmer's

Room & Grounds Guide

	<u>Min</u>	<u>Max</u>	<u>Note</u>
Main Fireplace Room	35	75	Bar adjoin/Fireplace
Beryl's Parlor	15	35	Private Bar/Fireplace
Bar	10	50	Fireplace
Bar Tent	40	80	Outside tent (May-Nov.)
Lake View Tent	60	230	Outside tent (June - Sept.)

Room Charges and Deposits

The room charge is also the deposit amount

	<u>Mon - Thurs.</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Main Fireplace Room	250.	300.	500.	250
Beryl's Parlor	150.	200.	300.	150
Bar	NC	NC	NC	NC
Bar Tent	250	300	500	350
Lake View Tent				
30 X 40 (seats 80)	560	560	560	560
40 X 40 (seats 100)	700	700	700	700
40 x 60 (seats 130)	950	950	950	950
40 X 80 (seats 180)	1195	1195	1195	1195
40 X 100 (seats 230)	1500	1500	1500	1500

Special Charges

(Tent Events)

Tables: \$8 ea.

Chairs: \$3 ea

Dance Floor (20 X 15): \$350

Staging (8' X 16'): \$180

Side walls w/windows:

30 X 40: 210

40 X 60: 300

40 X 80: 360

40 X 100: 420

Timmer's

Other Pertinent Info

Service Charge/Gratuity 18%
Sales Tax 5.6%

Payment (Cash, Credit Card or Cashier's Check)
Social Events, Seven days prior to event (adjusted balance due at end of event)
Business with Credit Application, at conclusion of event

Minimums in Food and Beverage for Tent Events \$30/person

Duration of Events

All events must end by 12:00 midnight.
Day events must end by 3:00 p.m. or rental for night will apply.

Music Policy

All Bands and D.J.'s must complete set-up two hours prior to event start

Food

Timmer's Resort has a fully licensed and staffed kitchen. All food needed must be provided by Timmer's.

Cakes

Cakes must be provided by a licensed bakery and there will be a \$1.75 charge per person for the plating and cutting fee.

Timmer's


Breakfast

A Beautiful way to start the day...

Buffet

(Minimum 30 guests)

\$12.00/person



Breakfast Buffet
Fresh Fruit Platter
Toast/Rolls/Pastries
Scrambled Eggs
Roasted Red Potatoes
Applewood Smoked Bacon, Sausages
Beverages (coffee, tea & juices)

Plated & Served

Includes coffee, tea, juice, assorted sweet rolls

1. Scrambled eggs, 3 strips of bacon, fresh fruit and hashbrowns \$9.00
2. Two pancakes, 3 strips of bacon and fresh fruit and hasbrowns \$8.00
3. Cheese Frittata, with side of fresh salsa oven brown potatoes, 3 strips of bacon and fresh fruit \$10.00

Continental

\$7.50/person

Regular & Decaf coffee, tea, orange and cranberry juice, assorted breakfast scones, fruit preserves and butter

Timmer's

A La Cart Refreshments

Soft drinks \$2.50 each

Bottled water \$2.00 each

Individual hot teas \$2.50 each

Bottled iced tea \$2.50 each

Energy drinks \$3.00 each

Assorted scones \$24.00 dz

Assorted granola bars \$2.00 each

Assorted individual yogurts \$3.00 each

Chocolate chip cookies \$15.00 dz

Brownies \$18.00 dz

Individual bags of pretzels, chips and popcorn \$2.00 each

Peanuts \$7.50 / lb

Mixed nuts \$9.50 / lb

Luncheon Salads

Includes rolls, butter, coffee, tea or milk

Chicken Caesar Salad \$10.50

Crisp romaine with finely shredded asiago and parmesan cheeses and croutons tossed in a classic Caesar dressing and finished with a grilled chicken breast.

Shrimp Caesar Salad \$13.50

Crisp romaine with finely shredded asiago and parmesan cheeses and croutons tossed in a classic Caesar dressing and finished with fine herb roasted shrimp

Balsamic Grilled Chicken and Black Mission Fig Spinach Salad \$12.00

Balsamic marinated and grilled breast of chicken on a salad of fresh spinach tossed in sherry vinaigrette with Black Mission figs and Chevre cheese.

Steak and Blue Salad \$13.00

Grilled medallions of tenderloin on a salad of baby greens and bibb lettuce in a creamy blue cheese shallot dressing with oven dried tomatoes and crisp fried sweet red onion.

Timmer's

Luncheon Buffets

Price per person
(30 person minimum)

Farm Hand Deli \$11.50

Choice of three: Pepper roasted turkey, smoked ham, roast beef, pastrami, tuna salad or chicken salad. Includes sliced cheddar, havarti and swiss cheeses, lettuce, sliced tomato, red onion, Dijon, roasted garlic and regular mayonnaises, assorted breads, pasta salad, potato salad, chips and cookies.

Big Cedar Buffet 13.50

Grilled breast of chicken with basil peach relish (chipotle orange marinade), honey Dijon roasted pork loin with natural jus, three sisters succotash, (zucchini, yellow squash, roasted corn, tomato, and black beans with sage pesto), multi grain pilaf, (quinoa, barley and rice with onion, celery, chicken stock, raisins, gold raisins and pecans), grilled apple and whole wheat pasta salad with balsamic honey vinaigrette, spinach salad with Montrachet cheese, walnuts and strawberry champagne vinaigrette, assorted power and nutrition bars, pear cobbler, assorted health and spring waters.

Tuscan Pasta Buffet \$14.50

House made rotini and fusili pastas with olive oil, beef sausage in a chianti tomato sauce, grilled chicken with fresh sage in a fontina cheese cream sauce, grilled panzanella salad with a wild mushroom vinaigrette, tossed green salad with Tuscan cream dressing, focaccia bread and Tiramisu.

Old World Wisconsin Buffet 15.50

Beef roulades with natural jus, cornmeal crusted chicken with white sauce, green beans with bacon and onion, cauliflower au gratin, Wisconsin macaroni and cheese, mixed greens salad with house vinaigrette and dressings, twin mountain blackberry muffins, assorted rolls and whipped butter.



Timmer's

Lunch Entrées

Includes fresh rolls, coffee, tea or milk. Sandwiches served with french fries or chips.
Add a salad course to all entrees \$3.

Reuben Sandwich \$9.00

Thin sliced corned beef, sauerkraut and our homemade thousand island dressing on marble rye.

Chicken Salad Sandwich \$9.00

Tender chicken breast, celery, red onion and grapes with lettuce on English muffin bread.

Grilled Tenderloin Steak Sandwich \$13.00

Served on a Kaiser roll with sautéed onions, green peppers and mushrooms.

Porcini Salmon \$14.00

Porcini dusted and seared salmon topped with a ragout of wild mushrooms and a thyme butter sauce. Served with roasted leek whipped golden potatoes and Chef's choice vegetable.

Sage Roasted Chicken \$14.00

Roast breast of chicken wrapped with fresh sage and finished with a rustic tomato sauce. Served with roasted leek whipped golden potatoes and Chef's choice vegetable.

Timmer's Pork Loin \$12.00

White Marble Farms pork served with a fresh apple and onion chutney, fresh vegetable and french fries.

Baked Cod \$10.00

Baked cod filet in a European herb butter served with seasonal vegetables and french fries.

Lasagna \$12.00

Layers of homemade noodles with a blend of meat, three cheeses and red and Alfredo sauce.
Served with garlic bread.



Timmer's

Dinner Entrees

Dinner entrees include a mixed green salad, fresh rolls, coffee, tea or milk.

Salad Upgrades

Caesar Salad \$2.50

Crisp romaine and arugula lettuce with roasted garlic croutons, parmesan and asiago cheeses in a classic Caesar dressing.

Strawberry Spinach Salad \$3

Fresh spinach and baby greens with sliced strawberries, almonds and feta cheese in a sweet strawberry vinaigrette.

Steakhouse Salad \$2.50

Our house variation of the classic “wedge” salad. Crisp bibb lettuce, crumbled bacon, tomato, red onion and bleu cheese with our classic Delmonico dressing.

Seafood

Parmesan Roasted Swordfish \$23

Grilled swordfish steak with fresh tomatoes, garlic, Kalamatta olives and red onions in a white wine sauce. Served with basil rice pilaf and Chef’s choice vegetable.

Sage Pesto Shrimp \$27

Premium white shrimp finished with a mild sauce of fresh sage and pesto and sun dried tomatoes. Served with roasted garlic rice pilaf and Chef’s choice vegetable.

Porcini Salmon \$23

Porcini dusted and seared salmon topped with a ragout of wild mushrooms and a thyme butter sauce. Served with roasted leek whipped golden potatoes and Chef’s choice vegetable.

Shrimp and Salmon \$27

Seared shrimp set atop Atlantic salmon in a Dijon mustard veloute. Served with basil rice pilaf and Chef’s choice vegetable.

Timmer's

Poultry

Chicken Celestine \$22

Seared breast of chicken set on orzo pasta with asparagus and finished with a reduction of mushrooms, tomatoes, garlic, parsley and cognac.

Sage Roasted Chicken \$24

Roast breast of chicken wrapped with fresh sage and finished with a rustic tomato sauce. Served with roasted leek whipped golden potatoes and Chef's choice vegetable.

Chicken and Shrimp Princess \$27

Shrimp stuffed breast of chicken on basil rice pilaf with a seafood veloute' and Chef's choice vegetable.

Roast Half Duck \$25

Semi boneless roast half duck set on wild rice pilaf with a orange sauce, and Chef's choice of vegetable.

Pork

Pork Shenandoah \$22

Grilled, center cut, boneless loin chop with a ragout of wild mushrooms, Calvados cream sauce, walnut wild rice and Chef's choice vegetable.

Dr Pepper Roast Pork Loin \$23

Boneless pork loin roasted with Dr Pepper, apricots, plums and sweet onions. Sliced and served with the onion and fruit compote, thyme roasted golden potatoes and Chef's choice vegetable.

Beef

Medallions and Shrimp \$32

Black Angus tenderloin medallions seared "au poivre" with sauce Porto and topped with roast shrimp in a lavender chive butter sauce. Served with roast leek whipped potatoes and Chef's choice vegetable.

Filet Mignon "Stroganoff" \$31

Center cut Black Angus filet, grilled to a medium rare, with a ragout of wild mushrooms and pearl onion and finished with a burgundy demi glaze lightly laced with sour cream. Served with thyme roasted potatoes and Chef's choice vegetable.

Filet Mignon with Sauce Estragon \$30

The classic filet grilled to a medium rare and finished with a reduction sauce of red wine shallots, garlic, peppercorns and tarragon. Served with roast garlic whipped potatoes and Chef's choice vegetable.

Timmer's

The Big Cedar Celebration Buffet

\$28.00/person

(minimum 40 guests)

Dinner Buffet includes rolls and butter, coffee, tea or milk

Choose 3

Salad w/tomato, cucumbers, onions, croutons w/3 dressings

Pasta salad with spinach and pine nuts

Potato salad—mayo and mustard dressings

German potato salad

Cole Slaw

Choose 2

Green Bean Almandine

Corn O'Brien

Peas & mushrooms

Zucchini w/parmesan

Choose 2

Fresh fruit platter

Fresh vegetable platter w/dip

Tomato and fresh mozzarella

Domestic cheese, cracker and sausage platter

Choose 2

Sliced tenderloin with mushroom Bordeaux sauce

Baked cod with fresh tomato bruschetta

Baked chicken breast a la cacciatore

Homemade lasagna with meat and marinara

Sliced roasted pork loin with apple chutney

Choose 2

Apple crisp

Chocolate cake

Carrot cake

Pound cake with fresh strawberries

Fruit mousse tart

Timmer's

Lake Side BBQ Buffet

\$23.00/person

Minimum 40 Guests

*Coffee, tea, milk

*Rolls and Butter

*Condiments

Choose 3

Green Salad w/tomato, cucumbers, onions and croutons with 3 dressings

Pasta salad with spinach and pine nuts

Potato salad—mayo and mustard dressing

German potato salad—cole slaw

Choose 1

Baked beans

Green beans w/bacon and onions

Peas and mushrooms

Corn on the cob with butters

Choose 2

Fresh Fruit Platter

Fresh Vegetable Platter

Tomato & Fresh Mozzarella Platter

Choose 2

Bratwurst and Buns

Cheddar and bacon bratwurst and buns

Hamburgers and buns, tomato, onions, cheese

BBQ Chicken, legs, thighs, breasts

Grilled Portabella mushrooms

Choose 2

Apple crisp

Chocolate cake

Carrot cake

Pound cake with fresh strawberries

Fruit mousse tart

Add ons:

12 oz NY Strip \$13.00

BBQ Baby Rack Ribs \$9.00

6 oz Tenderloin \$11.00



Timmer's

Pig Roast Party

Minimum—50 people

\$26.00/person

*Coffee, tea, milk

*Rolls and Butter

Choose 3

Green Salad w/tomato, cucumbers, onions and croutons with 3 dressings

Pasta salad with spinach and pine nuts

Potato salad—mayo and mustard dressing

German potato salad—cole slaw

Choose 1

Baked beans

Green beans w/bacon and onions

Peas and mushrooms

Corn on the cob with butters

Choose 2

Fresh Fruit Platter

Fresh Vegetable Platter

Tomato & Fresh Mozzarella Platter

Choose 2

Apple crisp

Chocolate cake

Carrot cake

Pound cake with fresh strawberries

Fruit mousse tart

Add

Burgers \$3.50

Hot Dogs \$2.00



Timmer's

Wedding Packages

These packages provide an alternative for those who wish to plan their event with a per person fixed cost for the food and beverage.

Charges for additional rentals and labor may apply.

Tax and service charges are not included in the package price.

The Pines Wedding Reception

*Passed champagne upon guest arrival

*One hour hosted rail bar

*Dinner including coffee, tea, milk and cake cutting

*Tent, chairs, tables and lighting

Salads (Choose one)

Mixed green Salad – included

Baby field greens with sweet roma tomato, almonds and our house vinaigrette.

Caesar Salad – add \$2.50 per person

Crisp romaine lettuce with roasted garlic croutons, parmesan and asiago cheeses in a classic Caesar dressing.

Steakhouse Salad – add \$2.50 per person

Crisp bibb lettuce crumbled bacon, tomato, red onion and bleu cheese with our classic Delmonico dressing.

Entrees

Porcini Salmon \$68

Roast pork loin with apple and onion chutney \$67

Chicken Timmer \$66

Chicken and Shrimp Princess \$69

Filet Mignon with Sauce Porto \$79

One entrée selection is encouraged, however you may select up to three different entrees when you provide us with your guests' entrée choices and place cards indicating their choices. There is an additional \$1 per person charge for multiple entrée choices.

Timmer's

The Summer Wedding Buffet

(minimum 50 guests)

\$63/person

*Passed Champagne upon arrival

*One hour passed hors d'oeuvres

*One hour hosted rail bar

*Coffee, tea, milk and cake cutting

*Dinner rolls and butter

*Tent, chairs, tables and lighting

Passed Hors d'oeuvres (Choose 3)

Blue crab melon salad on cucumber rounds

Cherry wood smoked salmon mousse canapés

Country pate` with sauce Cumberland

Goat cheese and roasted red pepper in phyllo

Red curry coconut grilled chicken brochettes

Baked brie with raspberry en croute

Choose 3

Green Salad with tomato, cucumbers, onions, croutons with 3 dressings

Pasta salad with spinach and pine nuts

Potato salad—mayo and mustard dressings

German potato salad

Cole Slaw

Choose 2

Green Bean Almandine

Corn O'Brien

Peas & mushrooms

Zucchini w/parmesan

Choose 2

Fresh fruit platter

Fresh vegetable platter w/ dip

Tomato and fresh mozzarella

Domestic cheese, cracker and sausage platter

Choose 2

Sliced tenderloin with mushroom Bordeaux sauce

Baked cod with fresh tomato bruschetta

Baked chicken breast a la cacciatore

Homemade lasagna with meat and marinara

Sliced roasted pork loin with apple chutney

Timmer's

The Summer Memories Wedding Reception

- *Passed champagne upon guest arrival
- *One hour hosted rail bar and three hours hosted draft beer and soda
- *Choice of three passed hors d'oeuvres
- *One glass of house wine at dinner for each adult guest
- *Dinner including coffee, tea, milk and cake cutting
- *Tent, table, chairs and lighting

Passed Hors d'oeuvres (Choose three)

- Blue crab melon salad on cucumber rounds
- Cherry wood smoked salmon mousse canapés
- Goat cheese and roasted red pepper in phyllo
- Red curry coconut grilled chicken brochettes
- Baked brie with raspberry en croute

Salads

Mixed green Salad – included

Baby field greens with sweet roma tomato, almonds and our house vinaigrette.

Caesar Salad – add \$2.50 per person

Crisp romaine lettuce with roasted garlic croutons, parmesan and asiago cheeses in a classic Caesar dressing.

Steakhouse Salad – add \$2.50 per person

Crisp bibb lettuce crumbled bacon, tomato, red onion and bleu cheese with our classic Delmonico dressing.

Entrees

One entrée selection is encouraged, however you may select up to three different entrees when you provide us with your guests' entrée choices and place cards indicating their choices. There is an additional \$2 per person charge for multiple entrée choices.

Porcini Salmon \$78

Porcini dusted and seared salmon topped with a ragout of wild mushrooms and a thyme butter sauce. Served with roasted leek whipped golden potatoes and Chef's choice vegetable.

Parmesan Roasted Swordfish \$80

Grilled swordfish steak with fresh tomatoes, garlic, Kalamatta olives and red onions in a white wine sauce. Served with basil rice pilaf and Chef's choice vegetable.

Chicken Celestine \$79

Seared breast of chicken set on a orzo pasta with asparagus and finished with a reduction of mushrooms, tomatoes, garlic, parsley and cognac.

Chicken and Shrimp Princess \$80

Shrimp stuffed breast of chicken on basil rice pilaf with a seafood veloute' and Chef's choice vegetable.

Filet Mignon "Stroganoff" \$90

Center cut Black Angus filet, grilled to a medium rare, with a ragout of wild mushrooms and pearl onion and finished with a burgundy demi glace lightly laced with sour cream. Served with thyme roasted potatoes and Chef's choice vegetable.

Filet Mignon with a mushroom crust \$88

A grilled tenderloin with mushroom sour cream and bread crumb crust

immer's

Cocktail Receptions

Hors D'oeuvres

Tray service – Priced per dozen

Cold

- Blue crab melon salad on cucumber rounds \$22
- Shrimp cocktail with lemon and sauce remoulade \$24
- BLT on toast points \$16
- Grilled tenderloin canapés on truffle scented toasts \$18
- Cherry wood smoked salmon mousse canapés \$16
- Honey Dijon chicken salad with apple in phyllo cups \$16
- Salami Coronets \$16
- Italian Bruschetta \$16
- Tropical Fruit Kebobs \$16

Hot

- Goat cheese and roasted red pepper in phyllo \$18
- Scallops wrapped in bacon \$22
- Baked brie with raspberry en croute \$20
- Almond stuffed dates wrapped in bacon \$20
- Red curry coconut grilled chicken brochettes \$24
- Teriyaki grilled beef brochettes \$24
- Water chestnuts in bacon \$18
- Sausage stuffed mushroom caps \$22
- Mini eggrolls with plum dipping sauce \$20

Displays & Stations

Priced per person
(Minimum 30 persons)

Domestic and European Cheese \$5

A selection of artisan cheeses with assorted toasts and crackers.

Crudités \$5

A selection of fresh, seasonal vegetables with a mustard dill dip and roasted red pepper dip.

Seasonal fruit \$6

An array of seasonally available fruits with a raw honey cream cheese dip.

Antipasto \$6

A display of marinated fresh mozzarella, grilled vegetables, pepperoncini, sliced sausages, olives and toasts with sun dried tomato and roasted red pepper spreads.

Smoked Salmon \$6

Whole smoked salmon with sliced cucumber, red onion, chopped egg, chive crème fraiche, Cucumber dill cream cheese and cocktail rye.

Lox \$8

Thin sliced cold smoked salmon with capers, red onion, hard boiled egg, cucumber dill cream cheese, lemon crème fraiche and assorted crackers.

Timmer's

Displays & Stations (Cont'd)

Carved Meat Station

An assortment of petite rolls with sweet red onion and tomato compote, roasted garlic aioli, horseradish aioli and mayonnaise.

Roast Beef Tenderloin \$9

Herb Roasted Breast of Turkey \$6

Dr Pepper Roasted Pork Loin \$7

Dessert Station - \$9 per person

A selection of mini pastries including, but not limited to:

Assorted truffles

Profiteroles

Chocolate dipped strawberries

Assorted fruit tarts

Gourmet Coffee Station - \$4 per person

Regular and decaffeinated coffees

Assorted individual teas

French vanilla, hazelnut and caramel sugar free syrups

Cocoa powder, cinnamon and whipped cream

Pasta Station - \$10 per person

Includes rotini and fusili pastas

Chianti marinara, Fontina cream and pesto sauces

Grilled chicken, shrimp, asparagus, mushrooms, tomato, red onion, spinach, minced garlic and crushed red pepper

Late Night Mini Sandwich Station - \$8 per person

Assorted mini silver dollar sandwiches

Dijon mustard, roasted garlic and regular mayonnaises,
potato chips and fruit platter

Timmer's

Desserts

Timmer's Classic Bread Pudding \$5

Cinnamon and egg custard baked to perfection. Served with a vanilla sauce.

Chocolate Delirium \$6

Flourless chocolate cake with crushed Macadamia nuts and a raspberry coulis.

Apple Tart \$6

Individual puff pastry apple tart garnished with a scoop of vanilla ice cream and caramel sauce

Carrot Cake \$5

A traditional carrot cake.

Italian Tiramisu \$7

Homemade lady fingers soaked in coffee, amaretto and brandy layered with sweetened Marscarpone cheese and Belgium chocolate

Individual Vanilla Custard Fruit Tart \$8

Classic Crème Brulee \$6

Chocolate buttercream and ganache cake \$6

Lemon mousse with fon cookie \$5



Timmer's

A.V. Equipment

Flipchart with Markers, Paper & Masking Tape - \$40

Easel - \$15

50"x50"/ 60"x60" Tripod front projection screen - \$30

4'x6' Whiteboard on Easel with Markers and Eraser - \$40

VCR with Remote - \$60

DVD player with remote - \$70

27-inch Color monitor with cart and skirt - \$95

CD Component Mini-Stereo System - \$55

Standard Overhead Projector (3000 lumen) - \$95

35mm Slide Projector with zoomed lens and wired remote - \$40

Wired Lavalier microphone - \$25

Wireless UHF Lavalier microphone or Hand held microphone package - \$110

Laser Pointer - \$20

A/V Cart with skirt - \$10

Floor or Table podium - \$20

**A delivery charge of \$30.00 will be added to the rental rate of any or all of the above.
Any additional needed equipment can be supplied at cost. Quote will be given at time of request.

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MEETING AND BANQUET POLICIES

1. Timmer's reserves the right to require a security and/or cleaning deposit at the time of booking. Said deposit will be applied to balance due after the event concludes if no damage or excessive cleaning is performed.
2. The use of glitter, confetti, smoke machines and aerosol foam string is prohibited. If this policy is violated, a minimum cleanup fee of \$200 will be added to the final bill.
3. Room doors may never be locked for any reason due to fire codes.
4. Timmer's is not responsible for damage or loss of any merchandise, articles and personal belongings prior to, during or following the function.
5. Timmer's does not accept responsibility for the security of gifts or card boxes prior to, during or following the social function. It is The Group's responsibility to secure all gifts and cards received prior to dinner.
6. No signs or banners may be hung or displayed in any public areas of Timmer's other than those associated with the pre-approved exhibit display registration desk or theme party. Limited signage is permitted in the meeting rooms provided it meets the standards established by Timmer's. All signage requests must be approved in advance and in writing by Timmer's. For an additional fee, Timmer's can arrange to have easels or piping available for freestanding display. There is a nominal charge for Timmer's staff to hang banners of \$25.00 per banner. The Group shall not attach staples, tape, glue or nails to the walls, ceilings, furniture or fixtures of Timmer's. The Group shall leave Timmer's, including, but not limited to, and Meeting/Function rooms in the same condition they were in prior to the event. The Group shall remove all displays, materials, signs, banners and decorations prior to departure. Any expenses incurred by Timmer's as the result of The Group's breach of this provision shall be charged to The Group. In addition, The Group shall be responsible for the return, in good operating condition, of any mechanical equipment and furnishings provided by Timmer's and used by The Group during its function.
7. Disc jockey service and bands are required to end their music promptly by midnight. Power requirements for the band/disc jockey must be communicated to Timmer's for approval at least two weeks prior to event. Volume must be kept at an appropriate level. Timmer's management reserves the right to control the volume levels at any point during the function when it is deemed necessary and when the levels are exceeding the point where it compromises the comfort of Timmer's or patrons of Timmer's.
8. Bar services will end promptly by midnight. The bartender will give last call for alcoholic beverages thirty (30) minutes before the scheduled bar end time. Function rooms and tents must be vacated by 12:30 a.m. Timmer's management reserves the right to refuse service of alcoholic beverages to any guest.
9. Timmer's staffs one bartender for every 75 guests. A bartending fee of \$35 per bartender will apply to cash bars, to bars requested for groups of less than 75 people, and if additional staffing is requested.
10. Any deliveries or outside setup activities must be confirmed through the sales office one week prior to the function date.
11. Timmer's reserves the right to inspect and control all private parties, meetings, receptions, etc. being held on the premises. ALL food and beverage requirements for any event must be supplied by the Timmer's pursuant to a separate Banquet Event Order, with the exception of special cakes that must come from a licensed food dealer.

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12. Due to strict Health Department codes, no food or beverage may be removed from the premises, with the exception of any special cakes brought in by a licensed food dealer.
13. Timmer's will not accept any responsibility for special cakes or decorations brought into Timmer's. Only licensed bakeries are permitted to bring cakes into Timmer's. Cake cutting will be provided for a fee of \$1.50 per person. Cakes must be set up by the bakery preparing the cake.
14. All food and beverage prices are subject to change. Menus and pricing can be confirmed 45 days prior to your event by way of a signed Banquet Event Order. Menu pricing does not include applicable taxes or service charges.
15. Menu selections must be confirmed no later than two weeks (14 days) prior to the event date.
16. One entrée selection on all banquet menus is recommended. Exceptions can be made for dietary or religious restrictions. If more than one entrée is selected there will be an additional charge per guaranteed person as follows: 2 entrées, plus \$2; 3 entrées, plus \$3.
17. Timmer's reserves the right to substitute an entrée of equal value if the guarantee increases. All charges will be based upon the guarantee or the actual number of guests, whichever is greater.
18. Confirmation on the guaranteed number of guests for attendance and each entrée served for meal functions must be made by 10 a.m., five (5) business days in advance of the scheduled function. Once this number is quoted the Group will be charged for the guarantee number of guests even if fewer attend, or the The Group cancels after that time. Should the group provide any higher subsequent guarantee to Timmer's, the Group will be charged the higher number since food has been purchased for the higher number. If no guarantee number is received, the estimated attendance number provided on the Banquet Event Order or Function Agreement will set as the guarantee and will be charged accordingly.
19. Timmer's reserves the right to reassign function rooms according to the fluctuation of attendance or other changes. All room setup details must be given to Timmer's within five (5) business days of the scheduled function. Any changes in the room setup within twenty four (24) hours of the event are subject to a \$75 labor charge.
20. Customized floor plans or diagrams must be submitted for Timmer's approval no less than five (5) business days prior to the event, if applicable.
21. For assigned seating, the table assignments and coded name cards must be submitted at the time of your guarantee. Any changes made within 72 hours prior to your event must be discussed directly with your event planner or a member of Timmer's management staff. Voice messages or e-mail messages will not be accepted unless a reply is sent back confirming the changes.
22. All prices are subject to a 18% service charge and applicable Wisconsin state and Washington county sales tax. Groups requesting sales tax exception must submit their Wisconsin tax exemption certificate at least five business days prior to the scheduled function in order to be approved for exemption status. All federal, state, and local law as regarding food and beverage purchases and consumption shall be strictly adhered to.
23. Deposits are required for all social functions. Payment is required in advance of the function as follows:
 - a. A deposit of amount according to schedule on Function Agreement or Banquet Event Order.
 - b. Final payment for the function is due five (5) business days before the event by cash, credit card, certified bank check or cashier's check.



Timmer's

24. In the event of a cancellation, Timmer's must be notified in writing. All deposits and payments are forfeited unless Timmer's is able to rebook the cancelled date with an event of comparable value. In the case of rebooking, Timmer's will refund the deposit and payments made. Any cancellation for the sole purpose of utilizing another venue will result in one-hundred percent (100%) of anticipated food, beverage, function space and guest rooms revenue without respect to date of cancellation.

25. All corporate groups approved for direct billing will agree to payment terms of 30 days. A finance charge of 1½% per month(18% annual) will be applied to the unpaid balance after 30 days, if The Group was approved for direct billing status. If a corporate event cancels, refer to specific terms on the signed Agreement.

26. Timmer's sales staff will gladly arrange for audiovisual equipment, special linens, flowers and other specialty items required to make The Group's function memorable and successful for an additional charge. To ensure all items will be available and can be delivered on time for The Group's function, all requests must be placed no less than two (2) weeks prior to your scheduled event. Timmer's will not accept responsibility for storing items brought into Timmer's overnight. Additional fees apply when such items require additional set up by Timmer's staff.

27. Any telephone calls made from the meeting rooms will be charged to your account.

28. Timmer's is not responsible for lost or stolen items.

NOTE: Signed Banquet Event Orders supersede this document.
I have read, understand and agree to these terms and policies.

Signature

Date



Timmer's