

B'S ON THE RIVER - BANQUET GUIDELINES & CONTRACT

Menus

Thank you for selecting B's on the River. The contents of our banquet menus are merely suggestions. Our banquet department will design a menu especially for your event. Due to licensing restrictions, all food and beverage must be provided B's on the River. **The removal of any food or beverage from the premises is also prohibited.** Menu selections are requested two weeks prior to your event.

Pricing, Tax and Service Charge

Food and Beverage prices are subject to change, without notification. Final pricing will be confirmed 30 days prior to your event. All menu prices are subject to applicable Minnesota state sales tax and a 18% service charge.

Deposits, Guarantee and Payments

A non-refundable deposit is required for all events to confirm reservation. Payment is due in advance of your event. If there is an outstanding balance due at the conclusion of the event, it is to be paid at that time, unless other arrangements have been made. Payment methods are cash, certified or cashier check, money orders or credit cards: Visa, MasterCard or Discover. Personal Checks will be accepted with prior approval. Direct Billing may be arranged with our Banquet Department. Payments over 30 days late are subject to a 1.5% interest charge. A guaranteed number of attendance must be received 4 days prior to your event. This number will be considered your guarantee and is not subject to reduction. If the guarantee attendance is not received, the number expected will automatically become the guarantee.

Room Rental

Room rental fees are determined by which room is selected for your event.

Security Policy

B's on the River will not be responsible for damage or loss of equipment or merchandise stored or displayed on it's property prior to, during or following your event. B's on the River reserves the right to assess charges for damages incurred due to misuse or abuse of equipment and/or facilities during your event. B's on the River reserves the right to require security arrangements for any event. Applicable charges will be the sole responsibility of the patron. B's on the River reserves the right to inspect and control all private events.

Cancellations

In the event you should cancel your event, the following nonrefundable deposits and cancellation fee will apply: 0-7 days in advance 100% of estimated food, beverage & rental values. 8 days to 60 days in

advance: 75% of estimated food, beverage & rental values. 60 days to 180 days in advance: 50% of estimated food, beverage & rental values. If deposit is not received on due date, this contract becomes null and void.

Entertainment

Entertainers must have the equipment in the building no later than one hour before the guests arrive.

Bar Requirements

B's on the River, as a Licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance with the Minnesota laws. B's on the River requires that beverages be dispensed only by B's on the River servers and bartenders. B's alcoholic beverage licensee requires B's to 1) request valid identification of any person of questionable age and refuse alcoholic beverage service if the person is either underage or if valid identification can not be produced, and 2) refuse alcoholic beverage service to any person who in B's on the Rivers judgment appears to be impaired.

Audio Visual

Audio visual equipment is available through B's on the River. The banquet department will gladly quote prices and make necessary arrangements.

Linens & Decorations

With dinners a variety of napkin colors are available through B's on the River. B's on the River allows outside decorating with the exception of glitter and confetti. B's on the River will charge a \$150.00 clean up fee for any glitter or confetti used. Candles must be enclosed in glass, with no flame exposed. B's staff will extinguish any candle they feel is inappropriate.

Received & understood terms and conditions of contract:

Signature: _____

Name: _____

Company/Group: _____

Address: _____

E-Mail: _____

Phone Number: _____

Fax Number: _____

Function Date: _____

Room Location/Rental: _____

Non Refundable Deposit: _____

Date Deposit is Due: _____