

Food & Beverage- Menus

Dinner purchase is required for all receptions or a food and beverage minimum applies

Menu selections and payment must be made no later than 1 week prior to the event date. If you select more than one dinner option, the client will be responsible for identifying each guest food selection with color coded place cards. These place cards should be placed in alphabetical order at a table near the entrance door. We suggest an attendant be present at this table to ensure your guests receive the proper place cards. This is to aid in more efficient service to the guests. The Tavern requires that you have assigned seating for your guests on receptions over 100 people. This ensures everyone has a seat and there are no open seats at various tables. See planner for further details.

Attendance Guarantees

You must guarantee the number of attendees for all food, beverage and meeting functions 7 business days prior to the event date. If the catering department does not receive a guarantee by the required day, the client will be charged accordingly based on the original number of guests. Your guaranteed count can always increase but never decrease from your original guarantee, The Tavern does not prepare any additional meals, however we will make every effort to accommodate additional guests.

Food and Beverages Regulations

No other outside snacks or food is allowed in our event facility. You may purchase items through our catering department.

In compliance with state health codes, food and beverages prepared by the Tavern but not consumed during the event become the property of the Tavern and may not be removed from the premises. In certain instances, a waiver may be signed to allow you to bring extra items home. We reserve the right to determine which items can be brought home based on food safety standards.

Yes you can bring in your own dessert such as a wedding cake or cup cakes. See event planner for more details. Please assign someone to cut and serve your cake. The Tavern does provide china cake plates & forks, you supply the paper napkins. Buffets are priced to be affordable and enough food for one time through. Our event staff serves from the buffet the protein portion to ensure proper portion control. If there is extra food, guests may come through the line a second time. If you need something boxed up from your event, the fee is \$1.50 per to go container. Please assign someone to release tables by table number from the in-room microphone or from your DJ's microphone. If you have a DJ, they usually do this for receptions.

Multiple Entree Fee

When selecting multiple entrees more than 2 selections, a multiple entree fee of \$2 per person will apply for each additional entree selection. We request that the same accompaniments be selected for all entrees.

Treat tables are a set-up fee of \$75 -We will set this up for you with your instructions, if candy is thrown around on floor, the treat table will be put away by our event staff. Please assign someone to assist you with your treat table. We do not permit nuts in bowls due to nut allergies. If candy stains or gets stuck in our carpet, you will be charged for a carpet cleaning fee if necessary.

Cake Cutting-The Tavern Staff will cut and serve your cake on china plates for \$.60 per person at your request 1 week in advance.

Miscellaneous Wedding Items

Decorations, toasting glasses, favors, cake knives, personalized napkins, etc. may be dropped off during business hours 2 days preceding your reception. Please have all items marked with your name and date of wedding. It's our pleasure to get these items in place on your wedding day.

The legal drinking age in Minnesota is 21 years of age. Minors will not be permitted to consume alcoholic beverages on the premise. We reserve the right to assess the level of alcohol consumption and will act accordingly to provide a safe environment for all our guests. Event Bar closes by 12:00am and guests may then go over to the main restaurant bar adjacent to your event room.

Taxes and Services

All food and beverage services are subject to any applicable sales tax and a 20% service charge. Service charge is subject to change and cannot be guaranteed until 90 days prior to the function date. All service charges collected are not the property of any one person and will be distributed at the discretion of management.

Cancellations

All cancellations must be in writing. If cancellation is given in 180 days or less you are held responsible for half of the estimated cost of your event. If cancellation is given in 90 days or less, you are held responsible for the full estimated cost of your event. All Deposits are non-refundable.

Payments and Deposits

Deposits will be required to hold the date and space for your event. The amount of this deposit will be the charge of the room set up fee and ceremony site if applicable. Final payment will be due upon receiving your guaranteed count one week prior to your event. Payments are accepted by cash, credit card or check. We must have a credit card number on-hand from the responsible party one week prior. This card will be used for incidentals added on, bar tabs, or additional fees. Even if you're paying that evening in cash for a bar tab, we still need this card on file.

All prices are subject to change and cannot be guaranteed until 90 days prior to the event date due to possible food costs that may increase or other unforeseen expenses

Liabilities

Client(s) agrees to be responsible for any and all damages and thefts to the premises, its furniture, equipment, table accessories and property rented to customer or damage caused by client, their guests, or invitees.

Client(s) agree to pay any amount due to the Tavern. In the event the amount due is not paid and the Tavern engages an attorney for collection, client(s) agrees to pay the Tavern its attorney fees, expenses and court costs accrued in pursuing payment from client(s).

Event contract detail record

Thank you for choosing the Tavern for your special event. We look forward to working with you to achieve the finest hospitality available for your guests.

The Tavern Reservation Contract		Wedding Date:
Bride Name:	Groom Name	
Street Address of Contact:	City, State, Zip	
Responsible Party		
Bride's Cell Phone:	Groom's Cell Phone:	
Bride Email:	Groom Email:	
Approximate Number Guests: people	Event Reserved Time (am-12:30am)	
Ceremony Time (estimated pm)		
Golf Course Grounds Location		
Ceremony set-up Fee:	Total	
Reception Location:	(Up to guests)	
Tent number of guests (Adults kids)		
Reception set-up fee:	Total	
Venue Reservation Fee Total:	Reservation non-refundable Deposit:	
BALANCE DUE on Venue Reservation on or before:		
Additional Info:		

I have read, understand, and agree with all of the policies outlined in the Tavern Event Contract. I also understand the guarantee, cancellation and payment procedures.

Client Signature _____ Date _____

Tavern Managers Signature _____ Date: _____