

# LA CROSSE CENTER

## Wedding Package



Riverside Ballroom \$4,000.00	Riverside Terrace \$1,000.00	North Hall \$1,000.00	South Ballroom \$2,000.00	South Hall B \$650.00
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### Package Fee Includes:

- Set Up of room with tables and chairs.
- Skirted guest book table.
- Skirted buffet tables as needed.
- Pipe and drape for head table riser.
- Dedicated Team Member
- Skirted head table on stage.
- Skirted gift and cake tables.
- Dance area and skirted DJ table.
- One microphone for head table
- One water station.

### Certificate of Liability 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.

## Additional Information:

- The La Crosse Center will offer a reduced rate on wedding packages for events that book a wedding reception on Sunday through Friday. The reduced rate is \$3,500.00 for the Ballroom-Riverside, \$1,500.00 for the Ballroom-South, \$750.00 for the North Hall, and \$350.00 for the South Hall B.
- Bridal and Grooms room available in Riverside Ballroom level, based on availability. See your dedicated team member for details.
- Riverside Terrace is available for you to enjoy if not rented by an event. Riverside Terrace is available to rent at \$1,000.00 for wedding ceremonies and private receptions. Please see your dedicated team member on any additional information and times available for use.
- If we are hosting the wedding ceremony inside, there will be a \$200.00 set-up/turnover fee associated.
- La Crosse Center offers an audiovisual package of one projector, one screen, one AV cart, and one DVD player for \$275.00 in North Hall and South Ballroom, and \$400.00 in Riverside Ballroom
- 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 4:00 p.m. Or half rental fee to rent out more than 30 days to guarantee more than 30 days out.
- Additional Fees may be occurred for scissors lift and associated/specialized labor and equipment, or help with decorating.
- The deposit for the Ballrooms, South Hall B and North Hall is \$500.00 (Cash, Check or Cashier's Check) 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 all food or beverage provided by Center personnel.
- When catering at the La Crosse Center, the caterers are required to collect a 20% service fee on the gross catering charges of any given function. This fee is paid to the La Crosse Center and is used to defray expenses for setups, cleaning, energy cost, etc.



## Please Contact:

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\*Prices and policies are subject to change.