

# Guidelines and Contract

## BANQUET GUIDELINES & CONTRACT

### Menus:

Thank you for selecting Medina Entertainment Center. The contents of our banquet menus are merely suggestions. Our Catering Department will design a menu especially for your event. 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.** Menu selections are requested two weeks prior to your function. Please limit your plated entree choices to the following:

Less than 100 guests - 3 Selections

101 guests - 250 guests - 2 Selections

Over 250 guests - 1 Selection

Medina will provide entree choice cards upon request.

### Pricing, Tax and Service Charge:

Food and Beverage prices are subject to change, without notification. Final pricing will be confirmed 60 days prior to your function. 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 is required for all functions to confirm reservation. Payment is due in advance of your function. If there is an outstanding balance due at the conclusion of the function, it is to be paid at that time, unless specific arrangements have been previously set. Payment methods are cash, certified or cashier check, money orders or credit card: VISA, MasterCard, Discover or American Express. Personal checks will be accepted upon approval. Direct Billing may be arranged in advance of your function, upon approval by the Catering Department. Payments over 30 days late are subject to a 1.5% interest charge. A guaranteed number of attendance must be received 5 business days prior to your function. This number will be considered a guarantee and is not subject to reduction. If the guarantee attendance is not received, the number expected will automatically become the guarantee.

### Room Rental and Food Minimum:

Room Rental rates are adjusted to each function. Food minimums will be set when applicable. Our Catering Department will discuss specific costs with you.

### 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 function. 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 function. Medina Entertainment Center reserves the right to require security arrangements for any function. Applicable charges will be the sole responsibility of the patron. Medina Entertainment Center reserves the right to inspect and control all private functions.

### Entertainment:

Medina Entertainment Center offers a variety of entertainment: Live Music, Dances, 12 Lane Bowling Center, Darts and Game Room. You may also contract your own entertainment or D.J. upon approval by the Catering Department.

### Cancellations:

In the event you should cancel your function, the following non-refundable deposit and 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.

If deposit is not received on due date, this contract becomes null and void.

### Bartender Fee and Bar Requirements:

Functions with a catered bar in the room is charged a bartender fee of \$100.00. If bar 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. Medina requires 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 Contract must be signed prior to the start of any event where alcohol beverages will be served.

### Audio Visual:

Audio Visual equipment is available through Medina Entertainment Center. The Catering Department will gladly quote prices and make necessary arrangements.

### Linens and Decorations:

White linen table cloths and signature folded linen napkins are included with a catered meal. Your choice of napkin color must be made two weeks in advance. All school banquets and children's parties will have a paper napkin with a choice of colors. **Medina will charge a \$200.00 clean up fee for all confetti used.** Decorations may be brought in with approval of Catering Department. All candles are required to be contained.

### Ballroom Admittance Policy:

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. We hold their identification until they leave for the evening.

### Received & understand terms and conditions of Contract:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Company/Group \_\_\_\_\_

Event Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email \_\_\_\_\_

Function Date \_\_\_\_\_

Room Location \_\_\_\_\_

Room Rental \_\_\_\_\_

Food Minimum \_\_\_\_\_

Non Refundable Deposit Required \_\_\_\_\_

Date Deposit is Due \_\_\_\_\_

Medina Entertainment Center \_\_\_\_\_

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# 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.
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: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Host Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_

signature