



## **Banquet Policies**

### **Deposit and Payment Information**

To reserve your date, you must return your signed contract and the deposit stated on your contract to the catering planner. All deposits are non-refundable. Final payment is due the day of the event. All Food and Beverages prices are subject to 7.125% MN state sales tax and a 17% service charge. Alcohol is also subject to an additional 9.25% MN state liquor tax. Lost Spur does not except checks.

### **Room Rental**

Rates will apply for all events and will be quoted by the Catering planner at the time of booking. The room rental fee includes: Standard set up, clean up, white or ivory linens, china, silverware, stemware, tables, and chairs.

### **Food and Beverage Minimums**

Food and Beverage Minimums will apply to all events and will be quoted by the Catering planner at the time of booking. Food and Beverage minimums do not include, room rental, tax or service charges.

### **Menu Selection**

Lost Spur offers an extensive selection of menus, or, if you desire, our executive chef will create a custom menu perfect for your event. Menu prices will be guaranteed 30 days prior to your event based on market fluctuations. Final menu selections should be submitted a minimum of two weeks prior to the event to ensure availability of the desired menu items. Final guarantees must be received ten working days prior to your event. Any reduction to the guest count after that day cannot be accepted. All counts must be given directly to your catering planner.

### **Entrée Selection**

Limit of Three entrée selections. For a multiple option menus you will be required to provide a breakdown of entrée choices 10 days prior to your scheduled event, as well as a color code system to identify each guest's entrée selection. Vegetarian, children's and special dietary needs entrees, are available upon request prior to your event.

### **Food and Beverage Regulations**

All food and beverage must be provided by Lost Spur, with the exception of specialty Cakes. Due to health department and insurance regulations, No food or beverage items may be removed from the premises.

### **Beverage Service**

Catering planner will determine number of bartenders, based upon final guarantee. In the event your bar would generate less than \$500.00 in sales, a \$100 labor fee would apply. All guests should be prepared to show proper identification. We reserve the right to refuse service of any alcoholic beverage to any guest that is underage, unable to produce proper identification, and or appears to be intoxicated. All alcohol services conclude at 11:45pm. All beverages are to be purchased at the facility. Non-compliance with this policy will result in appropriate action by staff.

## **Wedding Cakes and Cake Cutting**

You are welcomed to provide your own cake, but must choose a bakery who is a licensed commercial baker. Wedding Cakes are subject to a cutting and serving fee of \$1.00 per person ( this includes weddings that have individual cakes as centerpieces at each dinner table). Events providing only sheet cakes or cupcakes for dessert are subject to a cutting and serving fee of \$.50 per person.

## **Cancellation**

Deposits are non-refundable. Cancellations within thirty days of the event require a payment of food and beverage minimum.

## **Clean- Up or Damage Repair**

Please do not affix any item to the walls without prior approval. Lost Spur reserves the right to charge and appropriate clean up or damage repair fee if the condition of the facilitates deems this to be necessary.

## **Lost Or Damaged Items**

Lost Spur will not assume any responsibility for damage or loss of any merchandise or articles left on the premises before, during or after any event. To assure the security of your wedding gifts and cards, please assign a trusted person to act on your behalf as your gift coordinator to accept and monitor all of your wedding gifts and cards. We will lock up all gifts and cards, but be sure to provide instructions to your gift coordinator to remove your gifts prior to leaving.

## **Security**

Security is required for all Wedding Receptions as well as other larger groups. The catering planner is responsible for booking the security and the event host is responsible for the security fee of \$200.00.

## **Music and Entertainment**

The catering planner is pleased to recommend music and entertainment for your event, or you may make your own arrangements. It is important that your entertainment contact our catering planner to arrange for set-up and times, locations of equipment, and power needs. All entertainment must be set up before your guests arrive and finish by 12:30 am.

## **Time Frame**

For evenings events, bar service and entertainment must end at 11:45, with guests vacating the premises by 12:30. On Sundays evenings, bar service and entertainment must end at 11:00 and guests vacating the premises by 11:45.

## **Wedding Ceremonies**

Wedding Ceremonies are an indoor option only and there is an additional \$300.00 fee.

## **Food Tastings**

Food tastings may be pre-arranged through the catering planner with at least one week's notice. Tastings are limited to three entrée selections and two starch selections. Hors D'oeuvres tasting policies differ- ask for details.

## **Coat Check Attendants**

The costs of service is 75.00. This is mandatory for all events over 50 guests.

### **Smoke Free Environment**

Lost Spur is a smoke free facility. Smoking is allowed outside patio only.

### **Décor Service**

Lost Spur offers full service décor for your event. We specialize in ceiling fabric swaging and lights, table fabric swaging & lights, specialty linen and more... Please request a Décor Service packet if you are interested in any of these options. An appointment can also be arranged for further consultation on decor.

### **Table Linens**

Lost Spur Provides White, and Ivory table Linen. We also have a wide variety of linen colors at an extra cost. Our catering planner will be happy to show you samples of colors.

### **Centerpiece and Decorations**

Confetti, rice, birdseed or balloon release is not allowed. Nails , tacks, pins , staples, or other sharp devices are not allowed or affix any decorations. Non marring tape or 3M command hooks are the only permitted items which you may affix decorations or displays. We have a wide variety of decorative items available for rental. Request a décor packet if you are interested.