



EVENT PACKET

The Clarke Hotel banquet and meeting facilities can accommodate many types of events including: private dinners, meetings, weddings, baby showers, birthday or anniversary parties. Bar and banquet service available. The Clarke Hotel would like to make your next event a success.



The Burren Banquet Room

The Clarke Hotel's Burren Banquet Room is ideal for events such as wedding receptions, rehearsal dinners, conferences or class reunions as it accommodates up to 100 people for seated service and 150 for catered events. The Burren Banquet Room also has a private bar, wi-fi, wireless mic with sound system, projector and 8 ft. projection screen available.



The Fion Shebeen Wine Room

Our Wine Room is perfect for private dinner parties, wedding rehearsal dinners or business meetings. This room seats up to 20 people. Wi-fi access, projector, and 8 ft. projection screen are available.



The Clare Conference Room

The Clarke Hotel's Clare Conference Room is primarily suited for small conferences or business meetings, but can be set up for private dining. The conference room seats up to 30 people. Wi-fi access, projector and 8 ft. projection screen are available.

314 W. Main St • Waukesha, WI
Phone: 262.549.3800 • Fax: 262.522.2760
Email: info@theclarkehotel.com

FOOD & BEVERAGE

Health, safety and liquor laws, require that all food and beverages must be supplied by The Clarke Hotel and must be consumed onsite.

The Clarke strictly adheres to all state and federal laws pertaining to sales and service of alcoholic beverages, including sales to minors and intoxicated persons.

DISPLAY AND DECORATIONS

All displays and/or decorations proposed by client will be subject to prior approval by the Clarke's Event Coordinator.

Glitter, confetti, or similar décor is not permitted. Nothing is to be taped or pinned to any walls without approval of the Event Coordinator.

All decorations must be removed at the end of the event. The Clarke will not be responsible for any items left behind. Any décor items left beyond 24 hours will become the property of the Clarke Hotel and may be disposed of accordingly.

CANCELATION POLICY

1. Cancellations thirty days or more prior to your event will result in a full refund of any deposit made up to that date.
2. Cancellations eight to twenty-nine days prior to your event will result in 50% of your room deposit and full refund of any catering deposit.
3. Cancellations within seven (7) days or less of your event will result in full forfeiture of all event deposits.

Cancellations must be communicated directly to your Event Coordinator and a confirmation receipt received in reply.

EVENT FEE SCHEDULE

Room Fee Includes

- One Hour Event Set-Up
- Two Hour Event Tear Down
- White Table Linens
- All In-House Tableware, Silverware, Glassware
- Servers if Appropriate
- In-House A/V Equipment

1. A deposit equal to the Room Fee is required not less than 60 days prior to the Event in order to hold the reservation.

Burren Event Room Rental	\$200.00
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Fion Shebeen Wine Gallery Rental	\$125.00
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Clare Conference Room Rental	\$125.00
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2. A deposit equal to 50% of contracted catering is required not less than 7 days prior to the Event. (Room fees will be waived if the Event meets \$250 Food & Beverage minimum)
3. Final payment is due day of the Event.
4. If paying by check, full payment must be received by the Clarke Hotel not less than seven (7) days prior to the event.

Failure to meet fee schedule deadlines may result in your event being canceled.

OUTSIDE VENDORS & SERVICE PROVIDERS

1. No outside vendor, service provider, or similar agent may operate on the Clarke Hotel property without advance notification and the express permission of the Clarke Hotel Event Coordinator.
2. In such a case where approval has been granted, copies of any applicable licenses and permits must be received by the Clarke Hotel not less than seven (7) days prior to the Event. Failure to provide such documentation may result in the cancellation of your event.

LIABILITY AND DAMAGES

1. Any damage caused to the premises will be the responsibility of the client.
2. Each party agrees to indemnify and hold harmless the other party and its respective directors, officers, agents, and employees against any and all claims losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees, and costs of any kind or amount whatsoever which result from or arise out of any act or omission of the indemnifying party or its respective directors officers, employees, that occurs in connection with this agreement. This indemnification will survive the termination of this agreement.



BUFFET MENU

BREAKFAST BUFFET

\$10 per person

Plus tax and service fee

Buffet Includes: Scrambled eggs, breakfast potatoes, choice of bacon or sausage, fresh fruit, Kringle, coffee, tea and juice.

LUNCH BUFFET

\$10 per person

Plus tax and service fee

Buffet Includes: "Build your own" sandwich with assorted meats, cheeses, lettuce, tomato, onion, mayo and mustard. Also includes root soup and choice of potato or pasta salad.

ALA CARTE

Kringle	\$18
1 dozen muffins	\$12
1 dozen cookies	\$8
Pot of Coffee	\$7
Pitcher of Juice	\$7
Pitcher of Tea	\$7

DINNER BUFFET

\$21 per person

Plus tax and service fee

Buffet Includes: Salad Bar, rolls & butter, 2 Choices of Entrée, seasonal vegetables, Chef's choice dessert and beverage (coffee, tea or soda).

Entrée Options:

Corned Beef and Cabbage – Served with red potatoes and horseradish sauce.

Shepherd's Pie – Tender lamb topped with potatoes.

Irish Stew – Slow-cooked tenderloin and root vegetables.

Baked Cod – Served with rice and lemon-herb butter.

Roasted Chicken Breast – Served with Irish curry sauce and steamed rice.

\$25 per person

Plus tax and service fee

Buffet Includes: Salad Bar, rolls & butter, 2 Choices of Entrée, seasonal vegetables, Chef's choice dessert and beverage (coffee, tea or soda).

Entrée Options:

Beef Tips – Smothered in gravy and served with your choice of pasta, mashed potatoes or rice.

Pork Tenderloin – Bacon wrapped and topped with whiskey garlic cream sauce and served with champ potatoes.

Parmesan Crusted Walleye – Served with drawn butter, lemon and herbed rice.

Stuffed Chicken Breast – Stuffed with mint goat cheese, topped with cranberry port sauce and served with champ potatoes.

Grilled Salmon – Topped with whiskey glaze and served over steamed citrus rice.

\$10 per person

Plus tax and service fee

Sandwich Buffet Includes: "Build your own" sandwich with assorted meats, cheeses, lettuce, tomato, onion, may & mustard. Also includes root soup and a potato or pasta salad.

COLD

Fresh Seasonal Fruit Platter	\$65.00 \$35.00 ½
Assorted Vegetable Platter	\$65.00 \$35.00 ½
Domestic Cheese Platter <i>(Served with assorted crackers)</i>	\$75.00 \$39.50 ½
Ploughman's Platter <i>(A variety of seasonal cheeses, olives, pickled vegetables, meats and bread)</i>	\$110.00 \$55.00 ½
Medallion Sandwiches <i>(Turkey and ham served with lettuce, tomato, mayo & mustard)</i>	\$80.00 \$42.50 ½
Shrimp Cocktail	\$24.00/dozen
Smoked Salmon Wafers <i>(A nut grain wafer with green onion cream cheese, topped with smoked salmon and sprinkled with dill)</i>	\$90.00 \$47.50 ½
Chips & Dip	\$21.00 \$11.50 ½
Shillelagh <i>(Bread sticks wrapped in Prosciutto and herbed cream cheese served with house made jam)</i>	\$80.00 \$42.50 ½
Bruschetta Dip <i>(Tomato, basil, balsamic and fresh mozzarella served with a side of crostini's)</i>	\$65.00 \$35.00 ½
Pancetta Melon Pops <i>(Crispy pancetta skewered with fresh melon)</i>	\$80.00 \$40.00 ½

PLATTER MENU

HOT

Meatballs (Swedish or BBQ)	\$90.00 \$47.50 1/2
Reuben Rolls (Shredded cabbage, carrots, corned beef and swiss cheese)	\$80.00
Portabella Crostini (Grilled portabellas with herbed goat cheese on garlic crostini)	\$90.00 \$47.50 1/2
Chicken Shannon (Chicken breast strips dipped in our famous beer batter and served with Guinness BBQ and Shannon sauce)	\$90.00 \$47.50 1/2
Bacon Wrapped Water Chestnuts	\$90.00 \$47.50 1/2
Spinach Artichoke Dip with toasted pita for dipping	\$80.00 \$42.50 1/2
Mini Beef Kabobs (Beef, onion, mushroom, green pepper and red pepper)	\$90.00 \$47.50 1/2
Lamb Meatballs smothered in Guinness Gravy	\$90.00 \$47.50 1/2

DESSERTS

Crisp – Apple, Blueberry or Peach	\$60.00 \$30.00 1/2
Bread Pudding (Made with brown bread drenched in a rich and hearty baked custard with Wisconsin raisins)	\$60.00 \$30.00 1/2
Fudge Wudgy	\$40.00 \$20.00 1/2

All full platters are based on quantities to feed up to 40 people.

1/2 platters feed approximately 20 people.

Limited menus are available for plated events.



BAR BANQUET PRICING

Bar Drink Package

One drink ticket gets your guest the choice of one of the following beverages.

- A pint of any of our 9 draft beers
- A glass of house wine
- Tall rail cocktail
- N/A and juice: 1 ticket = 3 drinks

25 tickets = \$175.00

50 tickets = \$325.00

75 tickets = \$450.00

Bar Stocking Fee: \$200 – Burren Room Back Bar
Bartender's Fee: \$12/hr

Wines

House:

Case \$220 (unit price btl: \$18.33/Glass: \$3.66), Bottle \$20, Glass \$5 *Pinot Grigio, Chardonnay, White Zin, Pinot Noir, Merlot, Cabernet*

Premium:

Case \$340 (unit price btl: \$28.33/Glass: \$5.66), Bottle \$30, Glass \$7 *Sauvignon Blanc, Pinot Grigio, Moscato, Riesling, Pinot Noir, Malbec, Shiraz, Red Zinfandel*

Sparkling/Champagne:

Case \$340 (unit price btl: \$28.33/Glass: \$5.66), Bottle \$30, Glass \$7

Beer

Domestic bottles:

Case \$60 (Unit price \$2.50) Bottle \$3

Domestic tap:

Miller Lite Barrel (50 liter aka half barrel serves 124) \$250 (unit price \$2.01), 16oz glass \$3

Craft bottles: (*Ask host for current selection*)

Case \$80 (unit price \$3.33), Bottle \$4

Craft beers tap:

New Glarus Spotted Cow (50 liter) \$450 (unit price \$3.62), 16oz glass \$5

Import Taps:

(50 liter) \$500 (unit price \$4.03), 20oz glass \$5

Import Bottles:

Case \$80 (unit price \$3.33), Bottle \$4

Special requests are accepted and are subject to the same price rates as above.



BAR BANQUET PRICING

Liquor

Rail Bottle:

\$66 (unit price \$2 single/\$3 double ounce cocktail) Single \$4.50, Double \$5.50

Call Bottle:

\$99 (unit price \$3 single/\$4 double ounce cocktail) Single \$5.50, Double \$6.50

Premium Bottle:

\$132 (unit price \$4 single/\$5 double ounce cocktail) Single \$6.50, Double \$7.50

***All aged Whiskies and Spirits are subject to regular bar pricing.*

****Special requests are accepted and subject to the same price rates above.*

Rail

Barton Brand: Vodka, Whiskey, Brandy, Gin, Tequila, Bourbon and White Rum

Call

Vodka: Absolut, Ketel One, Smirnoff, Stolichn

American Whiskey/Bourban: Jack

Daniels,
Jim Beam

Scotch: Famous Grouse, Dewars,
Johnnie Walker Red

Irish Whiskey: Jameson, John Powers,
Tullamore Dew, Bushmills, Tyrconnell,
Kilbeggan

Canadian: Canadian Club,
Seagrams 7, VO

Brandy: Korbel

Gin: Beefeaters, Bombay, Tanquary

Rum: Captain Morgan Spiced

Premium

Vodka: Reyhorst, Grey Goose, Reyka

Bourban: Woodford Reserve, Basil
Hayden's, Buleit, Maker's Mark

Irish: Black Bush, Jameson Gold, Green
Spot

Scotch: Johnnie Walker Black

Canadian: Crown Royal

Brandy/Cognac: Hennessy VS

Tequila: Don Julio Silver

Rum: Goslings Dark, Bacardi White

Soft Drinks

Soda/juice: Coke, Diet Coke, Sprite, Sprite
Zero, Fanta Zero Orange, Squirt, Ginger
Ale, Ginger Beer, Club Soda, Tonic, A&W
Root Beer, Pineapple, Apple, Grapefruit,
Cranberry, Orange \$2 (12oz serving)

Soda Package: 50 sodas for \$100, 5
different kinds of sodas of your choosing
will be displayed for guests.

Coffee: \$2.50 per cup/\$13 per carafe

Tea: Pure Chamomile Herbal Tea (Caffeine
Free) & Irish Breakfast 100% Pure Black
Tea \$2 per serving

Customized packages also available.