

Event Guidelines

EVENT SETUP

- The room is set with round tables with your choice of ivory or black linens and napkins. We offer complimentary centerpieces: a mirror tile and a votive candle on each table.
- Our staff is available to assist with simple decorating, setting place cards, or other items on the tables. There may be additional fees for other special requests.
- No plastic or metallic confetti, glitter, candles with open flames, or any other flaming device that could be a fire hazard may be used in the Great Lakes Ballroom or Lyric Conference Center.
- We offer complimentary equipment for a photo slideshow.
- The Great Lakes Ballroom and Lyric Conference Center are non-smoking facilities.

MENU SELECTIONS

- For plated service, we allow two entrées to be served. Special dietary needs are available upon request.
- Meal indicators are required to identify the entrée of choice for each individual.
- Children's menu and special dietary needs are available upon request for children 10 years and under.
 - The children's menu includes chicken strips, fries, and fruit for \$12.
- To ensure quality food and service for your guests, we require the meal to be served within 15 minutes of the contracted serve time on your event order. For every 30 minutes of delayed service time, a fee of \$100 will be charged.
- Charge for Holiday Inn staff to cut and serve cake | \$100 |

GUARANTEES

- A preliminary guarantee of anticipated guests is due two weeks prior to the event.
- Hotel policy requires that the catering office be notified of the guaranteed number of guests no later than 7 business days prior to the function.
- Billing is based upon the guarantee or the actual number of attendees, whichever is greater.
- If the guarantee is not received, billing and catering will be based upon the original estimate of attendees.

FOOD & LIQUOR REGULATIONS

- All food and beverage must be prepared by Holiday Inn and consumed on the premises with the exception of decorated cakes for special events.
- Minnesota state laws prohibit liquor to be brought onto the premises for any event. State law also prohibits Holiday Inn from serving alcohol to minors, even though the space is rented for a private party.
- Anyone under the age of 21 consuming alcohol or anyone supplying alcohol to minors will be required to leave the premises.
- Minnesota State Health Department regulations and the Holiday Inn policies prohibit any food product left over to be taken off the premises.
- FULL BAR | A MINIMUM of \$425 must be met |
 - HOST BAR: You are responsible for payment for your guest's beverages
 - You may host a portion of the beverage service. For example, keg beer, champagne toast, wine with dinner, or a pre-set time for a host bar service following a cash bar.
 - CASH BAR: Guests purchase their own beverages.
- BEER & WINE BAR | A MINIMUM of \$300 must be met |

SALES TAX & GRATUITIES

- Menu prices are subject to an 11.13% sales tax, 17% service charge, and an 11.13% service charge tax.
- Wine and beer purchases, including host and cash bars, are subject to a 13.63% sales tax, 17% service charge, and a 13.63% service charge tax.
- Room rental is subject to a 17% service charge.

PAYMENT & CANCELLATION POLICIES

- GREAT LAKES BALLROOM | Wedding Minimum \$4,000 |
 - Rental for Saturday reception \$1,200
 - Rental for Friday or Sunday reception \$500
 - Rental for Ceremony prior to reception \$300
- LYRIC CONFERENCE CENTER | Wedding Minimum \$2,000 |
 - Rental for reception \$500
 - Rental for Ceremony prior to reception \$300
- A non-refundable deposit of current room rental is due two weeks after confirming your reception date.
- The full payment is due one week prior to the event.
- If cancellation occurs, deposit is not refundable.

PARKING

- Parking in the Holiday Center Ramp is complimentary for all event attendees. Attendees will receive a ticket for the automated parking machine.