

TRIO EVENT POLICIES

TRIO

414 271 2855 TRIO1023.COM

1023 N OLD WORLD 3RD ST | MILWAUKEE, WI 53203

POLICIES

TRIO Restaurant/Lounge is not responsible for lost, stolen or misplaced items brought into the venue. Please assign a personal attendant to gather the items you want to keep (i.e. cake knife, server, toasting glasses, guest book and pen, card box, cake pieces or centerpieces.)

FOOD / BEVERAGE

TRIO Restaurant/Lounge must supply all food and beverages. A preset menu is required for all weddings. A single entrée selection is strongly recommended; however, you may offer 2 entrees plus a children or vegetarian options with a minimum of 10 orders of each entrée. If multiple entrees are chosen it is the responsibility of the wedding party to provide color-coded place cards to indicate each guests selection. Our Executive Chef will be happy to suggest and design menus at your request that will meet specific needs, which may not be addressed in the menu selections.

MENU PREP

To ensure every detail is handled in a professional manner, TRIO Restaurant/Lounge requires your menu selection and specific requests to be finalized 30 days prior to your wedding. You will receive a Banquet Event Order on which you can make additions or changes and return it to us with your confirming signature.

FEES

TRIO Restaurant/Lounge will add the customary taxable 20% service charge and 6.1% state and local taxes on all food and beverages. TRIO will add a taxable 10% set up and tear down fee to all banquet room charges.

PAYMENT

\$1,000 Deposit is required along with the signed contract, 50% of the contracted estimate cost is due 45 days prior to your wedding. Remainder of balance needs to be paid for by credit card, corporate check, or cash by the conclusion of the event.

CANCELLATION

Should a cancellation occur the deposit will be forfeited. Events canceled less than 30 days prior to the scheduled date will be subject to 50% of contracted estimated charges. Events canceled less than 15 days prior to the scheduled date will be subject to all of the contracted estimated charges.

BEVERAGE SERVICES

Complete beverage services are available at TRIO Restaurant/Lounge. TRIO is the only authorized licensee able to sell and serve liquor, beer, and wine on the premises. Patrons or guests may not bring beverages of any kind into TRIO's property. In compliance with the Wisconsin Liquor Laws, no alcoholic beverages may be served or sold to any person under the age of 21 or after 2:00am.

AUDIO / VIDEO

TRIO Restaurant/Lounge can provide you with a full arrange of audio and visual set ups. We also work directly with Sound by Design to supply DJ's and enhance any of our in house equipment. TRIO will not permit the affixing of anything to walls, floors, or ceilings with nails, staples, tape, or any other substance unless approval is given by our Event Coordinator.

