

# Earle Brown Heritage Center

## *Guidelines and Policies*

### **Cash Concession Guidelines**

If you would like our concession stand to be open during your event, the following guidelines will apply:

- 1) \$500 in Sales Must be Guaranteed for a 3 Hour Minimum;
- 2) \$750 in Sales Must be Guaranteed for a 5 Hour Minimum;
- 3) \$1,000 in Sales Must be Guaranteed for an 8 Hour Minimum;
- 4) If the Minimum in Sales is not met, the difference will be charged as food and beverage, with applicable sales tax and service charge;
- 5) You may determine the timing for service (breakfast, lunch, etc.);
- 6) Items available for sale to be determined by our Chef;
- 7) Food and Beverage Management will determine the prices of items for sale;
- 8) All fees may be waived based on past history.

### **Cash Bar Guidelines**

If you would like a cash bar during your event, the following guidelines will apply:

- 1) \$500 in sales must be guaranteed at each bar;
- 2) If sales minimum is not met, a \$100 per bartender fee will apply;
- 3) Food and Beverage Management will determine number and placement of bars for cash sales, based upon final guarantee;
- 4) All fees may be waived based on past history.

### **Food and Beverage Policy**

All food and beverage will be supplied and prepared by the Earle Brown Heritage Center Catering Department. No outside food or beverage is permitted. All prices are subject to change without prior written notification. Any food not consumed is not allowed to be taken off site.

Final menu selections should be submitted a minimum of two (2) weeks prior to the function to ensure availability of the desired menu items. Final guarantees must be received three (3) working days prior to your function. Any reduction to the guest count after that day cannot be accepted. All counts must be given directly to your Event Coordinator. Without prior credit approval, balance for your event is to be paid 72 hours prior to the event. Any additional changes or any damages that may occur during your event will be charged to the credit card number provided or will be billed to you after the event.

### **Amendments to Program**

If a change from the original room set-up is requested on the day of the function, a \$50.00 labor charge will be added to the invoice. Function rooms are assigned based on the anticipated number of guests. The facility reserves the right to adjust room assignments based on your final guarantee. In the event of a substantial fluctuation in the number of attendees, the facility also reserves the right to charge additional set up or room rental fees.

# *Guidelines and Policies - continued*

## **Specific Responsibilities of the Customer**

Function guests will be admitted to the banquet room and expected to depart at the times stated on the sales contract. An overhead fee of \$100.00 per hour will apply for access to the facility prior to and after the times stated on the sales contract.

## **Specific Responsibilities of the Facility**

Earle Brown Heritage Center assumes no responsibility for the damage or loss of any merchandise or articles brought into the facility. Also, Earle Brown Heritage Center will arrange for, and bill to you, security services as stated in the sales contract.

## **Special Services**

Your Event Coordinator would be pleased to offer referrals to assist you in contracting entertainment and décor for your special day. A variety of table decorations are available through the Earle Brown Heritage Center for an additional fee (centerpieces, candles, mirror tiles, vases, ice carvings, etc.). You are also welcome to make your own arrangements. Please discuss these arrangements with your Event Coordinator. Please note that no open flames or crepe paper is allowed. Signs and banners are welcome but must be affixed with tape provided by the Earle Brown Heritage Center.

If you would like to provide Coat Check or Valet Parking for your guests, we can offer referrals for this service. Parking is free, ample and accessible at Earle Brown Heritage Center. Please see map for location of parking lots. The Earle Brown Heritage Center will arrange for the rental of audio visual equipment to suit your needs. Please advise us when planning your event.

## **Smoking Policy**

To assure the comfort of our guests, the Earle Brown Heritage Center maintains a totally smoke-free interior environment.

## **Deliveries and Liabilities**

All deliveries should be pre-arranged with your Event Coordinator. All materials must be labeled with your name, the event name and event date. Deliveries are not accepted or stored more than 48 hours prior to your event. All articles and equipment are to be removed at the time of departure. The Earle Brown Heritage Center is not responsible for lost, stolen or damaged articles.

## **Alcohol Consumption Policy**

As the host, you are accountable for the behavior of your guests. Please help us by encouraging responsible drinking behavior. In accordance with Minnesota State Law, liquor cannot be sold or consumed by any person under the legal drinking age. Identification will be requested. The Earle Brown Heritage Center reserves the right to refuse service to individuals who appear to be intoxicated. No liquor will be served after 12:00 a.m. All beverages are to be purchased at the facility. Non-compliance with this policy will result in appropriate action by facility staff.