

## **Banquet Policies**

### **Guarantee**

To ensure excellent service and ample food preparation, we require a minimum guarantee of guests to our catering office no later than 3 business days prior to event. Should a guarantee not be received, the hotel will prepare the minimum number indicated on the event order. Please keep in mind once your guarantee is received, it may be increased, but not decreased.

### **Service Charge and Taxes**

An 18% service charge (consisting of 10% Employee, 8% Hotel) will be applied for all food and beverage functions as determined by hotel. The current sales and local taxes are 6.5% on food and 9% on liquor. These taxes are applied to all functions. Note: service charge is taxed in the state of Minnesota. As of January 1<sup>st</sup>, 2007, the state liquor tax will be 9.15% and the state food tax will be 6.65%

### **Billing Arrangements**

Billing arrangements for all events must be made in accordance with Radisson Hotel & Conference Center policies. Our accounting department must authorize all requests for direct billing. Deposits are required to initiate function agreements if authorization for direct billing has not been established. Additional deposits may be required prior to event. When a major credit card is used for payment, a credit card authorization form must be completed prior to the event.

An estimated bill will be presented for pre-payment on all **social functions**. Pre-payment is due five (5) business days prior to the event and a credit card is required as guarantee for any additional charges incurred during the function. Requests for direct billing must be submitted to the Hotel at the time of contract and be authorized by our accounting department. If final payment or direct bill approval is not received prior to your function, the Hotel reserves the right to cancel the entire event completely.

### **Pricing**

All food and beverage prices are guaranteed 60 days prior to your event. There will be a \$50.00 labor surcharge for groups of less than twenty-five guests. If you select two entrees a \$1.75 up charge per person will be assessed.

### **Menu Selection**

Menu selections are requested three (3) weeks prior to function date. Special dietary substitutions are available and can be made in advance. Plated menus are designed for a single entrée selection. Any secondary entrée selection will be charged a service fee. The catering and culinary staffs will be happy to design a specific menu to suit your special needs.

## **Banquet Policies (Continued)**

### **Food and Beverage**

*All food and beverage items will be prepared by the Radisson Hotel & Conference Center. No food or beverage will be permitted to leave the premises due to license restrictions. The hotel beverage license requires the hotel to request proper identification for anyone forty years of age or younger and refuse service to anyone either under age OR unable to produce proper identification. The hotel also must refuse alcoholic beverage service to any person who, in the hotel's judgment, appears intoxicated. With respect to evening events, last call will be given at 12:30am; bars are removed at 12:45am. All liquor must be removed and the room vacated by 1:00am.*

### **Specific Responsibilities of the Customer**

*Admittance to your function room for set-up and take down and meeting attendee arrivals and departures must coincide with the event times listed on the contract. Should any revisions at the beginning or ending times of an event be requested the hotel would make every effort to accommodate the request. This agreement does not entitle you a 24-hour hold on the meeting space, if you have a multiple day function. The hotel assumes no liability for Audio Visual equipment other than its own.*

### **Event Planning**

*Your personal planning manager will complete all final details regarding your event. Concerns on the day of the event should be addressed to the planning manager or banquet management on duty; this includes any change in room sets, meal times, meal counts, special requests, etc.*

### **Smoking Policy**

*In accordance with Hennepin County Ordinance, smoking is prohibited in the Hotel except in designated guest rooms.*

### **Liability**

*We reserve the right to inspect and control all functions held on the premises. All audio requirements must be discussed with your planning manager and approved prior to your event. Should you wish to bring your own equipment, proper arrangements are to be made through our catering department or your planning manager. The client agrees to be responsible for damage to property or equipment and will be charged accordingly. The Hotel does not assume responsibility for any merchandise, personal property or equipment brought onto the premises.*

## *Banquet Policies (Continued)*

### ***Decorations and Entertainment***

*Centerpieces add a special touch to any occasion. We will be happy to provide you with a complimentary centerpiece. The Radisson Hotel & Conference Center will not permit the affixing of anything to our walls, floors, ceilings of the room with nails, staples, tape or any other material unless approval is given by the catering department. No plastic or metallic confetti, nails, tacks, etc., are to be used in decorations that you may be providing in event spaces. If your group would enjoy live music, whether a disc jockey, single musician or a big band, we can assist you. Due to fire code restrictions; smoke and fog machines are not permitted. Our sound system is available in all banquet rooms for background music purposes. Vocal entertainment will require a supplemental sound system.*

### ***Cancellation Policy***

*A non-refundable deposit may be required for your event. A cancellation fee will also apply for any event that has been confirmed as definite by a signed contract. The fee will represent a percentage of the anticipated food, beverage, and rental revenue.*

### ***Lost and Found***

*The Hotel is not responsible for items left in the hotel or its function space, prior to, during, or following a function. The hotel's housekeeping department administers the Lost and Found process.*

## *RHCC Liquor Policies*

*As the host, you are accountable for the behavior of your guests. Please help us by encouraging responsible drinking behavior. In accordance with Minnesota State Law, liquor cannot be sold to or consumed by any person under the legal drinking age of 21. Identification of those appearing 40 years and younger will be requested. The Radisson Hotel & Conference Center reserves the right to refuse service to individuals who appear to be intoxicated.*

*No liquor will be served after 12:30am. All beverages are to be purchased at the facility. Any alcoholic beverages not provided by the Radisson Hotel & Conference Center will be confiscated and the person(s) may be asked to leave.*

*Non-compliance with this policy will result in appropriate action by facility staff.*

### ***Security Guard***

*A security officer(s) will be required to be on duty at all functions where alcohol is being served. There is an hourly fee of \$35.00/hour, which will be added to the final bill. Amount of officers and their hours will be based on your event details and is at the sole discretion of Radisson Hotel & Conference Center.*