

Burkhaven Rental for Weddings				
DESCRIPTION OF REQUESTED SERVICE	COST \$	PER	Amount Checked	Running Cost
Simply Enter your numbers in the Amount Checked Column to get your total direct costs to Burkhaven				
Wedding Ceremony Only OR Reception Only	\$650.00	Each	0	\$0.00
Ceremony and Reception Event Inside or Outside with use of indoor facilities	\$800.00	Each	0	\$0.00
Trash Removal (automatic for all wedding and/or receptions up to 150 people)	\$175.00	Auto	0	\$0.00
Trash Removal (automatic for all wedding and/or receptions > 150 people)	\$250.00	Auto	0	\$0.00
Rectangle Tables & Chairs with White Oilcloth Tablecloths (Seats 6)	\$5.00	Set	0	\$0.00
Rectangle Tables & Chairs with White Microfiber Tablecloths (Seats 6)	\$15.00	Set	0	\$0.00
Chair Covers for designating family seating (16 available)	\$3.00	Each	0	\$0.00
Added Day (e.g. Wedding Rehearsal) -- Wedding set up on rehearsal day to conclude by 9:00PM	\$150.00	Day	0	\$0.00
Use of Game Room in Basement below Reception Hall	\$200.00	Day	0	\$0.00
PARTY TENTS	COST \$	PER	Amount Checked	Running Cost
20X40 TENT (Capacity = 80 people)	\$450.00	Each	0	\$0.00
30X60 TENT (Capacity = 180 people)	\$1,100.00	Each	0	\$0.00
30X90 TENT; (Capacity = 260 people plus)	\$1,300.00	Each	0	\$0.00
30X105 TENT(Capacity = 300 people plus)	\$1,650.00	Each	0	\$0.00
Professional Dance Floor	\$500.00	Each	0	\$0.00
CHARGE FOR ARRANGING YOUR OWN TENTS Note: The staking of tents have to be supervised by Burkhaven staff to prevent interfering with underground electrical and telephone lines.	\$400.00	-	0	\$0.00
CAMPFIRES	COST \$	PER	Amount Checked	Running Cost
Fire Pit Set Up by Wedding Area	\$25.00	Each	0	\$0.00
Additional Fire Pit Set Up	\$25.00	Each	0	\$0.00
Fire Pit Set Up by Wedding Area (All day; 10AM to 10PM)	\$75.00	Each	0	\$0.00
Additional Fire Pit Set Up (All day; 10AM to 10PM)	\$75.00	Each	0	\$0.00
SPECIAL LIGHTING	COST \$	PER	Amount Checked	Running Cost
Tree Lighting	\$125.00		0	\$0.00
Porch Lighting	\$50.00	-	0	\$0.00
Gazebo Lighting	\$50.00	-	0	\$0.00
Colored Can Lights shining up trees (minimum of six ordered)	\$50.00	Each	0	\$0.00
TOTAL LIGHTING PACKAGE WITH DISCOUNT	\$200.00	Each	0	\$0.00
GOLF CART RENTAL (Must be driven by licensed driver who has signed golf cart waiver); Only Burkhaven Staff are allowed to drive golf carts during the wedding and reception!	COST \$	PER	AUTO-MATIC	Running Cost
Use of Three Golf Carts for Escorting Guests back & forth to cars will be done by Burkhaven staff for safety and coordination reasons - REQUIRED EXPENSE	\$70.00	Day	1	\$70.00
CATERING --- Arrangements made directly with Village Catering 715.755.2900	COST \$	PER	Amount Checked	Running Cost
Full Buffet, Pasta Buffet, Sandwich Buffet, Prime Rib Dinner, Gourmet Dinner, or Your Choice	TBD	PP	0	
Drinks during dinner arranged by caterer	\$0.00	Each	0	
Charge for Using Your Own Caterer - Caterer must bring in all utensils, cooking equipment etc. and remove all of their materials when they leave including their trash	\$250.00	-	0	\$0.00
LODGING - Amount calculated from lodging rates	COST \$	PER	Amount Checked	Running Cost
LOG LODGE (sleeping quarters = 12) can be supplemented with rollaways		Each	0	\$0.00
PINE COTTAGE (sleeping quarters for 9) can be supplemented with rollaways		Each	0	\$0.00
COWBOY CABIN (sleeping quarters - 4; 6 with loft)		Each	0	\$0.00
FOR WEDDING GUESTS, WE OFFER A 20% DISCOUNT OFF GENERAL LODGING RATES; PAYMENT MUST BE MADE BY WEDDING PARTY		Each	0	\$0.00
Extended Check Out Fee to 3:00 PM - for each building	\$100.00	Each	0	\$0.00
MUSIC / DISC JOCKEY	COST \$	PER	Amount Checked	Running Cost
Professional Disk Jockey (four hours)	\$1,000.00	Each	0	\$0.00

Professional Disk Jockey with Disco Multi-Colored Lights, fog machine and much more (8 hours)	\$1,250.00	Each	0	\$0.00
Charge for using your own band and/or disc jockey	\$400.00	Each	0	\$0.00
OTHER SERVICES NEEDED				
	COST \$	PER	Amount Checked	Running Cost
Official for the Wedding (if needed)	\$300.00	Each	0	\$0.00
Professional Photography Basic Package	\$1,295.00	Each	0	\$0.00
Professional Photography Basic Plus Package	\$1,795.00	Each	0	\$0.00
Professional Photography Premium Package	\$2,300.00	Each	0	\$0.00
Professional Photography Elite Package	\$2,800.00	Each	0	\$0.00
Ice Sculptures	\$650.00	Each	0	\$0.00
Photography Booth for Four Hours (\$1400 for 6 hours)	\$1,150.00	Each	0	\$0.00
Professional Fireworks Display (including permit) -- ground display can be done if wind is strong from the North or if there is significant rain; If weather does not permit a ground display or aerial display; money will be refunded. For ground display, \$400 will be refunded.	\$1,750.00	Each	0	\$0.00
DRINKS/BAR:				
The Wedding Party has three options: (1) Pay for all of the drinks for a cost of \$1.25 per guest, (2) Pay a given amount of the drink bill; have the guests pay after that amount is reached, OR (3) Have a cash bar!	COST \$	PER	Amount Checked	Running Cost
Soft Drinks (Coke, Diet Coke, Seven-Up, Tonic Water); other set-ups as discussed	\$1.25	Each	0	\$0.00
Professional Bartender Provided (Indoor and outdoor bar can be provided) - No outside bartenders nor unattended beer kegs allowed.	\$150.00	Each	1	\$150.00
Damage Deposit to be refunded within 30 days less missing or damaged items	\$300.00	Each	1	\$300.00
SUB-TOTAL: This amount includes only required costs!				\$520.00
Wisconsin Sales Tax (5.5%) >>>>>>>				\$28.60
TOTAL COST				\$548.60
DOWNPAYMENT (35% of the total cost) to secure reservation; based on total amount once customer has picked the services that they would like to add to the required services.				\$192.01
REMAINING AMOUNT DUE ON OR BEFORE 14 DAYS PRIOR TO THE WEDDING.				\$356.59
PAYMENT: 35% of the total cost amount as a non-refundable deposit required at confirmation of reservation. The balance of the payment is due 14 days prior to the reserved date. Reservations can be cancelled with a 30 day advance notice; a fee of an additional 25% of the contracted amount is due for canceling reservations that are not cancelled within this 30 day advance notice period. Adjustments to cost of drinks handled separately following the ceremony.				
ALCOHOL CONSUMPTION: No minors are allowed to drink any alcoholic beverages. Burkhaven reserves the right to discontinue serving anyone that appears to be intoxicated! The Burkhaven bar will close at midnight!				
DRUGS: No illegal drug use is allowed on Burkhaven premises at any time				
DECORATIONS, WALL HANGINGS AND OTHER FURNISHINGS: Guests are not allowed to make any changes to wall hangings and/or furnishings without pre-approval by managing partner of Burkhaven. Decoration plans must also be pre-approved.!				
PARKING within the immediate, marked area of the reception site is prohibited due to the fire ordinance!				
SMOKING IS ALLOWED IN THE SMOKING AREA ONLY (WITHIN 30 FEET OF THE SMOKING AREA SIGN)				
WEAPONS: NO guns or weapons of any sort are allowed on Burkhaven premises by and visitors or guests				
CHECK-OUT: Check-out time is noon of the departure date; Extended check out to 3:00 PM is permissible for \$100 additional fee				
HOURS: The reception area, whether it is outside or inside is to close at or before 12:00 AM (midnight). Any guests staying in Burkhaven buildings are free to retire to their respective lodging building areas.				
Signature Below constitutes a commitment to pay the amount shown in this document in accordance to the terms described in this document!				
NAME				
SIGNATURE				
ADDRESS				
Phone/E Mail				
The Burkhaven staff and owners will do its best to provide a wonderful and safe experience for all guests, however we cannot be responsible for the loss of personal items or injuries that may arise.				
BURKHAVEN RESORT ACKNOWLEDGEMENT				
DON BURKMAN MANAGING PARTNER				DATE
Note: This document is unofficial until signed by Burkhaven Managing Partner				

ASK ABOUT WEDDING PACKAGES WHICH GIVE A DISCOUNT FOR USING MULTIPLE SERVICES FOR YOUR WEDDING; CONSULT 612.741.3670 FOR QUOTE!!

BURKHAVEN RESORT LODGING PRICING 2012

Prime Time Pricing -- May 1 through October 15

	Weekday Monday thru Friday	Saturday	2 day Weekend	3 day Weekend	5 day week Weekday	7 days with 1 Weekend	Rollaways
LOG HOME	\$275	\$375	\$575	\$650	\$750	\$950	\$20/night
PINE COTTAGE	\$140	\$150	\$250	\$325	\$500	\$600	\$20/night
COWBOY CABIN	\$125	\$140	\$225	\$275	\$425	\$550	NA

UNLESS THE CUSTOMER GROUP RENTS THE LOG HOME; NEITHER THE PINE COTTAGE NOR THE COWBOY CABIN ARE AVAILABLE FOR RENT!

NOTE: Unless The Customer Group Rents the Log Home, the Pine Cottage is not available; no camping or trailers allowed.

Grounds rental = \$200 1st day; \$100 for each additional day for >12 guests in log home; 20 guests for log home & pine cottage

Trash removal charge \$50 for all groups of 10 or under; \$100 for groups over over 10 (including those that are not lodging)

Wedding Parties Get a 15% discount on these rates

There is a damage deposit of \$250 for all rentals which will be refunded within 30 days minus any damaged or missing items.

A Downpayment of \$200 will book the reservation; final payment is due (by check) 7 days prior to arrival!

OFF SEASON LODGING RATES (October 16th through April 30)

	Weeday Monday thru Friday	Saturday	Weekend	3 day Weekend	5 day week Weekday	7 days with 1 Weekend	Rollaways
LOG HOME	\$225	\$300	\$450	\$550	\$600	\$800	\$20/night
PINE COTTAGE	\$150	\$175	\$250	\$325	\$450	\$600	\$20/night
COWBOY CABIN	NA	NA	NA	NA	NA	NA	NA

NOTE: Unless The Customer Group Rents the Log Home, the Pine Cottage is not available; no camping or trailers allowed.

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