



Planning Guide & Banquet Policies

We believe good communications enhance every event. The following is provided so you have valuable information to choose the right location for your reception. We want you to understand our policies that ensure your event is comfortable and safe for all hotel guests.

Cancellation – A cancellation fee, in addition to the non-refundable deposit, will apply for any event that has been confirmed as definite by a signed contract. The fee is based on a percentage of the anticipated revenue as noted in the contract.

Deposit and Payment Policy – The Radisson Hotel and Conference Center requires a \$1000 deposit when finalizing the booking of an event. Deposits are non-refundable upon receipt. At the time of booking we also require a credit card authorization to secure payment for the event. Pre-payment of an estimated balance is due seven (7) business days prior to your event, and may be paid by check, cash or credit card. Final payment of outstanding balance is due at conclusion of the event. If the financial prerequisites are not met, the Hotel reserves the right to cancel the event.

Event Planning – Your Catering Manager will work closely with you to complete all final details regarding your event. The Banquet Event Order provided for your final pre-payment is used to communicate all your requests to our staff. Please review your Banquet Event Order carefully. Any changes you wish to make after this time should be made directly with your Catering Manager.

- *Inventory for items included in our wedding package are based on hotel standards. Any unusual usage (extra large dance floors, candles, etc.) should be planned with your Catering Manager. Additional rental fees may apply if hotel inventory is exceeded.*
- *The hotel does not permit the affixing of anything to the walls, floors, or ceiling with nails, staples, tape or any other material without prior approval of your Catering Manager. No plastic or metallic confetti is allowed.*
- *Our staff is available to assist you with setting guest favors, specialty table décor and other reception decorations. There may be additional fees for these special requests.*
- *Our rooms have sound systems available for background music, speeches, and announcements. DJ's and live bands will require supplemental sound systems. Smoke and fog machines are not permitted.*

Food & Beverage – All food and beverage items will be provided by the Radisson Hotel and Conference Center, with the exception of a wedding cake. Due to Health Department regulations, no food or beverages are allowed to leave the premises.

Food & Hosted Beverage Minimum – A food and hosted beverage minimum purchase will apply to your event. Service charge, tax, and cash bar items are not applicable to your minimum.

Guarantee – To ensure excellent service and proper food quantities, we require a minimum guaranteed number of guests be specified seven (7) business days prior to the event. After the 7 days, your guarantee may go up but cannot go down. If the Catering Department does not receive a guarantee number, we will use the number stated on your contract as your guarantee. The hotel will prepare to serve 5% over your final guaranteed number.



Liability – The Radisson Hotel and Conference Center reserves the right to inspect and control all functions held on the premises. All audio requirements (use of hotel equipment or bringing in equipment) must be discussed with and approved by your Catering Manager prior to your event. 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.

Liquor Policies – All beverages are to be provided by the Hotel. Any alcoholic beverages not provided by the Radisson Hotel and Conference Center will be confiscated and the person(s) may be asked to leave. 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 hotel will refuse service to anyone either under age or unable to produce proper identification. The hotel will also refuse alcoholic beverage service to any person who, in the hotel's judgment, appears intoxicated. Last call is 12:30 am. The room must be vacated by 1:00 am. As the host, your help encouraging responsible drinking behavior is appreciated.

Lost and Found – The Hotel shall not assume responsibility for the loss or damage of any merchandise or articles left in the banquet rooms prior to or following an event. The hotel's Housekeeping department administers the Lost and Found process.

Menu Selections – Menu choices are requested three (3) weeks prior to function date. Plated menus are designed for a single entrée selection. A second entrée choice can be added at a \$1.75 per person charge. We are happy to accommodate any of your younger guests with children's meal options. Special dietary requirements are easily met when communicated in advance.

Service Charge and Taxes – An 18% service charge will be applied to all food, beverage, and other items provided by the hotel. State and local taxes apply to food and liquor. These taxes are applied to all functions. Note: service charge is taxed in Minnesota.

Set-up and Tear Down Times – Availability of your function space for set-up, take down, arrival and departure must coincide with the event times listed on the contract. Outside vendor services must be planned within the contracted time and coordinated with your Catering Manager. The Hotel will make every effort to accommodate requested changes to event times.

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