



Terms & Conditions: Rental, Catering

The success of your event is important to us! In order to offer you a professional and personal event, we ask that you review the policies outlined below. If you have any questions unanswered, please contact us at 507-333-1900.

Guarantee: An estimated guest count is required at the time that services are scheduled. A final guaranteed count must be provided to The Inn manager at two weeks prior to the event. You will be billed for the guaranteed number or the actual guest count, whichever is higher. As we take pride in pre-planning every detail of your event, adding guests to your party after your guaranteed count has been received may result in necessary menu or service revisions.

Payment: Invoices are payable upon receipt. A 2% per month late payment penalty will be assessed after 60 days of the invoice date.

Booking & Deposits: All bookings must supply a valid credit card on file, or a W9 for billing. Events require a non-refundable deposit of 50% at the time of booking to guarantee services. Receptions must supply a damage deposit of \$500 due 30 days prior to the event. The damage deposit is fully refundable as long as there is no damage to the property and the condition matches what it was in prior to the event. Catering deposit of 50% of the total meal charge (of quoted guest count) will be due 14 days after meal quote has been received. Unless group event consists of less than 50 guests. There will be a \$35 returned check fee assessed for any returned checks.

Pricing: All prices in this brochure are a guideline. Pricing is subject to change depending on cost increases. Please contact The Inn manager for the current pricing for catering or rental pricing. Final catering meal price will be presented to the rental party 10 days prior to the event.

Cancellations: In the event that services need to be cancelled, we require a 30 day cancellation notice in writing. Deposits are non-refundable upon cancellation. A cancellation fee will be charged for each meal cancelled within 5 business days of the event. In addition, the Catering Office will charge for food and labor costs already incurred at the time of the cancellation.

Capacity: User must comply with the maximum capacity limits of 180 people. Lodging holds up to 45 guest.

Planning Service: up to three event planning meetings of 1.5 hours are included in rental prices. Meetings after 5pm, or meetings exceeding 1.5 hours are subject to service charge of \$50.00 per hour for services provided. Welcome tour and final walkthrough meeting before event are part of standard event rental.

Security: The Inn requires wedding receptions over 50 people to have a security staff member hired for the event if alcohol is being served.

Group Lodging Reservations: Discounted suite rental rates of 15% will be given for your event. You may request to hold up to 10 suites the night of your event. The first night room rental rate will be charged if rooms are not cancelled within 72 hours of the event.

Rentals:

Tables, chairs, microphones, audio are provided in the ballroom. Linens can be provided at an additional charge. Rental Items are listed below. The user must notify The Inn manager of your requested items prior to the day of the event.

Tablecloths	\$4.00/each	Black or White Napkins	\$0.30/each
Table Skirting	\$5.00/each	Colored Napkins	\$0.50/each
Easels	\$10.00/each	Crystal china set (8)	\$50.00
Projectors	\$20.00/each	Chandelier	\$50.00
Computer rental	\$20.00	Mirrored Ball	\$50.00
Ipad rental	\$20.00	Hurricanes	\$5.00/each
Candles	\$5.00/each	Dance floor	\$1.00/sq. ft.

Set Up/Cleanup: All rental deliveries must be made during your rented time. If items must be delivered during a weekday, special arrangements must be made and approved with The Inn manager prior to delivery. Based on availability, the requested space can be reserved at per hour cost if setup is needed the day before the event unless granted by General Manager. Dance floors set-up is a flat 50.00 fee. All trash must be removed from the rented space the evening of the event and discarded in the dumpsters behind the school. All other items must be picked up prior to 10 am the next morning and **must** be arranged with The Inn manager prior to the event in order to leave items overnight.

Everything brought into the facility must be removed in order to receive the full amount of the damage deposit back.

Decorating: User may utilize candles, however they must be either votive or hurricane covered. Draping is allowed but must be approved by The Inn manager. Proof of insurance of all vendors must be supplied to The Inn manager prior to the day of the event. Nothing may be affixed to the walls in the facility without approval. You may use signage however it must be removed after the event upon removing all other items. The use of glitter is subject to a \$250.00 fee for clean-up.

Food Quantities: A well planned event is a successful event. To make sure your event is successful, it is essential that you have an accurate guest count at least two weeks prior, and report it to The Inn manager. Credit for unused portions including bottled beverages, soda, whole fruit, yogurt, etc. will not be given.

Perishable Food Policy: In adherence with MN Department of Health regulations, it is our strict policy that there will be no credit given or carry out of perishable food not consumed at your event. Any food removed from the location of the event without the permission of the Catering Department becomes the responsibility of the event holder. Once removed from the event, Catering possesses no responsibility or liability for the quality or safety of these items.

China & Catering Service ware: China is included in the current pricing of all catering meals. Table Linen will be provided for food and beverage tables for food service. Services provided outside of these facilities will be accompanied by paper ware. If you would like china or glassware without Shattuck-St. Mary's catering, china be provided at an additional charge of \$1.75 per person. At no time should serviceware be removed from the original location of the event without permission of the Catering Department. Items removed must be returned to Campus Dining within three business days or a \$25.00 charge will be assessed. Event holders who fail to return serviceware for extended periods of time may be liable for full replacement cost of these items. Catering will pick up serviceware from secondary location for a charge of \$25.00.

Late Order Availability: In order to ensure the quality of your event, the Catering Services must have sufficient time in order to procure food and service personnel should there be any late order add-ons. Sufficient notification is defined at least 5 business days for meals and at least 3 business days for refreshment setups for any extra meals or refreshments needed. Events booked without sufficient notification will be subject to limited menu and service availability.

Special Menu Requests: Shattuck-St. Mary's offers full-service catering. Should you require a customized menu, please contact the Inn Manager. Our catering staff and chef will work with you to handle the arrangements. Please allow a minimum of two weeks to insure the availability of your special requests. Dietary Considerations adjustment to menus can be made to accommodate special dietary needs. Please let The Inn Manager know if this will be necessary when you are booking your party. Any plated meal catering services for less than 100 people will have an additional catering charge of 15% added to the final invoice. All special requests will be charged accordingly.

Gratuity & Taxes: An 18% gratuity will be added to the final invoice for any catering services provided. 10% service gratuity will be added to any event over 100 people. Food, alcohol and facility rental pricing does not include state & local tax.

Media: The Inn may take pictures of your event to be used for advertising and promotional purposes. All media must be approved by Shattuck- St. Mary's before produced before public release.

In Addition: Shattuck-St. Mary's School is a smoke-free campus; therefore guests are not permitted to smoke while on campus grounds outside of designated areas of approval. The Inn has the right to obtain a portion of the security deposit, should this become an issue.

I, _____ (name) understand and accept all terms of rental and catering services

X _____ Date _____

X _____ Date _____

Thank you for choosing The Inn at Shattuck-St. Mary's. Our staff is dedicated to making your event and overall experience here a memorable one. Please do not hesitate to contact The Inn manager with any additional questions or requests at any point along the way. We look forward to offering you a very personal and professional experience in planning your event and hope you feel inclined to share your experience with others!