

Crookston Inn Banquet Contract

2200 University Ave Crookston, MN 56716

Phone# 218-470-1000

Email: banquetsalescrxinn@outlook.com

Crookston Inn has 7 areas in which parties can reserve space for their function.

The North Shore Room which can hold up to 60 people

Banquet rooms 1, 2, 3, 4, 5, 6, each of these rooms can hold up to 40 people

Full Ballroom can hold up to 400 people

- **The North Shore Room** – this will require a \$150.00 deposit fee
- **Banquet Rooms 1,2,3,4,5,6** – Each room will require a \$150.00 deposit fee
- **Full Ballroom** – This will require a \$500.00 deposit fee
 - The Crookston Inn reserves the right to substitute or utilize the remaining portion of the areas not reserved.
- **Room Cost** – The cost of the room includes the following.
 - Banquet Coordinator to assist with all needs planning and during event
 - Set up, tear down, and room cleaning
 - All tables, chairs, linens, cups, silverware, and water pitchers
 - Server assigned to room
 - Any other requests, or decorating fees may apply
- **Menus** – The Crookston Inn has a variety of menu choices with the flexibility in adding items not on the menu.
 - Buffets will be left up for enough time for all of the guests to go through, and go up for seconds if they choose to. (about 1 hour after buffet service has started)
 - Menu prices subject to change up to 6 months before your event.
- **Health Regulations** – Due to local health codes no outside food or beverage allowed inside our facility, nor are we allowed for our buffet items to leave the building. (Cakes/cupcakes are the only exception to this rule.) Thank you for your cooperation.
- **Cancellation Fees** – If your party/meeting is cancelled 14 days or less prior to the event your deposit fee will be forfeited. If weather conditions or covid restrictions force the cancellation of your party/meeting, your deposit fee will be returned in full.
- **Misc. Fees** – The Crookston Inn does not allow confetti, glitter, or fog machines in any area of the banquet rooms. If confetti, or glitter is found being used at the function there will be a \$100.00 cleaning fee added to the bill. When renting our AV equipment an HDMI cord is provided. After the event if the HDMI cord is not left with the equipment a \$50.00 charge will be added to the bill.
- **Final Head Count** – The Crookston Inn asks that you give us the final head-count no later than 7 days prior to the function. This will allow us to insure appropriate preparation and staffing for the event. Any additional people added to the number is subject to a late plate fee of an additional \$5.00 per person.
- **Liability** – The Crookston Inn isn't responsible for loss of materials, equipment, or personal belongings left unattended or in unsecured areas.
- **Policy's** – ABSOLUTLEY no person under the age of 21 is to consume alcoholic beverages. If this is to happen at any time during your event, the party will be shut down IMMEDIATLEY! No person under the age of 21 is allowed in the bar after 9pm. All children must remain in the banquet room and under parental supervision during the time of the event. There are no outside drinks allowed in any of our banquet rooms. The Crookston Inn has a full service bar located on site.
- **Billing** – Tax and a 20% gratuity charge will be added to the room charge, AV equipment, and any food and beverage purchased. Payment for event is expected the day of services. (Unless your company has a direct bill account set up with us. Then payment is due within 30 days of services.)

Your Signature below affirms that you have read, and agree to all policies

Signature: _____ **Date:** _____.