

Private Dining Policies

1. A deposit of minimum \$500.00 is required at the time of booking in order to guarantee your private dining reservation. This deposit will be credited towards your final bill.
2. There is a minimum requirement of total food and beverage (tax and gratuity not included) for the use of the private dining room. It varies upon weekdays, weekends and seasons. Please check with our banquet coordinator for pricing.
3. All food and beverage must be purchased from the Butler Inn of Pewaukee and is subject to 20% service charge and sales tax. Please be aware that we prohibit the serving of any food or beverage that has not been purchased from our establishment.
4. We ask that payment of the balance be made in full on the day of your event.
5. All groups are required to pay one master bill. No split checks.
6. In the event of cancellation the deposit is non-refundable.
7. Prices listed on menu are subject to change without notice. Firm food prices can be quoted in writing 30 days prior to the event if requested.
8. The Butler Inn cannot be responsible for service to more than 5% over the final count guarantee.
9. A final guarantee count will be the responsibility of the guest to be given to the restaurant no later than 10 days prior to the event. If we do not receive a guarantee, the booking party will be charged for the anticipated attendance listed, unless the actual number of persons is greater. Should your number fall below the guarantee, we will charge for the full guarantee amount. You will not be allowed to take remaining food home for your safety.
10. We ask that your menu selections be submitted to us 10 days prior to your scheduled event.
11. Groups requesting tax exemption must submit a certificate of exemption at least 72 hours prior to the event.
12. Functions will be staffed as required to properly service that event.
13. Any music, disc jockey or instrumentalist will be reserved by management to maintain an acceptable sound level.
14. Our establishment reserves the right to control all private functions. Damage to premises or equipment will be charged accordingly.

Any exceptions to the above general policies must be negotiated at the time arrangements are made and not less than 2 weeks prior to the event.

Our staff is always available to assist you with any of your needs. Please feel free to simply ask us so that we may make your occasion special.

We thank you for considering the Butler Inn of Pewaukee for your special occasion and look forward to serving you.