

General Banquet Information & Policies

Pricing

The catering prices listed on our catering menus are current. 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 and there are not reductions. Menu selections are due one month in advance. If additional guests attend above the final guarantee, the Inn will make every attempt to accommodate with a similar meal. Additional fees may apply. 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 & 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 & Buffet Meals

For groups of 25 people or more, two plated entrées may be ordered for your event. For groups of 50 or more people, three plated entrées 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 for buffet meals. 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 & 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 a 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.

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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 through Sunday.

Decorations

Nicollet Island Inn has a few centerpieces, mirrors and votives that are free for the client to use. Ivory linens and napkins are also included. Clients will be charged \$50 for each centerpiece that is damaged or lost. Open flame candles, glitter and confetti are prohibited. The Inn is not responsible for setting up personal décor.

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 the group. Any damage done to the room by the client or the client's guests may be subject to a fee.

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 alcoholic beverages at the discretions 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.

Times

The hours listed on the contract indicate the times you are allowed to occupy the space. Any additional time will be charged in one hour increments at \$75 an hour. No event should take place past midnight.