




*Nicollet Island Inn*

Old world charm. New world comfort.



## General Information

### **Pricing**

The catering prices listed on our catering menus are current. However, due to market conditions these prices are subject to change. A price will be confirmed to you 30 days prior to your event with subsequent charges occurring only under extreme market conditions. Prices do not include 10.775% Food Tax, 13.275% Liquor Tax or 20% Service Charge.

### **Food & Beverage Minimum, Set Up Fee**

A Food and Beverage Minimum and Set Up Fee is assigned to each banquet room. Please consult your Special Events Director for specifics.

### **Guarantees**

Final guest count and menu count is due to the Special Events Director by 12:00pm, 72 business hours before the event. Once a guarantee is given, it may not be changed. However, we can accommodate a reasonable increase. If we do not receive your guaranteed number of guests by the above time, we will use your highest expected attendance number as the guaranteed number.

### **Deposits and Payments**

A deposit is required to hold the specific date and room. An event is considered tentative until a deposit is received. Events will not proceed without a copy of the signed contract. A 25% payment is due when Nicollet Island Inn receives a copy of the signed contract. An additional 25% is due 30 days before the event date. Another 25% is due 7 days before the event. The remaining balance will be due the following business day after the event. A credit card number must be kept on file for all events. If the balance is not paid within 30 days, it will be charged to the credit card on file.

### **Plated Meals**

For groups of 25 or more people two entrees may be ordered for your event. For groups of 50 or more people, three entrees may be ordered for your event. Guarantees for each entrée must be confirmed 72 business hours prior to the event.

### **Buffet Meals**

Are subject to minimum number of guests. Groups below minimums will be charged

additional fees. Breakfast, lunch and dinner buffets may be presented for a maximum of 2 hours. Hors d'oeuvres buffets may be presented for a maximum of 3 hours.

### **Outside Food and Beverages**

The only acceptable types of food and beverages allowed in the Nicollet Island Inn are Wedding Cakes and Bottles of Wine. Wedding Cakes are subject to a cake cutting fee. Wine is subject to a corking fee. No other food or beverages are permitted to be brought in. Any remaining food cannot be taken out of the Nicollet Island Inn.

### **Gratuities**

The service charge is not a gratuity. Guests may offer gratuity to a server or servers if they feel that service has been exceptional, but are not expected and should not feel obliged to do so.

### **Smoking**

Smoking is prohibited throughout the entire Inn.

### **Valet Parking**

Valet service is required for any group of 50 or more people Monday through Thursday and 35 or more people Friday-Sunday.

### **Decorations**

Nicollet Island Inn has a few centerpieces, mirrors and votives that are free for the client to use. Clients will be charged \$50 for each centerpiece that is damaged or lost. Open flame candles, glitter and confetti are prohibited.

### **Damages/Lost Items**

The Nicollet Island Inn does not assume liability for damage to or loss of equipment or personal belongings brought into the Inn. All personal property is the sole responsibility of the group or invitees of group.

### **Alcohol**

Minnesota state law prohibits persons under the age of 21 to purchase or consume alcoholic beverages. Persons who appear intoxicated are not permitted to purchase or consume alcohol beverages at the discretion of the Inn Staff and Management. Bar service will conclude 15 minutes prior to the agreed ending time, with the latest time being 11:45pm.