

# BANQUET POLICIES & GENERAL INFORMATION

Thank you for choosing Lost Spur for your special occasion. Our Policies are designed to provide the information necessary to create a wonderful experience for you and your guests. Our professional planner is available to guide you through all the options and decisions you need to make, and will answer any questions you might have

**Deposit and Contract:** A \$500.00 non-refundable deposit is required at the time of the event confirmation, along with a signed contract to reserve your date. The deposit will be applied toward your final invoice. The date is not considered booked until a deposit and signed contract is received. Lost Spur reserves the right to book a date until the deposit is received. Prices listed in this package are subject to change.

**Payment Schedule:** A \$500.00 deposit is required at time of booking and will be applied to your final invoice. The final payment and guest count are due 14 days prior to your event and a validated credit card number is required for any remaining balance to be paid on event day.

**Service Fee and Taxes:** Lost Spur does not include an automatic gratuity on an event rental invoices but leaves the gratuity amount and distribution at the discretion of the renter. There will be a 20% service fee added to any food and catering services invoices. Appropriate tax will be added to the taxable items sold at rate of 7.375 percent Minnesota sales tax or 9.25 percent Minnesota liquor tax.

**Catering Costs & Market Pricing:** We Strive to honor published food pricing but we will also not compromise quality ingredients in order to cut costs. Therefore, if the market changes from booking until date of event it may be necessary to adjust menu pricing. We understand your budgeting needs and will work diligently to design a menu to meet your expectations and guarantee the meal cost 30 days prior to your event.

**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, Black, or Ivory linens, china, silverware, stemware, tables, and chairs. For evening events, bar service and entertainment must end at 11:45 with guests vacating the premises by 12:30am. On Sunday evenings, bar service and entertainment must end at 11:00pm and guests need to vacate the premises by 11:45pm.

**Menu Selections:** 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. Menu selections are due to the catering office two weeks prior to your scheduled event. Vegetarian, children, and special dietary needs are available upon request.

**Plated Meals:** There will be an additional charge for more than three entrée choices with no multiple accompaniments choices. Children's meals and vegetarian choices generally count toward the three entrée option; however, if you only have a few vegetarian meals or children's meals, we can usually accommodate these meals with out counting them as another option.

**Open Seating:** to have open (unassigned) Seating, everyone must receive the same entrée. You may also provide the option of a children's meal since our servers will be able to tell the difference between children and adults and serve accordingly. **Assigned Seating:** If you would like to offer more than one meal, you may select up to three entrees. Multiple entrees require color-coded place cards.

**Place Cards:** The clearest code is a picture or Simply a letter (example: picture of a chicken or the letter C) on the front of the name card. Please make sure it is large and easy for the servers to see. Do Not use color coding as the servers have difficulty distinguishing the colors with our lighting. The easier your name cards are to read, the faster the service.

**Food and Beverage Regulations:** Due to Health Department regulations, aside from a cake prepared by a licensed commercial baker and 750 ml bottles of wine or champagne, All food and beverages must be provided by Lost Spur. Health department regulations prohibit guests from taking extra food or beverages home.

**Food and Beverage Minimums:** There will be a food & beverage minimum for all events which must be met prior to tax or service charge. Cash bar purchases made by your guests do not apply to the minimum. If the minimum is not met, the difference will be added to your final invoice.

**Beverage Service:** A professional bartender is provided at no charge if the bar sales meet or exceed \$500.00. A nominal fee of \$50 will be charged for bar sales less than \$500.00. All Guests should be prepared to show proper identification. We reserve the right to refuse service of any alcoholic beverage to any guests that is underage, unable to provide proper identification, and/or appears to be intoxicated. All alcohol service concludes at 11:45pm Monday-Saturday and 11:00pm on Sundays. All beverages must be purchased at the facility. Non-compliance with this policy will result in appropriate action by staff.

**Corkage Fee:** If you choose to bring in your own wine, you may bring 750 ml bottles of wine or champagne for which there will be a \$16.00 per bottle corkage fee. No other size bottles are permitted.

**Cake Cutting Fee:** 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 table). Events providing only sheet cakes or cupcakes for dessert are subject to a cutting and serving fee of \$.50 per person.

**Coat Check Attendants:** The costs of service is \$75.00. Available November- March.

**Clean Up and Damage Fees:** Lost Spur reserves the right to charge the appropriate fee for any damages to the property. Any damage done to Lost Spur property or equipment will be repaired or replaced at the clients expense. Lost Spur will send an estimated bill to the client and charge the card on file for any damages. Please do not affix any item to the walls with out prior approval.

**Dance Floor:** The dance floor is provided in the room rental fee. There is no alcohol or glass allowed on the dance floor. No fog machines allowed.

**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 times, locations of equipment and power needs. All entertainment must be set up before guest's arrive and finish by 12:30am.

**Wedding Ceremonies:** Wedding ceremonies are an indoor or outdoor option. Please refer to our ceremony guideline and contract.

**Wedding Gifts and Cards:** 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 all of your wedding gifts and cards. Please do not take gifts out of the room until you're ready to leave. Lost spur is not responsible for lost or stolen items.

**Wedding Pictures:** Lost Spur has several picturesque settings. We have an 8 passenger golf cart available for the wedding party. No high heels on the greens.

**Security:** Security is required for all wedding receptions, as well as other larger events. The catering planner is responsible for booking the security and the event host is responsible for the security fee of \$300.00.

**Décor Service:** Lost Spur offers full service décor for your event. We specialize in ceiling fabric swaging and lights, table fabric swaging and lights, specialty linen and more. Request a Décor Service Package if you are interested in any of these options.

**Decorating Guidelines:** You may bring in your own table centerpieces and décor. You must use our Décor Service for all ceiling fabric and chair covers. The labor costs to remove any damage caused by decoration will be charged to your event. All decorating must have the approval of the event planner.

1. No decorations can be affixed to the walls, windows, doors , and ceilings.
2. Glitter and confetti are not permitted. No decorations or food/candy item smaller than a quarter are allowed.
3. No open flames are allowed. Candles must be glass enclosed and are not allowed on high-top tables.
4. Flower petals may not be placed on the carpet or dance floor.

**Food Tastings:** Please contact the catering department for information on tasting dates. Food tastings are not complimentary and consist of up to 4 entrees.

**Smoke Free Environment:** Lost Spur is a smoke free facility. Smoking is allowed outside only.