

Guidelines for use of the Bull'n Bear Ballroom

Welcome to the Bull'n Bear! And thank you for considering holding your special event in our ballroom. You have our pledge to be as accommodating and easy to work with as possible.

First the financial basics:

1. Cost of renting the ballroom for one day and night is \$500.00. (If there is no event scheduled the day before, which is usually the case, there is no extra cost for coming in a day early to set up and decorate.).
2. In addition, we require that you guarantee a \$500.00 bar. This may be met by 2 means, or a combination of both:
 - a. Through hosting an "open bar" for your guests for whatever amount you desire (please remember that a minimum 15% gratuity for the bartender will be added on top of the "open bar" bill),
 - b. And/or whatever amounts are spent when there is a "cash bar."
3. There will be a cleaning deposit of \$150.00, which will be returned to you if the room is left as clean as you found it. If you want us to do the clean-up, we will be happy to do so for the \$150.00.
4. Our restaurant would love to cater the food for your event. The cost-per-plate will be determined by your choices of what you would like for the menu. To arrange this, you need to talk with the kitchen staff which will be happy to serve you. (If we are unable to provide whatever you want for your menu and/or if you choose to use an outside caterer, please let them know that there is a \$2.25/person served (i.e. per plate) fee for use of the kitchen and stoves. There is also a \$200/damage deposit to be paid prior to the event which will be returned upon our finding that the kitchen was left as clean as they found it.).

Other things you'll want to know about using the Bull'n Bear Ballroom for your event.

The dancing/seating area is about 3300 square feet. In addition there is a stage for a band (there are 6 separate electrical circuits for use by the band). The stage area may also be used as an elevated seating area for the head table. (There are red crushed-velvet curtains which can be closed behind the head table which makes a beautiful backdrop.).

At the opposite end of the room there is a full service bar with taps for beer.

We have enough tables and chairs to seat approximately 225 people at tables. The use of tables and chairs is included in the room rental cost. (Table linens, etc. will be dealt with in the catering costs.).

If we cater the food, the place settings will be provided. If an outside caterer is used, the caterer must provide their own place settings (or rent them from us). The same is true of the linens used for the tables.

The ballroom is really not suitable for groups of less than 100 people. It is so large, that it looks like the crowd is very sparse and the event ill-attended. It is also not economically feasible for us to run a bar with less than 100 attendees.

RE: decorating...it will be your responsibility to decorate the room as you like. There are a few "no-nos" however, which must be observed.

- You may not, without prior permission, use staples, nails or any other penetrating fastener to secure things to the walls or beams.
- You may not use small confetti on the tables. The reason: our hardwood floors are old and have some small spaces between some planks which makes it impossible to clean up.
- You may not use any tape on the walls that will, when removed, also remove paint. (There are some low-adhesive painter's tapes that work fine and don't damage the walls.).

One other rule that must be observed: It is against Montana State Law for any alcoholic beverage to be served or consumed that has not been purchased through the holder of the liquor license (the bar). This will be strictly enforced. If you wish to have something special which we normally don't carry, we will be happy to order it in for you.

So there you have it. Thank you for your interest in having your event at the Bull'n Bear! We would love to have the opportunity to serve you.

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Check out our website @ BULLANDBEARSALOON.COM