



CENTRAL WISCONSIN CONVENTION+EXPO CENTER

Central WI Convention + Expo Center
10101 Market St. mailbox A20
Rothschild, WI 54474
Telephone Number: 715.298.2726
Fax Number: 715.298.3616
Email: events@cwconventionexpo.com

Event Date: October 29, 2022
Event Name: Diwali 2022
Hall: Salon B & Salon C
Estimated Guest Count: 600

Account Name: Indian Society of Central Wisconsin
Mailing Address: 4700 Rib Mountain Drive, Wausau, WI

Main Contact: Nick Patel
Email: nickpatel@sunshinehospitality.biz
Daytime Phone: 715-212-4312

Events Director: Andrea Stoiber

The Event Contract is entered into by and between **Indian Society of Central Wisconsin** and the Central WI Convention + Expo Center [hereinafter "CWCEC"]. This Event Contract is the entire agreement between the parties, superseding all prior proposals, negotiations, representations, and other communications, whether oral or written. This Event Contract may be amended only in writing, signed by **Indian Society of Central Wisconsin** and the Central WI Convention + Expo Center.

Final event arrangements must be made with the Facility no later than **two weeks prior to the event date.**

Meeting Room Space – Room Layout & Cost

Pursuant to this Contract, **Indian Society of Central Wisconsin** will hold the following meeting space at the Central WI Convention + Expo Center:

Salon B and Salon C

Tables, chairs, linens, set up, clean up and water are included in room rental.

Total Room Rental Cost: \$1,000.00

Audio Visual Equipment

*If an On-site Technician is needed before or during the event, **Indian Society of Central Wisconsin** will be billed \$50.00 per hour.*

The Central WI Convention + Expo Center provides an in-house audio system to assist with speeches, presentations etc. Equipment options include but are not limited to:

Free Wi-Fi accessible for your attendees and hardwire/secure connection available for presenters for no additional charge.

Portable Sound System	Included in Rental
Portable Screen	Included in Rental
Portable Projector	\$75.00 per room
AV Cart	Included in Rental

(includes extension cord and power strip)

Meeting rooms to include microphones, screen and A/V Cart.

All AV Equipment prices will be given upon request based on needs. In addition to the charges as stated, the Facility will add an 5.5% state and local taxes.

AV Equipment Total Cost: TBD

Equipment

Tables, Chairs, Skirting and Linens are included in room rental.

Equipment Rental Total Cost: TBD

TOTAL Equipment and AV COST: \$TBD (tax not included with separate prices)

Guarantees

To ensure that every detail is handled in a professional manner, CWCEC requires that **Indian Society of Central Wisconsin**, no later than 5 days before the event, informs CWCEC of the guaranteed number of guests. If a firm guarantee is not submitted, total charges will be totaled from the estimated number or actual number, whichever is greater, 5 days prior to your event. All prices are guaranteed 45 calendar days prior to the function date.

Billing

- CWCEC requires a **\$500.00 non-refundable deposit** for the room rental to secure the venue dates with this signed Event Contract. This Event Contract will not be accepted until a full \$500.00 deposit is received. **Final payment of Rental is due prior to your event date.**
- **Indian Society of Central Wisconsin** must pay CWCEC for any post-event bar or food charges within 30 business days following your event date.
- **In addition to any charges as stated on the menus, CWCEC will add a customary 18% service charge to all food, beverage and equipment. Required by state law, CWCEC will add a 5.5% local sales tax to total bill.** Groups requesting a state sales tax exemption must submit their tax exemption number prior to the scheduled function.
- A 2% Surcharge will be applied to all credit card transactions over \$1,000.00.
- If **Indian Society of Central Wisconsin** cancels their event, CWCEC retains the non-refundable deposit as damages for holding the event space.
- If a bar minimum of \$350.00 is not met by the completion of the event, Indian Society of Central Wisconsin are responsible for paying \$18.75 per hour per bartender. This bar minimum can be met with Hosted Drinks as well as the Cash Bar for your guests.

Food & Beverage

Current prices are indicated on each menu which are provided by CWCEC. All communication regarding food and beverage must be done with the Event Coordinator of CWCEC for your Event. All food will be coordinated between the facilities Event Coordinator and the caterer of your choice from our preferred caterers, and will include menu selections, time of service and final count. Carry-ins are not allowed for neither food or beverage, unless permission is given by CWCEC. The final bill for the event, both food and beverage, will come directly from CWCEC. Proper identification is required for all guests or patrons requesting alcoholic beverages. CWCEC reserves the right to refuse service to anyone without proper ID or anyone who appears intoxicated. CWCEC and its employees have the sole judgement in such cases.

A strict **“no carry-in”** policy is enforced for all Events. Wisconsin health codes and licensing requirements state that no outside food or beverage can be brought into any function space or property’s public area by the client, guests or attendees. The Indian Society of Central Wisconsin must make any special arrangements/agreements with CWCEC at least 2 weeks before the event date.

Indian Society of Central Wisconsin can bring in their own caterer as long as they hold a catering license.

Beverage Services

Complete beverage services are available at CWCEC. Under Wisconsin State Law, CWCEC is the only authorized licensee able to sell and serve liquor, beer, and wine on the premises. No beverage of any kind may be brought into CWCEC by customers, patrons, or guests. In compliance with the Wisconsin Liquor Law, no alcoholic beverages may be served or sold to any persons under the age of 21 or after 2:00am.

Any person with carry-ins will first be asked to removed items from building. If they do not comply they will be asked to leave the premise and the local Police Department may be called.

Menu Preparation

In order for your Event to be a success, CWCEC requires your menu selections and specific requests to be finalized two weeks prior to your event. CWCEC will make every effort to accommodate special dietary needs as they relate to health or religious preferences if they are received in a timely manner.

CWCEC Responsibility

CWCEC will not store any items after the Event unless agreed ahead of time nor be responsible for lost or stolen items. CWCEC provides a secured room for the Indian Society of Central Wisconsin for items that will be picked up on Sunday or Monday following the Event. CWCEC also provides its walk-in coolers and/or freezer for storage of left-over food until pick up on Sunday or Monday following the event. CWCEC is not responsible for providing containers, utensils etc. for left -over food or appetizer/snack items.

Cleaning Services

Indian Society of Central Wisconsin will, to the best of their abilities, leave CWCEC as they found it. Cleaning is to be expected by CWCEC; however, if there is a need for the CWCEC staff to do excessive cleaning, then Indian Society of Central Wisconsin will be charged a cleaning fee. CWCEC reserves the right to set the amount for the fee based on the amount of cleanup necessary. Carpet squares in the State and Grand Ballroom will be charged at \$25.00 per carpet square if any should be torn, ripped, or stained beyond being able to be cleaned. **The use of confetti is prohibited. There will be a \$75.00 cleaning charge per room for the use of confetti.**

Guest Sleeping Rooms

If sleeping rooms will be needed by your guests/attendees, CWCEC works with local area hotels to receive special room rates for events held at CWCEC. CWCEC can provide tours of any or all hotels to help make your decision easier, can provide price lists from specific hotels, and proceed in booking your chosen hotel blocks. If you wish to set up a room block at an area hotel, please contact the hotel directly.

Force Majeure

No damages shall be due for a failure of performance occurring due to acts of God, war, terrorist acts, government regulations, riots, disasters, pandemics, or strikes; any of which makes performance impossible. If a force majeure event occurs, either party shall have the option of canceling this contract, in which case, CWCEC shall return all payments/deposits to Indian Society of Central Wisconsin.

Cancellation

The performance of this Agreement by CWCEC subject to any circumstance making it illegal, impractical, or reasonably impossible for CWCEC to provide services as provided for herein at CWCEC, including events caused by acts of God, war, government regulations, disasters, strikes, civil disasters, curtailment of transportation facilities, or curtailment or interruption of utility service for sewer, water, or power to CWCEC. The Agreement may be terminated for any one of the above reasons by written notice from CWCEC to the Indian Society of Central Wisconsin within twenty-one (21) days of CWCEC learning of the basis for termination.

CUSTOMER ACCEPTANCE: The individuals whose signatures appear below represent that they agree to all the provisions listed in this Event Contract. This Event Contract is null and void unless signed by both parties named in this Event Contract.

Account Organizer

07/06/21

Date

CWCEC Event Coordinator

07/08/2021

Date