

## B'S ON THE RIVER – BANQUET/CATERING GUIDELINES & CONTRACT

### Menus

Thank you for selecting B's on the River. The contents of our banquet/catering menus are merely suggestions. Our banquet department will design a menu specifically for your event. Due to licensing restrictions, all food and beverage must be provided by B's on the River. Due to Minnesota State Health Department regulations, **The removal of any food or beverage from the premises is also prohibited.** Menu selections are requested 60 days prior to your event.

### Pricing, Tax and Service Charge

Food and beverage prices are subject to change without notification. Final pricing will be confirmed 60 days prior to your event. All menu prices are subject to applicable Minnesota State Sales Tax and a 20% service charge.

### Deposits, Guarantee and Payments

A non-refundable deposit is required for all events to confirm reservation. Full payment is due 14 days 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 include cash, certified or cashier check, money orders or credit cards: Visa, MasterCard, Discover or American Express. Personal Checks will be accepted with prior approval. A 3% fee will be added to all credit card payments. Direct Billing may be arranged with our Banquet/Catering Department. Payments over 30 days late are subject to a 1.5% interest charge. A guaranteed number of attendants must be received 30 days prior to your event. This number will be considered your guarantee and is not subject to reductions. If the guaranteed number of attendants is not received, the number expected will automatically become the guarantee.

### 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 fees will apply: 0-10 days in advance 100% of estimated food, beverage and rental values. 11 days to 60 days in advance: 75% of estimated food, beverage and rental values. 60 days to 180 days in advance: 50% of estimated food, beverage and rental values. If deposit is not received on due date, this contract becomes null and void.

## 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 State Laws. B's on the River requires that beverages be dispensed only by B's on the River servers and bartenders. No outside alcohol is allowed. B's alcoholic beverages license 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 River's judgement appears to be impaired.

## Smoking

Smoking is not permitted anywhere inside B's on the River or the Rustique Barn. Please use designated smoking areas.

## Music/Amplification

Live music and DJs are permitted during all events. B's on the River staff must be notified 30 days prior to event of who will be performing and their expected timeline for the day's events. Entertainers must have the equipment in the building no later than one hour before guests arrive. All music is required to end by 11pm. All equipment must be cleaned up and removed by 12 o'clock (midnight) on night of event.

## Linens & Decorations

With dinners, a variety of linens and linen napkins colors are available through B's on the River. Decorations are allowed on the tables and walls during events. No stapling on any fixtures is permitted to ensure the space will remain in good condition in to the future. B's on the River allows outside decorating with the exception of glitter and confetti. B's on the River will charge a \$500.00 clean-up fee for any glitter or confetti used. All candles must be flameless, and no fire is allowed at B's on the River or the Rustique Barn. Set-up and clean-up time is included in your reservation time. The building opens at 10am. If additional time is needed, please contact B's on the River at least 15 days prior to your reservation date. Additional charges will apply for any added time on reservations.

*Received & understood terms & 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: \_\_\_\_\_