

2025 BANQUET GUIDE & RULES BOOK



INSHALLA INC

N11060 CLEAR LAKE ROAD

TOMAHAWK, WI 54487

WWW.INSHALLACC.COM

PH. 715.453.3130





OUR COMMITMENT

Inshalla Country Club is dedicated to providing quality service to our guests. Our staff takes great pride in helping you customize your event and tries to fulfill all your requests to ensure that it is the most memorable.

We look forward to serving you. If you would like more information or to take a tour of our facility and grounds, please call Inshalla at 715.453.3130.

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POLICIES & RULES

1. A 50% deposit for the service selected (ex. Room Rental Fee, Ceremony Fee, etc.) is required to hold the date, with the balance due 90-days prior to the event. The 50% deposit becomes non-refundable within 90-days of the event. Final payment for all services is due in full on the day of the event.
2. As soon as decided, but not less than 30-days prior to your event date - you must inform our Banquet Manager of your caterer choice. All caterers must be approved by the Banquet Manager PRIOR to signing a booking/contract with them, as caterer fees may be assessed pending what they need from Inshalla. This could directly affect pricing for your event. **Inshalla provides a menu of Appetizers and Late Night Snack options for you to choose from for cocktail hour appetizers or late night snacks during your event. The caterer only provides foods for the dinner.**
3. **ALL BEVERAGES (alcoholic & non-alcoholic) MUST BE PROVIDED BY Inshalla Country Club - NO EXCEPTIONS.** Wisconsin State Law requires that all alcohol consumed on the premises (indoor/outdoor property) be purchased from Inshalla. **NO CARRY-INS OF ANY KIND ALLOWED, THEY WILL BE CONFISCATED AND MAY BE RETURNED AT THE END OF YOUR EVENT.** This would include before, during and after any events at Inshalla property (ie. bridal suites, parking lots, golf course, etc), not limited to your event specifically, but events surrounding your event. If you are preparing for your event at Inshalla, you will not be able to consume any carry-in beverages (alcoholic & non-alcoholic).

Rules continued on the following page!

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POLICIES & RULES - CONTINUED

4. No carry-in food items unless approved in advance with the Banquet Manager. (Ex. include but not limited to - candies, crackers, snack mixes, chips, etc.) Wedding cake, cupcakes or desserts in place of the traditional wedding cake are the only exceptions. **NO CARRY-INS OF ANY KIND ALLOWED, THEY WILL BE CONFISCATED AND MAY BE RETURNED AT THE END OF YOUR EVENT.** This would include before, during and after any events at Inshalla property (ie. bridal suites, parking lots, golf course, etc), not limited to your event specifically, but events surrounding your event. If you are preparing for your event at Inshalla, you will not be able to consume any carry-in snacks. **Inshalla provides a menu of Appetizers and Late Night Snack options for you to choose from for cocktail hour appetizers or late night snacks during your event. The caterer only provides foods for the dinner.**

5. A final guest count is required 15-days prior to your event date (may add 5 additional days if around holidays), to ensure adequate seating arrangements, linen ordering, staffing accommodations, appetizers/late night snacks can be ordered and so on are all available.

6. Personalized decorations are permitted and encouraged. Check with the Banquet Manager for any limitations.

Below are the current limitations:

- No Confetti - If balloons include confetti, they must be destroyed by Inshalla staff or not on Inshalla property.
- No Glitter
- Real candles and floating candles are allowed, the holder must be taller than the flame.
Ex. a tealight candle may be used in a votive holder.

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BANQUET HALL - WEDDINGS

The large Banquet Hall at Inshalla can accommodate up to 280* people for your event. Guests enter through the attached Banquet Bar, which serves as your personal bar & reception area.

This room is perfect for wedding receptions & ceremonies, but not limited to only these events. There is an elevated stage space for a DJ or live music and ample space for after dinner dancing.

Several styles of table arrangements, from rounds to banquet rectangles. Also a few different options for a head table if it is desired.

The Banquet Hall Room Rental fee is \$1,500.00. After midnight hours are charged at \$150.00/hour.

The fee includes:

- linen table covers & napkins
- maximum seating for 16 people at a raised, lit & skirted head table**
- gift & cake tables with linens
- microphone & PA system
- bartenders & dish washers
- customized room setup & clean-up
- security & breakage fee
- bridal suite usage for getting ready



Any dessert setup, cake cutting & serving provided by Inshalla is \$1.50 per piece.

Disposable appetizer/dessert plates, cups, forks, cocktail napkins provided & disposed of for \$0.25 each.

Additional linens outside of those needed to accommodate dinner will be an additional \$5.00/table or \$2.00/napkin.

*Accommodates 280 people pending room setup - no head table & must be plated food service.

** Seating for more than 16 at the head table is \$5.00 for each additional person.

ALL Beverages must be provided by Inshalla, NO CARRY-INS of any kind allowed - they will be confiscated and may be returned at the end of your event.

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BANQUET HALL - OTHER EVENTS

The large Banquet Hall at Inshalla can accommodate up to 280* people for your event. Guests enter through the attached Banquet Bar, which serves as your personal bar & reception area.

This room is great for awards dinners, fundraising banquets, funeral gatherings, showers, luncheons, work events, private parties & ceremonies, but not limited to. There is an elevated stage for a DJ or live music and ample space for dancing and other activities.

Several styles of table arrangements, from rounds to banquet rectangles.

The Banquet Hall Room Rental fee is \$1,500.00, but is discounted to 750.00. Other pricing may apply for the event you are hosting, please see the Banquet Manager. After midnight hours are charged at \$150.00/hour.

The fee includes:

- linen table covers & napkins for up to 280* people
- microphone & PA system
- bartenders & dish washers
- customized room setup & clean-up
- security & breakage fee

Any dessert setup, cake cutting & serving provided by Inshalla is \$1.50 per piece.

Disposable appetizer/dessert plates, cups, forks, cocktail napkins provided & disposed of for \$0.25 each.

Additional linens outside of those needed to accommodate dinner will be an additional \$5.00/table or \$2.00/napkin.

*Accommodates 280 people pending room setup & food service style.

ALL Beverages must be provided by Inshalla, NO CARRY-INS of any kind allowed - they will be confiscated and may be returned at the end of your event.

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DINING ROOM

The Small Dining Room at Inshalla can seat approximately 60 guests*. This room is conveniently located off our main bar.

This room works well for small dinners, business meetings, showers, rehearsal dinners, birthday parties, anniversaries, class reunions, etc, but not limited to.



Several styles of table arrangements, from rounds to banquet rectangles.

The Dining Room Rental fee is \$250.00**. After midnight hours are charged at \$75.00/hour.

The fee includes:

- linen table covers & napkins
- bartenders & dish washers
- customized room setup & clean-up
- security & breakage fee

**The Dining Room is also available for a lesser fee starting at \$50.00 per event if you are providing your own: table coverings, disposable plates, cups & silverware. No dishwasher. Customized room setup and moderate cleanup are still included in this fee.

Inshalla can provide food items for the Dining Room based on items from our Grill menu during the standard golf season, as well as other options off our Appetizer & Late Night Snack Menu. Please contact the Banquet Manager regarding your options.

Any dessert setup, cake cutting & serving provided by Inshalla is \$1.50 per piece.

Disposable appetizer/dessert plates, cups, forks, cocktail napkins provided & disposed of for \$0.25 each.

Additional linens outside of those needed to accommodate dinner will be an additional \$5.00/table or \$2.00/napkin.

*Accommodates 60 people pending room setup & food service style.

ALL Beverages must be provided by Inshalla, NO CARRY-INS of any kind allowed - they will be confiscated and may be returned at the end of your event.

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WEDDING CEREMONY SERVICES



If a traditional wedding ceremony isn't your thing, our location might be just what you're looking for. Let us help make your special day a memory to reflect on for a lifetime.

Your Ceremony Service can take place outside amidst a spectacular view of ponds, water fountains, waterfall and lush green grass! Inshalla's grounds also serve as a perfect back drop for your wedding pictures. Additionally, you can have your ceremony in our Small Dining Room, in our Banquet Hall, on our Deck or Patio.

As a bonus for your guests that arrive for your Ceremony, they can relax and enjoy your entire Wedding and Reception without having to drive anywhere else.

The Wedding Ceremony Rental fee is \$500.00**.

The fee includes:

- Rehearsal time the day prior
- Usage of the Bridal Suites to get ready
- 50 chairs for guests
- Table for Unity Service
- Arbor & Chairs setup & take down
- Manicured grounds
- Electricity hookup for others to use to provide music/sound/microphone
- Golf traffic management during ceremony
- Wedding Arbor - 2 available or bring your own
- Alternate location in event of inclement weather

Microphone & PA system available to rent during the ceremony for \$25.00.

Looking for a space to have your Rehearsal Dinner? Inshalla can host your dinner, following your Ceremony Rehearsal.

ALL Beverages must be provided by Inshalla, NO CARRY-INS of any kind allowed - they will be confiscated and may be returned at the end of your event.

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DECORATION RENTALS

Inshalla has a limited supply of items available to rent for your event. The list is always growing, so we may have other additions not currently listed. Ask the Banquet Manager for more details.

Decoration Items:

12" Oak Wooden Discs.....	\$5.00 each
6" Birch Wood Discs.....	\$5.00 each
12" Square Mirrors.....	\$5.00 each
Mason Jars	
16oz.....	\$1.00 each
32oz.....	\$1.00 each
Tea Light Glass Candle Holders.....	\$1.00 each
Tea Light Candles (Battery Powered - Up to 200 available).....	\$0.75 each
Assorted Vases - colors and sizes.....	\$2.00 each
(Current selections: clear, clear w/blue lines, blue)	
Glass Beads - varying colors - access to all.....	\$10.00 all
Curtain Lights - length of head table (Inshalla hangs).....	\$20.00
Curtain Lights - length of buffet table (Inshalla hangs).....	\$20.00
Curtain Lights with Tulle hung over the lights (Inshalla hangs).....	\$30.00
Reception Back Drop (Fabric w/Curtain Lights - Inshalla hangs).....	\$50.00
Gerber Daisy Flowers - Assorted Colors & Sizes.....	\$2.00 each
Easel - Assorted Sizes.....	\$5.00 each

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BAR OPTIONS

Inshalla is able to provide two full service bars for your event: the Main Bar and the Banquet Bar. For large banquets, both bars may be used. A bartender fee may be added for parties of 50 or less people requesting private bar service.

Inshalla offers a variety of bar service options:

Cash Bar - Guests purchase their own beverages individually.

Open Bar* - Guests order their beverages of choice and billing is sent to the Guest Host of the event. Open Bar can be handled several different ways, please ask the Banquet Manager for options.

Open Beer - The Guest Host may purchase 1/2 barrel(s) starting at \$275.00 for Domestic Beers and \$325.00 for Craft Beers. Each barrel purchase includes bartender service and the tip. If your event is between October 1st & May 1st, you will be charged for each barrel ordered regardless of if tapped or not. This cannot be taken off Inshalla property or scheduled for use at any other events.

Open Soda & Coffee* - The Guest Host of the event purchases bottomless soda and/or coffee for their guests during their event. This purchase is based on head count given prior to event. \$2.00/person.

Wine & Champagne Service* - Our house wine and champagne can be purchased by the bottle starting at \$20.00/bottle - pending wine/champagne chosen and bottle size.

*There will be a 20% gratuity added the final bill.

All Beverages (alcoholic & non-alcoholic) must be provided by Inshalla. Wisconsin State Law requires that all alcohol consumed on the property be purchased from Inshalla - Property to include inside any buildings, parking lots, golf course, deck, patio, etc, but not limited to. No carry-ins of any kind allowed - they will be confiscated and may be returned at the end of your event.

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DINNER SERVICE OPTIONS

Inshalla requires all events provide a final head count 15 days prior to the event date.

Two different dinner service options are available:

- Buffet Service is where guests serve themselves once dinner is ready for all.
- Plated Service is where guests have pre-selected food choices that are plated and served directly to each guest. When you select Plated Service you must provide an identification system for any special dinners PRIOR to your event to the Banquet Manager to accurately serve your guests. Ex. gluten free meals for some guests, but not all.

Combination of Dinner Services above may be accommodated pending number of guests and foods served.

Drop Off Service by caterers requires Inshalla to maintain all buffets, an additional fee of \$250.00 is assessed to accommodate this service.

Inshalla provides all the servers for events at our venue - caterers only bring staff to help prepare the meal, maintain the buffet, make salads, etc. Because Inshalla provides all the serving staff for our events, we charge a per person fee based on your headcount and dinner service selected to help cover the cost of serving staff.

- Buffet Service is \$2.50 per person.
- Plated Service is \$4.50 per person.
- Combinations Service fee may be different than either shown above pending the services that Inshalla is accommodating.

Caterers will have a kitchen fee if Inshalla is helping them to prepare, cook or plate food items prior, during or after dinner at a rate of \$25.00/server per hour.

It is expected that all caterers leave the kitchen as clean as they found it, should extra cleaning be needed after they leave, it will be at a rate of \$25.00/hour.

Storage containers/To Go Boxes should be provided by the caterer if guests are allowed to take any leftovers home OR Guest Host brings their own. If Storage Containers/To Go Boxes are provided by Inshalla, it will be at a rate of \$3.00/container.

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CATERING OPTIONS

Inshalla has worked with many local caterers that can provide you a wide variety of food choices and prices. A list is provided below of caterers we have worked with.

Caterers only provide dinner items, they do not provide any appetizers, late night snacks, beverages or servers. Inshalla will provide all appetizers, late night snacks, beverages and servers.

Inshalla's menu of appetizers for cocktail hour and late night snacks are available for pre-order 15-days prior to your event.

All of the caterers prefer to meet with our Guest Hosts to develop a desired menu of your liking for your event. Many will even provide a tasting if requested, please ask your caterer if that is an option and if any additional costs.

Caterers:

Julie Kay's Ktichen - Hazelhurst, WI

Outboards Bar & Grill - Tomahawk, WI

Castaways Bar & Grill - Tomahawk, WI

Besse's on Clear Lake - Tomahawk, WI

Silver Birch Supper Club - Tomahawk, WI

Nachos Mexican Grill - Tomahawk, WI

Trig's Grocery Catering - Tomahawk, WI

Casa Mexicana - Rhinelander, WI

Lynn's Catering - Rhinelander, WI

Mint Cafe - Wausau, WI

Should a caterer not listed here be selected by the Guest Host, please get approval from the Banquet Manager PRIOR to any contract/booking signing. They will potentially have kitchen fees, pending what assistance or need is required from Inshalla.

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