STARLITE Club

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, and gift tables; lighted tooling & decorations; locked card chapel (upon request.)
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.

HALL FEES ARE: $275.00/TWILIGHT ROOM - - - $550.00/GALAXY ROOM

HALL INFORMATION:

GALAXY ROOM: MAXIMUM SEATING – 8 FT TABLES – 500 PEOPLE
ROUND TABLES – 250 PEOPLE
MINIMUM SEATING – 250 PEOPLE (REQUIRED FOR SAT)

ALL SATURDAY EVENTS WILL BE CHARGED THE HALL MINIMUM SEATING, IF THE MINIMUM IS NOT MET

TWILIGHT ROOM: MAXIMUM SEATING – 250 PEOPLE
MINIMUM SEATING - NONE

ROUND TABLES:

Round tables are available to enhance your event. Round tables create a more intimate atmosphere, while accommodating 10 guests per table.
We have 30 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 WITH THE MANAGEMENT.

NO USE OF CONFETTI, LIQUID STRING, SKITTLES, OR SEQUINS OF ANY KIND!
ANY EXTRA CLEAN UP REQUIRED WILL RESULT IN AN ADDITIONAL FEE DETERMINED BY MANAGEMENT AND ADDED TO THE BILL.

PAYMENT:

BALANCE IS DUE THE NIGHT OF THE EVENT. CREDIT CARDS ARE ACCEPTED WITH A 4% SERVICE CHARGE. A 2% CHARGE WILL BE ADDED PER DAY IF BALANCE IS NOT RECEIVED IN FULL AT END OF EVENT.

SALES TAX (5%) AND A GRATUITY OF 17% WILL BE ADDED TO ALL BILLS.

FOOD:

NO FOOD OR BEVERAGE CARRY-INS ARE ALLOWED BY LAW.
AFTER THE CONCLUSION OF THE MEAL, ALL LEFT OVER FOOD SHALL REMAIN THE PROPERTY OF THE STARLITE CLUB.

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 in helping us make your event truly special.

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.

_____	_____	_____
PRINT NAME	SIGNATURE	EVENT DATE

STARLITE Club

Hall Reservation Contact Form

DATE OF EVENT

_____

Contact 1 Name _____ Contact 2 Name_____

Contact 1 Address_____ Contact 2 Address_____

Phone_____ Phone_____

Est. Number of guests_____ Room _____

Signature_____ Date_____

Signature_____ Date_____

Hall Fee

Galaxy ☐ $550.00 Paid on _____Check #_____

Twilight ☐ $275.00 Paid on _____Check #_____

Rounds Tables_____ Straight Tables_____

Combination_____

The hall deposit is to reserve your hall and is non-refundable