

## GENERAL INFORMATION

**Reservation Deposit and Billing:** Functions of more than one hundred guests will require a non-refundable deposit of \$2,500. Events of less than one hundred guests will require a non-refundable deposit equivalent to the room rental charge. Eighty percent of the estimate is payable ten days prior to your event. Payment may be personal check, cashier's check or credit card. Note that credit card payments will be charged a 3% handling fee.

**Service Charge and Sales Tax:** All services are subject to 20% Service Charge and Minnesota State Sales Tax. Minnesota State Liquor tax is 9%. All Service Charges are the property of Mendakota Country Club.

**Menu Selection:** We require all menus be selected at least thirty days prior to your function. All prices are subject for review three months prior to your event. Due to health standards, the Club specifically prohibits the removal of any food and/or beverage from the Club premises.

**Food Tasting:** Food tastings are not provided on a complimentary basis. They may be arranged through the Catering Department with one week notice and are limited to Tuesday through Thursday evenings, depending on club activity.

**Food and Beverage Regulations:** Due to Health Department regulations and club policy, food and beverage consumed on the premises must be provided by Mendakota Country Club. A handling fee of \$2.00++/person will be charged for all dessert items brought in by outside vendors.

**Guarantees:** A final guest count is required three business days prior to an event. If no final guest count is submitted, Mendakota will consider the last number given as the final count. Reduction requests after the final guarantee cannot be accepted.

**Music and Entertainment:** All entertainment must be set up prior to your guests arrival, finish at 12:00 Midnight and refrain from consuming alcoholic beverages on the Club premises.

**Alcohol Consumption Policy:** As the host, you are partially accountable for the behavior of your guests. Please assist our staff in enforcing responsible drinking behavior. Any expenses incurred while enforcing this policy will be responsibility of the host.

1. No outside liquor is allowed on Mendakota Country Club property. Any alcohol that has not been purchased from Mendakota will be confiscated and disposed of.
2. No liquor will knowingly be sold to or is to be consumed on Club premises by individuals who appear to be intoxicated.
3. No liquor will knowingly be sold to or consumed on Club premises by any person under legal drinking age. Picture identification is required of any persons who appear under legal drinking age.

\*The Club will not permit the affixing of anything to the walls, floors or ceilings with nails, staples, tape or other substance unless approval is given by management. Any damage to Club property caused by an attendee, performer or set-up person shall be the responsibility of the host of the event. The Club will not assume any responsibility for the damage or loss of any merchandise or articles left on premises before, during or after your function.

## ROOM ACCOMMODATIONS AND RENTAL RATES

\* Food minimums do not include beverages, tax, service charge or miscellaneous fees.

	<u>Style of Set-up</u>	<u>Capacity</u>	<u>Room Rental</u>	<u>Food Minimum</u>
<b>Lakeside</b>	Banquet	350	\$300 Weekdays	\$600 (Half Day)
	Classroom	150	\$600 Friday	\$1000 (Full Day)
	Theatre	400	& Saturday	\$4000 (Friday)
	U-Shape	50		\$5000 (Saturday)
<b>Evergreen</b>	Banquet	55	\$150 Half Day	\$200 (Half Day)
	Classroom	30	\$300 Full Day	\$400 (Full Day)
	Theatre	60		
	U-Shape	20		
<b>Boardroom</b>	Banquet	40	\$100 Half Day	\$100 (Half Day)
	Classroom	18	\$150 Full Day	\$150 (Full Day)
	Theatre	36		
	Conference	24		
<b>Mendakota Grill</b>	Banquet	120	\$250.00	
	Classroom	48	\$125.00 Weekdays	
	Theatre	120		
	U-Shape	25		
	Hollow Square	30		

### Miscellaneous Rental Charges

Portable bar set up charge	\$100.00
Portable dance floor installation	\$100.00
Cake cutting or plate charge	\$2.00/person
Custom ice carvings	\$300.00
Mirror tiles	\$2.00/each
Votive candle holder and votive	\$1.00/each
Glass hurricane taper shades	\$5.00/each
Twelve inch white taper candles	\$2.50/each
Ceiling Drape with Lights	\$900-\$1200
Fire Pit with Wood (Seasonal)	\$45.00
Valet Fee	\$75.00/runner
Coat Check Fee	\$85.00/attendant

### Audio Visual Equipment Rental Charges

Overhead projector	\$30.00
DVD player	\$35.00
42" TV monitor	\$40.00
Flipchart with markers and tape	\$25.00
Table top microphones	\$7.50
Wireless microphone	\$75.00
Projection screen	\$25.00
Portable Sound System	\$90.00
LCD Projector	\$125.00

\*There is an additional rental of a Ceremony tent and chairs for a Wedding Ceremony hosted on the Upper Patio Terrace.