

2007-2008 Banquet Guidelines & Contract

Menus:

Thank you for selecting Medina Entertainment Center. Our Catering Department or Wedding Consultant will be delighted to design a special menu with you. Menu selections are requested one month prior to your event. Food and Beverage prices are subject to change, without notification. Final pricing will be confirmed 60 days prior to your function. **Due to licensing restrictions, all food and beverage must be provided by Medina Entertainment Center. The removal of any food or beverage from the premises is prohibited, per state regulations.**

To insure the highest quality food for your event, the food must be served at the designated serving time. All of the above buffets are delivered, set up, and removed from your site. Standard serving time is 1 hour. Additional serving time cost is \$30.00 per hour, per attendant on site. All sit down meals, add \$2.00 per person service fee. A \$100.00 late fee will be charged for every 20 minutes past the predetermined serving time. The serving time must be confirmed 2 weeks prior to the event.

INITIAL _____

Tax and Service Charge:

All menu prices are subject to applicable Minnesota state sales tax and a 19% service charge. The service charge is not the property of any one employee, and will be dispersed at the discretion of Management.

Deposits, Guarantee and Payment:

A non refundable deposit of \$700.00 is required for all weddings to confirm reservation. Specific details should be arranged 1 month prior to your event. A guaranteed number of attendance, and payment must be received 7 days prior to your event. This guaranteed number is not subject to reduction. If there is an outstanding balance due at the conclusion of the event, it is to be paid the following business day. Payment methods are cash, certified or cashier check, money orders or credit card: VISA, MasterCard, American Express or Discover. The Credit Card Authorization form must be filled out prior to the start of the event. Personal checks will be accepted upon approval.

Cancellations:

If you should cancel your event, the following cancellation fee will apply:

0-7 days in advance: 100% of estimated food and beverage.

90 days to 1 week in advance: 75% of estimated food and beverage.

6 months to 90 days in advance: 50% of estimated food and beverage.

Wedding & Event Cakes:

Medina will cut and serve your Wedding or Event Cake buffet style for \$1.50 per person. This includes the china, flatware and white cocktail napkins. If you would like to cut and serve your cake, you will be solely responsible to supply all the serving ware, china, flatware and napkins.

Bartender Fee and Bar Requirements:

Functions with a catered bar in the room is charged a bartender fee of \$100.00. If revenue of \$500.00 is reached, the \$100.00 bartender fee is waived. Medina Entertainment Center, as a Licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance with Minnesota laws. If alcoholic beverages are to be served, Medina will require that beverages be dispensed only by Medina's servers and bartenders. The Medina alcoholic beverages license requires Medina to (1) request valid identification (photo ID) of any person of questionable age, and refuse alcoholic beverage service if the person is either underage or if valid identification cannot be produced, and (2) refuse alcoholic beverage service to any person who in Medina's judgment appears to be impaired. The Alcohol Consumption Policy, and this Contract must be signed prior to the start of any event where alcoholic beverages will be served.

Bar service ends at 11:30 PM, no exceptions.

Received & understand terms and conditions of Contract:

Signature _____

Name _____

Address _____

City, State & Zip _____

Phone Number _____

Bride's Name _____

Email _____

Groom's Name _____

Wedding Date _____

Non Refundable Deposit Required _____

Location - Plymouth Creek Center

Medina Entertainment Center _____
500 Hwy 55 • Medina, MN 55340
763-478-6661 • 763-478-2410 (fax)

Plymouth
Creek Center

