

# WEDDING RECEPTION GUIDELINES & CONTRACT

## Menus:

Thank you for selecting Medina Entertainment Center. Our Wedding Consultant will be delighted to design a special menu with you. Menu selections are requested one month prior to your wedding. All weddings must purchase a catered plated or buffet meal through Medina Entertainment Center, with food minimums listed below. Food and Beverage prices are subject to change, without notification. Final pricing will be confirmed 60 days prior to your function. **Due to licensing restrictions, all food and beverage must be provided by Medina Entertainment Center. The removal of any food or beverage from the premises is prohibited.**

To insure the highest quality food for your event, the food must be served at the designated serving time. A \$100.00 late fee will be charged for every 20 minutes past the predetermined serving time. The serving time must be confirmed 2 weeks prior to the event.

INITIAL \_\_\_\_\_

## Tax and Service Charge:

All menu prices are subject to applicable Minnesota state sales tax and a 19% service charge. The service charge is not the property of any one employee and will be dispersed at the discretion of Management.

## Deposits, Guarantee and Payment:

A non refundable deposit of \$700.00 is required for all weddings to confirm reservation. Specific details should be arranged 1 month prior to your wedding. A guaranteed number of attendance and payment must be received 7 days prior to your wedding. This guaranteed number is not subject to reduction. If there is an outstanding balance due at the conclusion of the wedding, it is to be paid the following business day. Payment methods are cash, certified or cashier check, money orders or credit card: VISA, MasterCard, Discover or American Express. The Credit Card Authorization form must be filled out prior to the start of the event. Personal checks will be accepted upon approval.

## Private Room Rental and Food Minimums:

**The Ballroom** 250-1600 maximum capacity

(Food minimums do not include tax or service charge)

- Friday \$750.00 Rental - Food Minimum of \$4,500.00
- Saturday \$1,500.00 Rental - Food Minimum of \$5,000.00
- Sunday \$500.00 Rental - No food minimum

**The Party Rooms** - 250 maximum capacity

(Food minimums do not include tax or service charge)

- Friday \$300.00 Rental - Food minimum of \$3,200.00
- Saturday \$850.00 Rental - Food minimum of \$3,500.00
- Sunday \$200.00 Rental - No food minimum

**Images** - 150 maximum capacity

(Food minimums do not include tax or service charge)

- Friday \$200.00 Rental - Food minimum of \$1,600.00
- Saturday \$650.00 Rental - Food minimum of \$2,000.00
- Sunday \$150.00 Rental - No food minimum

## Food Minimums:

Catered functions are based on food minimums. If the Client fails to meet the food minimum designated for the room that has been booked, an additional food charge will be applied to the Client's final invoice. The additional food charge will be the difference between the food minimum and the total food charges exclusive of tax and service charge.

## Wedding Ceremonies:

Wedding ceremonies may be held in the reception room for an additional \$250 fee. Additional fees may apply for reset of room from ceremony to reception. Client is responsible for providing ceremony coordinator, officiate, ceremony music and sound system. Rehearsals are based on room availability; additional room rental fees are applicable if held on days other than day of event.

## Security Policy:

Medina Entertainment Center will not be responsible for the damage or loss of equipment or merchandise stored or displayed on it's property prior to, during or following your wedding. Medina Entertainment Center reserves the right to assess charges for damages incurred due to the misuse or abuse of equipment and/or facilities during your wedding. Medina Entertainment Center may require security arrangements for certain events. Applicable charges will be the sole responsibility of the patron. Medina Entertainment Center reserves the right to inspect and control all private events.

## Cancellations:

In the event you should cancel your wedding, the following cancellation fee will apply:

0-7 days in advance:

100% of estimated food, beverage & rental values.

90 days to 1 week in advance:

75% of estimated food, beverage & rental values.

6 months to 90 days in advance:

50% of estimated food, beverage & rental values.

## Bartender Fee and Bar Requirements:

Functions with a catered bar in the room is charged a bartender fee of \$100.00. If revenue of \$500.00 is reached, the \$100.00 bartender fee is waived. Medina Entertainment Center, as a Licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance with Minnesota laws. If alcoholic beverages are to be served on Medina's premises, Medina will require that beverages be dispensed only by Medina's servers and bartenders. The Medina alcoholic beverages license requires Medina to (1) request valid identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either underage or if valid identification cannot be produced and (2) refuse alcoholic beverage service to any person who in Medina's judgment appears to be impaired. The Alcohol Consumption Policy and this Contract must be signed prior to the start of any event where alcoholic beverages will be served.

## Entertainment:

You may hire your own band or D.J. **We request that they are set up prior to your event and finished by 12:30am.** If special needs are required, please make arrangements through our Catering Department.

## Wedding Cake:

Client may bring in a wedding cake from a licensed and insured bakery. Medina Entertainment Center cannot be responsible for placement of flowers or decorations on wedding cakes. All wedding cakes will be cut by the Banquet Staff. **This service is required by our Banquet Staff and is included in the room rental charge.** If a special set up is required, please make arrangements through our Catering Department. Commercially prepared and wrapped candies or mints designed as party favors are allowed and must be approved by the Catering Department.

## Decorations:

Clients are responsible for the distribution, set-up and collection of all materials provided by the Client. All decorations need to be pre-approved by the Catering Department. Please note that sand, birdseed, glitter, rice, small beads, confetti and tapered candles may not be used. All candles must be enclosed.

## Received & understand terms and conditions of Contract:

Bride's Name \_\_\_\_\_

Bride's Signature \_\_\_\_\_

Groom's Name \_\_\_\_\_

Groom's Signature \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Wedding Date \_\_\_\_\_

Room Location \_\_\_\_\_ Room Rental \_\_\_\_\_

Food Minimum \_\_\_\_\_

Non Refundable Deposit Required \_\_\_\_\_

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# ALCOHOL CONSUMPTION POLICY & CONTRACT

## Alcohol Consumption Policy

The Medina Entertainment Center (MEC) wants your party to be a success. We will do our best to make it so. However, abuse of alcohol can ruin a party quickly. As the host, you are accountable for the behavior of your guests. Please help our Staff enforce responsible drinking behavior. The following is our policy which has proven to be both discreet and effective.

1. No liquor will be sold to, or consumed on MEC's premises by any person under the legal age. Valid, state issued identification cards may be requested of any person(s) who appear to be under age at any time during your event. If any minors are caught drinking, both parents and the minor(s) involved will be asked to leave MEC property. All guests must have valid I.D. if they plan to consume or purchase alcoholic beverages, including the wedding party.

2. No liquor will knowingly be sold or consumed on MEC premises by any person who, in the opinion of appropriate Staff, is or appears to be possibly impaired. This is State Law.

3. In an effort to control consumption, the Staff may proceed as follows when a problem is developing.

- a. Contact the host of the event to approach guest(s).
- b. Ask for cooperation from others in the party.
- c. Cease serving individual(s).
- d. Ask problem individual(s) to leave.
- e. Call the police.
- f. Halt the party.
- g. Close the bar.

4. The Host voluntarily assumes a duty to control the premises, aid in elimination of under age consumption of alcoholic beverages and alcohol sales including persons appearing to be impaired. The Host assumes the responsibility to supply safe transportation for any guest(s) at their function who may require assistance.

Host Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Host Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_  
signature

### Statement of Age

I, by witness of my signature affixed, do hereby declare that I am 21 years of age or older and that the driver's license or age credentials presented by me before signing this statement are true and factual. I also agree that I will not purchase any alcoholic beverages for minors, I also agree to the house policy of carding everyone for the purchase of alcoholic beverages.

Bride's Name: \_\_\_\_\_ Groom's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Valid Driver's License #: \_\_\_\_\_ Valid Driver's License #: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Birth Date: \_\_\_\_\_