



Room Rental Information and Contract

Room Setup and Fees (for Receptions)

Riverwood National will provide the room set up, clean up, dance floor, linen table cloths and napkins, skirted cake table, gift table, head table. If additional set up or clean up is required, an additional charge may be added.

Room Rental Rates: \$750.00 Saturdays
 \$500.00 on season Sunday & Friday
 \$300.00 off season Sunday & Friday
 Season is April – December 31

Check with us for special rates on groups less than 50 people and non profit organizations.

USE OF THE RENTAL: No use by the client of said premises shall be made for gambling or immoral purpose.

Damage Deposit

A \$200.00 damage deposit is due at time of booking. Following the event Riverwood National will inspect and certify that neither client nor any guests at the function has caused any damaged. If the deposit is not sufficient to cover damages, patron shall reimburse Riverwood National Golf Course for any additional expense, which will be determined by Riverwood National.

Security

Riverwood National requires security for events of 100 people or more when alcohol is served and certain other events, particularly those with minors in attendance. Riverwood National will coordinate security, and the cost of such services will be added to the client's invoice.

Decorations

The Client is responsible for the set-up and removal of the decorations at the end of the event. The client is solely responsible for any and all outside rentals brought into this facility. Bubbles, rice, birdseed, confetti, glitter or silly string are not permitted on the premises. Usage of any of these items will result in a \$100.00 clean up fee. The fire code states that all candles must be enclosed in glass, i.e. votive cups, hurricane lamps etc. Any candles not enclosed in glass will not be lit.

Entertainment Our clients make all arrangements for their own entertainment. Entertainment must end no later 12:30am. All guests and non Riverwood National employees must vacate the premises' including the parking lot by 1:00am.

Food & Beverage

Menus

Menu selections must be made no later than three weeks prior to the event. If you select more than one entrée the client will be responsible for identifying each guest food selection with color coded place cards. These place cards should be placed in alphabetical order at a table near the entrance door. We suggest an attendant be present at this table to insure your guests receive the proper place cards. This is to aid in more efficient service to the guests.

Attendance Guarantees

You must guarantee the number of attendees for all food, beverage and meeting functions eight business days prior to the event date. If the catering department does not receive a guarantee by the required day, the client will be charged accordingly based on the original number of guests. Your guaranteed count can always increase but never decrease from your original guarantee, Riverwood National does not prepare any additional meals, however we will make every effort to accommodate additional guests.

Food and Beverages Regulations

Due to Health Department regulations food and beverages purchased through Riverwood National cannot leave the premises following the event. The only exception to this is wedding cakes: they must however be prepared by a licensed bakery.

Cake Cutting

The staff at Riverwood National will cut and serve your cake on china plates for \$.50 per person at your request.

Miscellaneous Wedding Items

Toasting glasses, favors, cake knives, personalized napkins, etc. may be dropped off during business hours preceding your reception. Please have all items marked with your name and date of wedding. These items are your responsibility to place on the day of your wedding reception.

Bar Policy

The legal drinking age in Minnesota is 21 years of age. Minors will not be permitted to consume alcoholic beverages on the premise. We reserve the right to assess the level of alcohol consumption and will act accordingly to provide a safe environment for all our guests.

Taxes and Services

All food and beverage services are subject to any applicable sales tax. All food and beverage service is subject to 18% service (gratuity) charge. Service charge is subject to change and cannot be guaranteed until 90 days prior to the function date. All service charges collected are not the property of any one person and will be distributed at the discretion of management.

Cancellations

All cancellations must be in writing. If cancellation is given in 120 days or less you are held responsible for half of the estimated cost of your event. If cancellation is given in 30 days or less, you are held responsible for the full estimated cost of your event. Deposits are non-refundable.

Payments and Deposits

Deposits will be required to hold the date and space for your event. The amount of this deposit will be the charge of the room along with a \$200 damage deposit. Final payment will be due upon receiving your guaranteed count and at least five days before your event. Payments are accepted by cash, credit card or cashiers check. Please remember all deposits made toward your event are non-refundable.

General

All prices are subject to change and cannot be guaranteed until 90 days prior to the event date.

Banquet Hours

All events must end by 12:30 A.M. All guests must clear the premises by 1:00 A.M. including the parking lot.

Liabilities

Client(s) agrees to be responsible for any and all damages and thefts to the premises, its furniture, equipment, table accessories and property rented to customer caused by client, their guests, or invitees.

Client(s) agree to pay any amount due to Riverwood National. In the event the amount due is not paid and Riverwood National engages an attorney for collection, client(s) agrees to pay Riverwood National its attorney fees, expenses and court costs accrued in pursuing payment from client(s).



Event contract detail record

Thank you for choosing Riverwood National and Masters for your special event. We look forward to working with you to achieve the finest hospitality available for your guests.

Event Name _____ Event Date _____

Contact Name _____ Phone # _____

Company Name _____ Cell # _____

Address _____ E-mail _____

City/ST/Zip _____ Room Rental _____

Contract Date _____ Deposit amount _____

Estimated attendance _____

I have read, understand, and agree with all of the policies outlined in the Riverwood National Event Contract. I also understand the guarantee, cancellation and payment procedures.

Client Signature _____ Date _____

Riverwood Signature _____ Date _____