

La Crosse Center Wedding Packages

Ballroom \$2,000.00	North Hall \$1,000.00*	South Hall B \$650.00
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PACKAGE FEE* INCLUDES:

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| Set up of room with tables and chairs. | Skirted head table on stage. |
| Skirted registration table. | Skirted gift and cake tables. |
| Skirted buffet tables as needed. | Dance area and skirted DJ table. |
| Pipe and drape for head table riser. | One microphone for head table. |
| Customer Service Rep. services. | One water station. |

ADDITIONAL INFORMATION:

- Package Fee does not include: Audiovisual equipment, i.e. projectors, screens, etc.
- La Crosse Center offers an Audiovisual package of one projector, one 8'x8' screen, one AV cart, and one DVD player for \$250.00.
- The La Crosse Center will offer a reduced rate on wedding packages for events that book a wedding reception on Sunday through Friday. The rate is \$1,500.00 for the Ballroom, \$750.00 for the North Hall, and \$350.00 for the South Hall B.
- The deposit for the Ballroom, South Hall B and North Hall is \$500.00 and must be returned with a signed contract by the due date listed on the agreement. The deposit is non-refundable. An invoice will be issued after the event for any balance due. Payment is due fifteen days from the date of invoice.
- The La Crosse Center charges 20% service fee on any food or beverage served by Center personnel.
- Additional fees may be occurred for scissors lift and associated/specialized labor.
- A wedding party may reserve their wedding hall the day prior to the reception for setup if the hall has not been booked by another party no earlier than 30 days prior to the date of the reception. If available, the wedding party may access the reception from 8:00 a.m. to 5:00 p.m.
- If we are hosting the wedding ceremony there will be a \$300.00 set-up/turnover fee associated.
- *North Hall will be unavailable for rental during the following time frame: March 1, 2020 to February 1, 2021.

Certificate of Insurance. A \$1,000,000.00 liability insurance policy must be obtained naming the Center and the City of La Crosse as additional insured parties. The policy must have medical payment coverage of \$10,000.00 and damage to rented premises coverage of \$500,000.00. Please refer to the La Crosse Center contract for specific requirements. If insurance cannot be established as a rider on an existing policy, the La Crosse Center may be able to provide coverage for your event for a nominal fee. Please contact:

Kris Salzwedel
 Operation/Sales Manager
 P: 608.792.5250

*Prices and policies are subject to change.