

# Policies & Procedures

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## ROOM RENTAL & DEPOSITS

Room rental rates apply to all non-member functions and are non-refundable. Deposits are non-refundable and will be quoted at the time of booking.

## BOOKING CONTRACT, BILLING & PAYMENT

A contract must be signed and returned when an event is booked. An estimated bill will be presented for full pre-payment one week prior to the scheduled date for all **non-member** functions. We accept cash, credit cards, personal check or cashiers check. Any additional payment will be required the next business day following the event. Overpayment will be refunded through the Accounting Department the following business day.

## CANCELLATIONS

All cancellations are subject to a cancellation fee as stated in the banquet contract. All cancellations within 3 business days are subject to the full estimated cost of the event.

## SALES TAX & SERVICE CHARGE

All menu and liquor prices are subject to a 20% service charge. Both the menu prices and service charges are subject to Minnesota sales tax of 7.375%, with a sales tax on liquor of 9.625%.

## GUARANTEES

Three business days prior to your function contact the catering office with a guaranteed number of guests that will be attending. This is the minimum number of guests you will be charged for. Actual number served over the guarantee will be billed. **If no guarantee is submitted, we will consider the last number given to the catering office to be the guarantee.** \*\*Midland Hills reserves the right to substitute an alternate room should the projected attendance fall below the original estimate.\*\*

## FOOD & BEVERAGE REGULATIONS & TOBACCO PRODUCTS

Due to Health Department Regulations and club policy, Midland Hills Country Club must provide food and beverage consumed on the premises. Health Department Regulations prohibit us from allowing guests to take home extra food and beverage. Our liquor license states all alcoholic beverages must be purchased and consumed at the Club.

**We have the right to confiscate any personal alcohol brought onto the premises.** Midland Hills Country Club is a non-smoking facility. The use of tobacco products is prohibited inside the clubhouse.

## DAMAGE CHARGES

Midland Hills Country Club reserves the right to charge an appropriate damage/cleaning charge if the condition of the room after the event deems it necessary. **Confetti, beads, and glitter are not allowed.**

## VACATE & LAST CALL TIMES

The club closes at 12:15 am. Guests must leave at this time. All centerpieces and supplies must be taken with at this time. Vendors must vacate the premises by 12:30 A.M., or make prior arrangements through the catering office. Last call is at 11:45 P.M. This is to allow sufficient time for guests to make arrangements when vacating the premises.

## BALLROOM ENTRANCE, FACILITIES ACCESS & PHOTOGRAPHY

Please indicate to your guests that they need to enter at the far East Special Event Entrance. The main clubhouse area, bar, and locker rooms are for members and accompanied guests only. Non-members are restricted to the banquet areas only. Photographs must be limited to the ballroom side of the clubhouse. Outside photographs are restricted to the ballroom patio and immediate surroundings.

## **EVENT SET-UP & TEAR DOWN**

You are responsible for all setup of room decorations for weddings and other events, e.g., table centerpieces, table favors, place cards, etc. Any decorations, centerpieces, candles or mirrors need to be removed and taken with at the conclusion of the function unless special arrangements are made through the catering office. Please contact the catering office to arrange the time for your set up. Excessive requests for labor of Midland Hills staff will be billed at an appropriate price. There is an additional \$0.50 per chair charge for Midland Hills to remove chair covers.

## **ALCOHOL CONSUMPTION POLICY**

As the host, you are accountable for the behavior of your guests. Please help our staff enforce responsible drinking behavior. Any expenses incurred enforcing this policy will be added to your bill.

1. No liquor will knowingly be sold to or consumed on Club premises by any person under the legal drinking age. Identification cards will be requested of any and all persons who appear to be under age.
2. No liquor will knowingly be sold to or consumed on Club premises by any person who, in the opinion of appropriate club staff, is or appears to be intoxicated.
3. Any Alcohol brought in will be confiscated.
4. In an effort to control alcohol consumption, the staff may proceed as follows when a problem is developing:
  - Ask the individual(s) to slow down or stop drinking
  - Ask for cooperation from others in the party
  - Ask problem individual to leave
  - Cease serving a particular group
  - Close the bar
  - Halt the party
  - Call the police
5. Any member or guest who, in the opinions of Club management, is or appears to be intoxicated at the Club may be requested to surrender his or her car keys to Club personnel or a sober friend.

We reserve the right to refuse service to anyone. These procedures are followed to assure everyone has a safe & happy visit to our Club.

## **MENUS & PRICING**

You may serve up to three entrées for your event. If you select two entrées, a \$1.00 surcharge per plate will be added. If three entrées are selected, a \$2.00 surcharge per plate will be added. You will be responsible for identifying menu selections through nametags or place cards. If you prefer, the catering office may design a special menu. At Midland Hills, we like to say, if you can imagine it, we can create it! Vegetarian and children's menus are available upon prior request to your function. *All prices are subject to change.*

## **MENU TASTINGS**

A food tasting may be pre-arranged through our catering office at the banquet menu price, please call the office to schedule these events at least one week prior. A menu tasting can be scheduled during non-peak meal periods.

## **TABLE LINEN**

Ivory colored tablecloths, and either ivory or burgundy napkins are available at no charge. Other linen colors may be made available at an extra charge.

## **SKIRTING**

Midland Hills will provide skirting at no charge for wedding receptions and other events; please inquire regarding color options. A charge may occur only if Midland Hills is charged extra due to a color request.

## **VENDORS**

It is important for the vendors to contact the catering office regarding set-up time, location, etc. The catering office will be pleased to provide names of purveyors for music, entertainment and flowers or you may make your own arrangements. Midland Hills reserves the right to control the volume of your entertainment.

# Additional Fees

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## CAKE PLATE FEE

Midland Hills will allow you to bring in a wedding cake or dessert from a licensed vendor. There will be a \$1.50 per person charge for any outside dessert brought to the Club to be consumed at a banquet event.

## CEREMONY SET-UP FEE

If you choose to have your ceremony at Midland Hills ceremony set up/ break down fees start at \$500.00. You will be responsible for all fees associated with renting ceremony chairs and other requested items.

## BARTENDER CHARGES

There will be a charge of \$100.00 per bartender if sales of less than \$250.00 are not reached per bar. There will be a \$75.00 per hour charge for setting up a 3<sup>rd</sup> bar.

## CHEF CHARGES

There is a \$90.00 per chef charge per live food station (i.e. carving, prepared to order). Catering Office will give recommendation as to how many chefs are needed.

## ICE CARVINGS

Midland Hills would be happy to assist you in ordering an ice carving to display. Prices start at \$250.00.

## VALET CHARGES

Midland Hills would be happy to schedule valet attendants for your event. \$22.00 per hour per attendant, with a four-hour minimum.

## COAT CHECK

If you wish to utilize a coat check for your guests there will be a \$75.00 charge for each coatroom attendant for the first four hours. Each additional hour will have a \$25.00 charge per hour. *Midland Hills cannot be responsible for lost or stolen articles.*

## AUDIO VISUAL EQUIPMENT

LCD Projector.....	\$100.00
Piano.....	\$100.00
Dance Floor.....	\$250.00
Lavaliere or Cordless Microphone.....	\$50.00
Podium .....	\$30.00
Staging (per 6'x8' section).....	\$40.00
Projection Screen (with table for projector).....	\$20.00
Flip Charts & Markers.....	\$25.00
Telephone or Polycom.....	\$25.00
Easel.....	\$15.00
Extension Cord / Surge Protector.....	\$5.00
Mirrors / Votives.....	\$1.00 each
Fax Machine.....	\$0.50 per use
Copies.....	\$0.15 per copy
Color Copies.....	\$0.50 per copy

\*\*\*Other audiovisual needs available upon request.

*All audiovisual equipment is subject to a 7.375% Minnesota sales tax\*\*\**