



(920) 434-7943 • WWW.TOWN-LINE.COM
2544 LINEVILLE ROAD • GREEN BAY, WI 54313
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Event Policies

- **Deposit Minimum Billing** - A non-refundable deposit is due when confirming your banquet space and is required upon the return of the signed contract. Minimum billing is required for all Friday and Saturday evening functions. Please see the Deposit/Billing Requirements.
- **Guest Confirmation** - Confirmation of the guests to be served on any meal function is required no later than ten days prior to your event.
- **Service Charge** - A 17% Service charge will be applied to all food and beverage orders, along with any applicable state and local taxes.
- **Food and Beverage Regulations** - According to the Wisconsin Administrative code and statute, all food and beverage must be purchased through the Townline Banquet Facility and Meeting Center with the exception of wedding cakes. Wedding cakes must be supplied by a licensed provider. Extra food or beverage (except wedding cake) is prohibited from leaving the property due to insurance liability.
- **Cancellation Policy** - Should you need to cancel your function, the original deposit will not be refunded unless Townline can resell the space at equal or greater value.
- **Decorating Policy** - Decorations may be put up. We ask that nothing be nailed or taped down. A banquet manager must approve all decorations before being put into place. Candles must be enclosed in a glass bowl or fire resistant container. We ask that no confetti be used for decorating.
- **Cash Bar** - Guests purchase their drinks individually.
- **Open Bar** - Guests order the drinks of their choice, and payments are the responsibility of the individual or organization hosting the party.
- **Bars** are set complete with selection of red & white wines, domestic beer, some imports, as well as rail and call brand liquors. One bartender is suggested for every 100 guests, and will be provided for you at no additional cost.
- **Damage Policy** - If damages to property of the Townline Banquet Facility occur during your event, an estimated amount for such damages must be paid at the end of your event. A final bill will be sent upon repair of the damages, including any cost not covered in your estimated payment, for which you will be responsible upon receipt.
- **Children** 2 – 4 eat free, children 4 -10 receive \$2.00 off the posted price





Room Size

<u>Hall</u>	<u>Size</u>	<u>Sq Ft</u>	<u>Dining</u>	<u>Rounds</u>	<u>Classroom</u>
Banquet Hall	52' x 90'	3,764	325	225	160
The Pelegrin Room	49' x 61'	2,392	200	104	100
The Lineville Room	52' x 28	1,372	96	64	50
Mezzanine	42' x 32'	1,250	80	n/a	n/a
Party Room	Open				

The Banquet Hall, Pelegrin Room, and Lineville Room are all non-smoking

Deposit/Billing Requirements ¹

<u>Hall</u>	<u>Fridays</u> <u>Min Amt</u> ²	<u>Deposit</u>
Banquet Hall	Negotiable	\$750
The Pelegrin Room	Negotiable	\$500
The Lineville Room	Negotiable	\$100
Mezzanine ³	Negotiable	\$100
Party Room	Negotiable	\$50

<u>Hall</u>	<u>Saturdays</u> <u>Min Amt</u> ²	<u>Deposit</u>
Banquet Hall	Negotiable	\$750
The Pelegrin Room	Negotiable	\$500
The Lineville Room	Negotiable	\$100
Mezzanine ³	Negotiable	\$100
Party Room	Negotiable	\$50

¹ A \$100 room setup charge may be applicable for events with no minimums.

² Minimum Dollar Amounts can be negotiated with Townline Management

³ The Mezzanine can be split for multiple events to achieve minimum dollar amounts

* A Bartender Fee of \$100 may apply to the small rooms on nights with no minimums

Equipment/Services

- All Audio/Video Equipment - \$50.00
- Cordless Microphone - \$25.00, DVD/CD Player - \$15.00
- High Def Overhead w/ Computer Input - \$40.00
- Wireless Internet – Free, Internet LAN - \$25.00
- Easel - \$5.00
- Risers - \$75.00
- Center Pieces w/ candles - \$4.50
- Cake Cutting - \$75.00
- Van Shuttle Service to Hotel - \$1.00 per person on total guest count
- Flip Chart - \$15.00
- Laptop - \$50.00
- Center Pieces w/o candles - \$3.00
- Linens - \$1.00 per person





Hotel/Lodging Information

Townline Banquet and Meeting Facility has partnered with the **AmericInn** as the preferred provider of Hotel/lodging services. Group/Block reservations can be made through Townline's Event Coordinator to receive discounts based on room quantity.

Weddings booked at Townline meeting a designated expenditure amount will receive a **FREE** Honeymoon Suite at **AmericInn**. The Honeymoon Suites are signature rooms with whirlpools and/or fireplaces.

AmericInn will let you dream the night away with quiet slumber in cozy rooms built with their SoundGuard™ construction. AmericInn SoundGuard Construction and nice comfy beds will make your stay not only quiet, but comfortable! Wake up to showers that are always hot and a deluxe AmericInn Perk breakfast, complete with make-your-own waffles. All rooms are equipped with a coffeemaker and microwave, so feel free to brew yourself a cup of coffee, or make yourself a nice snack without having to leave the comfort of your room. Oh, and don't forget when booking your stay that we do offer some rooms with Sleep Number® beds! For your comfort and security, all rooms are accessed by inner corridors, there is no need to go outside to reach the lobby, pool, or breakfast bar. In addition, our hotel in Green Bay West (Howard) offers wireless Internet in all rooms and common areas.

For more information on **AmericInn**, see www.americinn.com/hotels/WI/GreenBayWest.

Property Features

- Convenient location
- Free Local Phone Calls
- Fireplace Suites available
- Whirlpool Suites available
- Business center
- Free Wireless High Speed Internet Access
- Rooms for guests with disabilities
- Pets allowed
- AAA Approved
- Children Age 12 and Under Stay Free with Adult
- Cold Weather Hook-Ups
- Complimentary Weekday USA Today Newspaper
- Cribs Available (charge may apply)
- Elevator
- Fitness Room On site
- Free Parking
- Game Area
- Guest Laundry Facilities
- Indoor Heated Pool
- Large Vehicle Parking (Buses, Trailers, etc.)
- Movie Rentals
- Must Be 21 Years Old with Valid ID to Rent Room
- Pet Friendly Rooms Available
- Roll-Away Beds for Rent
- Shuttle Service
- Smoke Free Facility and Guest Rooms
- Whirlpool





Plated Dinners

Served with Tossed House Salad, Dinner Roll,
Dessert, Coffee & Milk
Potato choices are Baked or Roasted Baby Reds

Choice Steer Rib Eye Steak

A 10oz cut charcoal grilled to perfection and served with choice of potato and sautéed fresh seasonal vegetables.
\$15.95

Prime Rib

10oz Slow-roasted, prime rib tender and flavorful, served with aujus, and a side of fresh seasonal vegetables, and choice of potato.
\$15.95

Choice Tenderloin

Mouth watering 8 oz cut of tenderloin steak. Charcoal grilled to perfection and wrapped in bacon. Served with fresh seasonal vegetables and choice of potato.
\$16.95

Baked Cod

This cod is out of this world. Slow cooked with a touch of wine and fresh spices to make this truly great. Served with lemon, fresh sautéed seasonal vegetables, and choice of potato.
\$12.95

Chicken Breast

8oz chicken marinated and grilled to perfection. Sure to please every one. Served with fresh seasonal vegetables, and choice of potato.
\$10.50

Chicken Cordon Bleu

Tender chicken breast stuffed with ham and Swiss cheese. Topped with a rich mornay sauce. Served with sautéed fresh vegetables and choice of potato.
\$13.95

Stuffed Pork Tenderloin

Pork tenderloin stuffed with a blend of cheese, mushrooms and onions. Charcoal grilled, tender and juicy. Topped with a port cherry sauce and served with fresh sautéed vegetables and choice of potato.
\$13.95

Shrimp Scampi

Sautéed jumbo shrimp in white wine, fresh spices to make this the best scampi you ever had. Served with three grain wild rice and fresh vegetables.
\$13.95

Honey Teriyaki Glazed Salmon

Fresh Sockeye salmon topped with a honey teriyaki glaze sauce. Served with sautéed fresh vegetables and choice of potato
\$13.95

Combinations

6oz. tenderloin served with fresh sautéed vegetables and choice of potato. Combine with Grilled salmon, Baked Cod, or Shrimp scampi.
\$18.95

*Prices do not include applicable 17% gratuity & 5.5 sales tax
Prices subject to change without notice*





Buffets

Buffet style meals are served for a maximum duration of two hours.

Pizza Buffet

Assorted Pizzas, Bread Sticks, Chicken Wings, Pasta Salad, Chips & Salsa, Pretzels & Dip, and Dessert Bars
\$8.95

Tailgater Buffet

Hamburgers, Brats, Baked Beans, Potato Salad, Vegetable Tray & Dip, Chips & Dip, Pretzels & Dip and Dessert Bars
\$9.50

Sandwich Buffet

Beef, Ham Turkey, Assorted Cheeses, Lettuce, Tomatoes, Onions, Pickle Slices, Assorted Breads and Buns, Chips & Dip, Pretzels & Dip, and Dessert Bars.
\$8.95

Pasta Buffet

Linguini, Red Sauce, Alfredo Sauce, Choice of Meats - Italian Sausage with red/green peppers, Chicken Breast strips or a Shrimp Scampi mixture, Toss Salad, Breadsticks, and Dessert Bars
\$10.95 for 2 meat choices
\$12.45 for 3 meat choices

Taco Buffet

Soft & Hard shell tacos with Seasoned Beef, Cheddar-Jack Cheese, Sour Cream, Shredded Lettuce, Black Olives, Tomatoes, Onions, Jalapenos, Homemade Salsa (Spicy), Mild Salsa, Mild Taco Sauce, Guacamole, and Additional Chips, Salsa, Nacho Cheese, Mexican Pizza, and Dessert Bars.
\$8.95

Appetizer Extravaganza

Tortilla Chips, Homemade Salsa, Mild Salsa, Mild Taco Sauce, Guacamole, Potato Chips and Dip, Cheese and Sausage trays, Vegetable trays, Chicken Wings, Cocktail Wieners, Swedish and BBQ Meatballs, Beef or Ham, Buns, Sandwich Toppings, and Pizza
\$13.95

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Family Style

Chicken

All-you-can-eat Broasted or Baked Chicken, Mashed Potatoes, Gravy, Dressing, Vegetable, Coleslaw, Cranberries, Dinner Rolls, Butter, Coffee, Milk and Assorted Desserts (or cake cutting service).

Sunday-Friday \$9.95

Saturday \$10.95

Chicken and one additional Meat

Tenderloin Tips, BBQ Ribs, or Baked Ham

All-you-can-eat Broasted or Baked Chicken, Mashed Potatoes, Gravy, Dressing, Vegetable, Coleslaw, Cranberries, Dinner Rolls, Butter, Coffee, Milk and Assorted Desserts (or cake cutting service)

Sunday-Friday \$10.95

Saturday \$11.95

Buffet Style Chicken and up to 2 other meats

Start with Broasted or Baked Chicken and add up to two other meat entrees.

BBQ Ribs

Baked Cod

Baked Ham

Sliced Turkey

Roast Beef

Tenderloin Tips

Mashed Potatoes, Gravy, Dressing, Vegetable, Coleslaw, Cranberries, Dinner Rolls, Butter, Coffee, Milk and Assorted Desserts (or cake cutting service).

1 additional meat Sunday-Friday \$10.95 Saturday \$11.95

2 additional meats Sunday-Friday \$11.95 Saturday \$12.95

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Hors d'oeuvres

Cheese & Sausage Tray (30 ppl)	\$39.00
Vegetable Tray & Dip (30 ppl)	\$39.00
Fruit Tray (30 ppl)	\$45.00
Chips & Townline Salsa (40 ppl)	\$17.00
Chips or Pretzels & Dip (40 ppl)	\$17.00
Cold Shrimp Platter (25 ppl)	\$49.50
Taco Dip Platter (30 ppl)	\$30.00
Taco-Pinwheels (30 ppl)	\$30.00
BBQ or Swedish Meatballs	.49 ea
BBQ Cocktail Wieners	.45 ea
Chicken Wings & Asst Sauce	.50 ea
Deviled Eggs	.75 ea
Pigs in a Blanket	.75 ea
Mini Egg Rolls	.75 ea
Fried Mini Tacos	.75 ea
Spanakopita	\$1.25 ea
Bacon Wrapped Water Chestnuts	\$1.25 ea
Quiche Lorraine Petite	\$1.25 ea
Crab Stuffed Mushrooms	\$1.50 ea
Chicken Satay	\$1.50 ea
Crab Rangoons w/ Chinese Mustard & Swt/Sour Sauce	\$1.50 ea
Smoked Salmon Display	Market

Late Night Pizza

Townline Pizza...Best Pizza in Town

14" One Topping Pizza	\$10.00
\$1.25 for each additional topping	

*Prices do not include applicable 17% gratuity & 5.5 sales tax
Prices subject to change without notice*





Beverage/Party Packages

Packages can be customized to fit your event.
Contact the Townline Event Staff for more details.

Basic Package

Free Beer/Soda all night¹
Head Table set on Risers
Use of Video Equipment
Champagne Toast for Head Table
Table Linens – White Linen Napkins

\$6.95 per person

Silver Package

Free Beer/Soda/Wine all night¹
Head Table set on Risers
Use of Video Equipment
Champagne Toast for Head Table
Table Linens – Colored Linen Napkins

\$7.95 per person

Gold Package

Family Style Broasted or Baked Chicken and
one meat
Free Beer/Soda all night¹
Wine & Hors d'oeuvres 1 hour before Dinner
Cake Cutting Service
Head Table set on Risers
Use of Video Equipment
Champagne Toast for Head Table
Table Linens – Colored Linen Napkins

Sunday-Friday \$18.95 Saturday \$19.95

Platinum Package

Family Style Broasted or Baked Chicken and
two meats
Free Beer/Soda/Wine all night¹
Hors d'oeuvres 1 hour before Dinner
Cake Cutting Service
Head Table set on Risers
Use of Video Equipment
Champagne Toast for Head Table
Table Linens – Colored Linen Napkins

Sunday-Friday \$19.95 Saturday \$20.95

¹The Free Beer/Wine Soda starts 1 hour prior to dinner for a total of 7 hours or until midnight

** Van Shuttle Service to and from AmericInn Hotel available from \$1.00 per person on total guest count **

Beverage Options

Half Barrel of Beer	\$195.00
Non-Alcoholic Punch (per Bowl)	\$ 45.00
Soda (per glass)	\$ 1.50
House Champagne by the Bottle	\$13.00
House Wine by the bottle	\$13.00

List of Specialty Wines with prices available upon Request

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Luncheon Buffets

(Available from 11:00 am to 2:00 pm)

Sandwich, Salad & Soup Buffet

Beef, Ham, Turkey, Assorted Cheeses, Lettuce, Tomatoes, Onions, Assorted Breads, Soup de Jour, Tossed Salad, and fresh baked cookies
\$ 7.95 per person

Taco Buffet

Soft & Hard Shell Tacos, Seasoned Ground Beef, Shredded Cheese, Shredded Lettuce, Diced Tomatoes, Black Olives, Onions, Jalapenos, Chips and Salsa, Nacho Cheese, Taco Sauce, and fresh baked cookies
\$ 7.95 per person

Tailgater Buffet

Hamburgers, Brats, Baked Beans, Pasta Salad, Potato Salad, Chips & Dips and fresh baked cookies
\$ 7.95 per person

Pizza Buffet

Assorted Pizzas, Bread Sticks, Pasta Salad, Tossed Salad, Soup de Jour, and fresh baked cookies
\$ 7.95 per person

Pasta Buffet

Linguini noodles, Red Sauce, Alfredo Sauce, Italian Sausage and peppers, Chicken Breast Strips, Bread Sticks, Tossed Salad, and fresh baked cookies
\$ 8.95 per person

Sloppy Joe Buffet

Sloppy Joes, Baked Beans, Chips, Relish Tray (pickles, carrots, celery), Coffee, Milk, and Cookies.
\$ 5.95 per person

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Funeral Luncheon Menu

Chicken Buffet

Broasted or Baked Chicken, Cheesy Potatoes, Baked Beans, 2 Pasta Salads, Cole Slaw, Relish Tray (pickles,carrots,celery), Rolls, Coffee, Milk, Cookies.

\$ 8.95 per person

Chicken, Baked Ham Buffet

Broasted or Baked Chicken and Ham, Cheesy Potatoes, Baked Beans, 2 Pasta Salads, Cole Slaw, Relish Tray (pickles,carrots,celery), Rolls, Coffee, Milk, Cookies.

\$ 9.95 per person

Hot Sandwich Buffet

Hot Ham and Hot Beef, Assorted Cheeses, Potato Salad, Pasta Salad, Cole Slaw, Chips, Relish Tray (pickles,carrots,celery), Coffee, Milk, Cookies.

\$ 7.95 per person

Sloppy Joe Buffet

Sloppy Joes, Baked Beans, Chips, Relish Tray (pickles,carrots,celery), Coffee, Milk, and Cookies.

\$ 5.95 per person

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School/Team Function Special Pricing

(Prices good Sunday through Thursday only)

Family Style

All you can eat Broasted or Baked Chicken, Mashed Potatoes, Gravy, Stuffing, Vegetables, Assorted Rolls and Butter, Milk, and Cookies.

\$ 8.75 per person

All you can eat Broasted or Baked Chicken and Ham, Mashed Potatoes, Gravy, Stuffing, Vegetables, Assorted Rolls and Butter, Milk, and Cookies.

\$ 9.75 per person

Buffet Style

All you can eat Broasted or Baked Chicken and Assorted Pizzas, Mashed Potatoes, Gravy, Vegetables, Assorted Rolls and Butter, Milk, and Cookies.

\$ 7.95 per person

Pizza

14 inch Thin Crust, Cheese, Sausage, and Pepperoni

\$ 7.25 per Pizza

(Only Coaches and Kids receive special pizza pricing)

*Prices do not include applicable 17% gratuity & 5.5 sales tax
Prices subject to change without notice*





Meeting Room Information

Townline can accommodate meetings for groups of 10 – 300 people. Rooms are equipped with state of the art audio and visual equipment. LAN and Wireless Internet are available for projection on to one of two HD overhead projects. Video scaling from the PC to overhead is accomplished with built-in scaling equipment.

Room/Equipment

Basic Room Charge (less food costs) - \$100.00	
All Audio/Video Equipment - \$50.00	
Cordless Microphone - \$25.00, DVD/CD Player - \$15.00	
High Def Overhead w/ Computer Input - \$40.00	
Wireless Internet – Free, Internet LAN - \$25.00	
Easel - \$5.00	Flip Chart - \$15.00
Laptop - \$50.00	Podium - Free

Breakfast

Continental Breakfast - Assortment of Danish, Doughnuts, Muffins, Bagels, Fruit, Milk, and Coffee	\$2.95
Breakfast Pizzas – Assorted Egg, Bacon, Sausage, Veggie Combinations just right for the morning	\$3.95

Lunch

Variety of Sandwiches to Buffets (see Lunch menu)	\$6.75 - \$8.95
Regular Menu (three choices)	

Mid-Day Snacks

Pretzels, Chips, Veggies, and Cookies	\$2.00
Can Soda	\$1.00

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