

EVENT AND CATERING POLICIES

The management and staff of the Radisson Suite Hotel, St. Cloud, are dedicated to providing the finest in facilities and services. To assure the quality and success of each event, the following policies have been established.

Function Rooms. To confirm space on a definite basis, a group must provide written authorization on the Radisson Confirmation Agreement contract. Radisson Suite Hotel reserves the right to release function space which has not been confirmed in writing. Banquet or meeting space will be assigned according to the anticipated number of guests. The Radisson Suite Hotel reserves the right to change room assignments to comparable accommodations, as it deems necessary, based on optimum traffic control, logistics, final counts, etc.

Rental Charges. Room rental charges will be based on food and beverage minimums. These charges will be determined at the time of contract between Radisson Suite Hotel and the group. The group is subject to set up and audio visual charges.

Guarantees. For weddings, a confirmed number of guests must be guaranteed five (5) business days prior to the event. For all other events, a confirmed number of guests must be guaranteed three working days (3) prior to any event. Radisson Suite Hotel will be prepared to serve up to 5% greater than the guaranteed number confirmed by the group. Radisson Suite Hotel will bill the group for the guaranteed or actual number of guests, whichever is greater. If no guarantee count is given, Radisson Suite Hotel will charge by the highest number of estimated guests stated during the planning phase.

Tax and Service Charges. All applicable state, food and local taxes and a service charge of 18% will be applied to all food and beverages served by the Radisson Suite Hotel. Groups requesting tax exemption must submit a tax exempt certificate prior to the scheduled function. Sales of meals and lodging to non-profit organizations and government units and their employees are taxable. Sales to the federal government are exempt only when billing the federal agency directly for meals and lodging.

Deliveries. To ensure your important packages are handled properly, we suggest that you ship them to arrive no more than forty-eight (48) hours prior to your scheduled function. Please have all packages clearly labeled with your on-site contact's name, the name of your group and the date of your function. Following these simple guidelines will help us to direct your packages to the proper area.

Box Handling. A storage fee of \$5.00 per box per day will be charged on all boxes received three (3) days prior to your event or left two (2) days after the conclusion of your event.

All incoming and outgoing boxes, over the quantity of six (6) will be subject to a handling fee of \$5.00 per box. The handling of the first six boxes is complimentary.

Food and Beverages. All food and beverage items must be purchased through Radisson Suite Hotel. No food or beverages will be permitted to be brought into the hotel banquet/meeting rooms by the patron, or any of the patron's guests.

Menu selections are required ten (10) business days prior to the event. All events that are booked less than 10 days before the function date must have menu selections and arrangements made at the time of booking.

Please note: Radisson Suite Hotel catering policy states absolutely no banquet food may leave the premises after a catered function. Any request for leftover catering items prepared by the Radisson Suite Hotel will be denied. Potential liability lawsuits for food borne illness precludes us from allowing anyone to remove leftover or excess catered food from the property.

Radisson Suite Hotel, as a licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance with the State of Minnesota liquor statutes and the City of St. Cloud liquor ordinances. It is a policy, therefore, that all alcoholic beverages be supplied by the hotel. The hotel reserves the right to close bar service at any time at the discretion of management staff and to verify age of guests requesting to purchase alcohol. Bar service charges are based on the higher of confirmation agreement contract or consumption. The Hotel does not permit the serving of alcohol to anyone under the age of twenty-one (21) or anyone under the influence of alcohol in accordance with Minnesota State liquor laws.

Decorations. All decorations must be approved by the Sales/Catering staff before being placed in the banquet or meeting rooms. Radisson Suite Hotel requests that no confetti (any type) be brought into the banquet/meeting rooms as it is a damaging choice of decoration. A housekeeping charge of \$100 will be assessed to the final billing if confetti is used. All candles must be in a glass container. Fog machines and bubble machines are not allowed. No thumbtacks, push pins etc are allowed in meeting rooms. Clients will be responsible for any damage to wall coverings, wood or any hotel property should an attendee use the aforementioned items.

Deposits. Any deposit paid to secure space on a definite basis (i.e. class reunions, parties, social events, etc.) is non-refundable until entire space is rebooked if canceled. If entire space is not rebooked, the deposit should be considered non-refundable. Deposits will be determined at the time of booking.

Cancellation Fees. Due to the inability of either party to determine with certainty the damages the Hotel would suffer should the Client cancel its scheduled events within a certain time period, the Client agrees to pay the Hotel as liquidated damages and not as a penalty, the following amounts, based on the terms of cancellation and which percentage is determined by the date the Client cancels event, as follows:

1-29 days	100%
30 – 89 days	75%
90 – 180 days	50%
181 days or more	25%

This is based on all expected revenues based on your minimum guarantee guest count and our minimum per person menu price applicable to your meal period including food and beverage and room rental.

Parking. Each banquet/event guest who parks in the City Ramp using the Radisson entrance and having a blue ticket can have the ticket validated at the front desk. All guest rooms will be charged \$4.00 per vehicle per night parked in the City Ramp. Anyone using the “Cash Line Only” entrance to the ramp will pay the full price for parking upon departure from the ramp.

Wedding Fees. The purchase of our Wedding Package at \$700.00 signifies a definite booking and is required within two weeks from when booking is made. This \$700.00 fee is non-refundable and would be fully forfeited by the group in the event of cancellation. The \$700.00 fee is not deducted from the final Wedding bill but covers the costs of The Complete Wedding Package. The Complete Wedding Package includes a complimentary standard suite for the bride & groom on the wedding night with champagne & chocolate strawberries, special sleeping room rates for your guests, menu tasting, microphone, portable hardwood dance floor, staging for the head table, classical house dinner music, two votive candles and a mirror per table, wedding decoration clean up and storage, space for gift opening when breakfast is ordered, personalized printed menus for each table, professional Wedding Coordinator and Banquet Staff.

Radisson Suite Hotel has a minimum guarantee of no less than 150 people for a wedding. If the attendance for a wedding falls short of this guarantee, you must still pay for 150 meals.

Security The hotel cannot ensure the security of items left unattended in function rooms. Special arrangements may be made with the hotel for securing a limited number of valuable items. If your group requires additional security with respect to such items or for any other reason, the hotel will assist in making these arrangements. All security personnel to be utilized during the event are subject to Hotel approval. We must be made aware in advance of your security arrangements. We reserve our right to require you to obtain additional security, in addition to our regular staff, at your expense. Should Radisson Suite Hotel feel, at anytime during the event, that the safety and security of our guests and/or employees be in question, we hold the right to conclude your event under just cause.

Due to the proximity of your function room and guest room areas of the Hotel, most types of entertainment may cause noise complaints. Music must be kept at an acceptable level as determined by the Manager on Duty. In the event excessive noise becomes a problem, the Hotel reserves the right to disperse your group in order to preserve the peace.

Liability. Radisson Suite Hotel reserves the right to inspect and regulate all private meetings, banquets and receptions in accordance with hotel policy and established laws. Loss or damage to a group's displays, decorations or other property brought onto hotel premises will be the sole responsibility of the group. Radisson Suite Hotel will assume no responsibility or liability. The group is responsible for the conduct of all persons in attendance and for any damages occurred upon the hotel or its guests by individuals associated with or representing the group.

If for reasons beyond its control, to include but not limited to, labor strikes, accidents, government restrictions or regulations on travel, acts of war, or acts of God, the hotel is unable to perform its obligations, such non-performance is excused with no other liability upon return of deposit. In no event shall Radisson Suite Hotel be liable for consequential damages for any reason whatsoever.

A signed Confirmation/ Function Agreement signifies a definite booking and acceptance of all Event and Catering Policies.

The foregoing policies explain the basic requirements of the Radisson Suite Hotel and will assist in the planning stages of events. Specific details such as menu selection, registration, room and table arrangements, entertainment and other matters will be discussed and established on a contract prior to the event to assure satisfaction. Every effort will be made by the staff and management of Radisson Suite Hotel, St. Cloud, to ensure a successful and enjoyable event.