



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

PARTY GUIDELINES

HALL FEE: \$550.00

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 and single taper candle holders (upon request); bartenders for the cash bar

A hall fee of \$550.00 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 INFORMATION:

GALAXY ROOM: MAXIMUM SEATING – 8 FT TABLES – 500 PEOPLE
ROUND TABLES – 250 PEOPLE
MINIMUM SEATING – 250 PEOPLE (REQUIRED FOR SAT)
TWILIGHT ROOM: MAXIMUM SEATING – 250 PEOPLE
MINIMUM SEATING - NONE

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, while accommodating 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 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:

PAYMENT IS DUE AND PAYABLE BY CASH OR CHECK THE NIGHT OF THE EVENT. SORRY, WE DO NOT ACCEPT CREDIT CARDS. SALES TAX (5%) AND A GRATUITY OF 15% 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