

2008-2009 WEDDING RECEPTION GUIDELINES & CONTRACT

Menus:

Thank you for selecting Medina Entertainment Center. Our Wedding Consultant will be delighted to design a special menu with you. Menu selections are requested one month prior to your wedding. All weddings must purchase a catered plated or buffet meal through Medina Entertainment Center, with food minimums listed below. 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. 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 wedding. A guaranteed number of attendance and payment must be received 7 days prior to your wedding. This guaranteed number is not subject to reduction. If there is an outstanding balance due at the conclusion of the wedding, it is to be paid the following business day. Payment methods are cash, certified or cashier check, money orders or credit card: VISA, MasterCard, Discover or American Express. The Credit Card Authorization form must be filled out prior to the start of the event. Personal checks will be accepted upon approval.

Private Room Rental and Food Minimums:

The Ballroom 250-1600 maximum capacity
(Food minimums do not include tax or service charge)
May through September

- Friday \$750.00 Rental - Food Minimum of \$4,500.00
- Saturday \$1,500.00 Rental - Food Minimum of \$5,000.00
- Sunday \$500.00 Rental - No food minimum

Rental rates available for Ballroom upon request for October - April.

The Party Rooms - 250 maximum capacity

(Food minimums do not include tax or service charge)

- Friday \$300.00 Rental - Food minimum of \$3,200.00
- Saturday \$850.00 Rental - Food minimum of \$3,500.00
- Sunday \$200.00 Rental - No food minimum

Images - 150 maximum capacity (Food minimums do not include tax or service charge)

- Friday \$200.00 Rental - Food minimum of \$1,600.00
- Saturday \$650.00 Rental - Food minimum of \$2,000.00
- Sunday \$150.00 Rental - No food minimum

Semi Private Ballroom Receptions:

No Rental Charge when selecting a plated or buffet meal. Your guests will enjoy the live entertainment booked by Medina with your special requests. Admission tickets will be applied to your bill at a cost of \$4.00 per person which is determined from your guaranteed number. If a meal is not required, the full admission ticket will be purchased by the wedding party or by individual guests. (Not available on evenings of National Performers).

Ballroom Admittance Policy For Semi Private Events:

Age 17 years and under must be accompanied by their parents or legal guardian. Age 18, 19 & 20 must have a valid photo driver's license or valid Minnesota state photo ID to enter the ballroom. Their identification will be held until they leave for the evening.

Security Policy:

Medina Entertainment Center will not be responsible for the damage or loss of equipment or merchandise stored or displayed on it's property prior to, during or following your wedding. Medina Entertainment Center reserves the right to assess charges for damages incurred due to the misuse or abuse of equipment and/or facilities during your wedding. Medina Entertainment Center may require security arrangements for certain events. Applicable charges will be the sole responsibility of the patron. Medina Entertainment Center reserves the right to inspect and control all private events.

Cancellations:

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

0-7 days in advance:

100% of estimated food, beverage & rental values.

90 days to 1 week in advance:

75% of estimated food, beverage & rental values.

6 months to 90 days in advance:

50% of estimated food, beverage & rental values.

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 on Medina's premises, 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.

Entertainment:

You may hire your own band or D.J. **We request that they are set up prior to your event and finished by 12:30am.** If special needs are required, please make arrangements through our Catering Department.

Wedding Cake:

Wedding cakes, nuts and mints only may be brought into Medina Entertainment Center. All wedding cakes will be cut by the Banquet Staff. **This service is required by our Banquet Staff and is included with the rental charge.** If a special set up is required, please make arrangements through our Catering Department.

Decorations:

Tables are covered with a white linen cloth and a signature fold linen napkin with a color selection. Vases, mirrors, candle holders, votive cups, etc. are available for rent through our Catering Department. **Medina will charge a \$200.00 clean up fee for all confetti used.**

You may bring in your own decorations, subject to approval from our Catering Department. All candles are required to be contained, tapered candles are NOT permitted.

Received & understand terms and conditions of Contract:

Signature _____

Name _____

Address _____

City, State & Zip _____

Phone Number _____

Bride's Name _____

Email _____

Groom's Name _____

Wedding Date _____

Room Location _____

Room Rental _____

Food Minimum _____

Non Refundable Deposit Required _____

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

ALCOHOL CONSUMPTION POLICY & CONTRACT

Alcohol Consumption Policy

The Medina Entertainment Center (MEC) wants your party to be a success. We will do our best to make it so. However, abuse of alcohol can ruin a party quickly. As the host, you are accountable for the behavior of your guests. Please help our Staff enforce responsible drinking behavior. The following is our policy which has proven to be both discreet and effective.

1. No liquor will be sold to, or consumed on MEC's premises by any person under the legal age. Valid, state issued identification cards may be requested of any person(s) who appear to be under age at any time during your event. If any minors are caught drinking, both parents and the minor(s) involved will be asked to leave MEC property. All guests must have valid I.D. if they plan to consume or purchase alcoholic beverages, including the wedding party.
2. No liquor will knowingly be sold or consumed on MEC premises by any person who, in the opinion of appropriate Staff, is or appears to be possibly impaired. This is State Law.
3. In an effort to control consumption, the Staff may proceed as follows when a problem is developing.
 - a. Contact the host of the event to approach guest(s).
 - b. Ask for cooperation from others in the party.
 - c. Cease serving individual(s).
 - d. Ask problem individual(s) to leave.
 - e. Call the police.
 - f. Halt the party.
 - g. Close the bar.
4. The Host voluntarily assumes a duty to control the premises, aid in elimination of under age consumption of alcoholic beverages and alcohol sales including persons appearing to be impaired. The Host assumes the responsibility to supply safe transportation for any guest(s) at their function who may require assistance.

Jill Schmidt
Catering Director

Host Name: _____ **Date of Event:** _____

Host Acknowledgement: _____ **Date:** _____
signature

Statement of Age

I, by witness of my signature affixed, do hereby declare that I am 21 years of age or older and that the driver's license or age credentials presented by me before signing this statement are true and factual. I also agree that I will not purchase any alcoholic beverages for minors, I also agree to the house policy of carding everyone for the purchase of alcoholic beverages.

Bride's Name: _____ **Groom's Name:** _____

Signature: _____ **Signature:** _____

Valid Driver's License #: _____ **Valid Driver's License #:** _____

Birth Date: _____ **Birth Date:** _____