

# Seasons at Rose Creek

*1500 Rose Creek Pkwy E.  
Fargo, N.D. 58104  
701-235-5000 Fax 701-235-3010*

## Seasons at Rose Creek Banquet Policies

### **Attendance Guarantees**

Attendance guarantees are due 3 business days prior to the event scheduled. Once a guarantee is given, it may not be decreased. If we do not receive a guarantee from you, the original count will be your guarantee. We will prepare for five per cent (5%) over the guarantee. The charges on the food will be based on the guaranteed attendance, or the actual attendance, whichever is greater.

### **Food and Beverage**

Liability insurance & State public Health Department regulations, do not allow food and beverage to be brought into, or out of, Seasons. Therefore all food will be prepared by Seasons at Rose Creek. Left over food may not be taken out of the restaurant, unless approved and signed by a Manager.

State Law prohibits us from serving alcohol to anyone under the age of 21, regardless if they have parental permission. Any minor consuming an alcoholic beverage will be asked to leave the premises.

### **Banquet Rooms**

Banquet rooms are assigned according to the anticipated number of guests. If there are fluctuations in the numbers of attendees, we reserve the right to reassign the banquet room.

### **Room Set-up and fees**

Adequate time will be allotted for set-up prior to the function. There is a **\$.50 set-up fee** per person for all functions based on your guaranteed number. If special set-up, custom decorations and or, additional equipment is required, an additional fee may be levied. A room charge may apply if food minimum is not met or numbers decrease without prior notice. The room charge is based on which room is booked.

There is a **\$300.00 Facility fee** on groups up to 150 people, **\$450.00 Facility fee** on groups of 150 or more when there is a bar present.

### **Pricing**

Significant or unexpected increased cost may result in menu price changes. These menu prices will not occur within ninety days of the function. All menu prices are subject to an eighteen per cent (**18%**) service charge plus applicable state sales taxes.

## **Payment and Deposits**

Deposits are required at the time of the booking to hold space on a definite basis.

**Deposits are non-refundable.** Deposits will be refunded by Credit Card refund or Business check the following business day. Any additional charges, damage, or cleaning fee due to unauthorized decorating will be subtracted from the Deposit.

**Payment** must be made prior to your event. Payment is acceptable in forms of cash, check or credit card. Any other form of payment must be approved by the manager.

## **Decorations**

Room decorating should be arranged with the Banquet manager. Certain items such as confetti, glitter, flower petals, color crepe paper, and rice are prohibited outside. All inside decoration must be approved by the Banquet manager. All decorations must be removed by 9am.the following morning, inside & outside Seasons facility.

## **Loss and Damage**

We are not responsible for any theft, loss or damage to articles left on our premises under any circumstances whatsoever. This does include the theft, loss or damage to the client(s) property and/or that of the guests in attendance. Conversely, the contracting client is responsible for all loss and damage to the premises that may arise from the guests in attendance.

## **Children**

**All children must be supervised at all times.** No playing on the Dock, Rocks, Patio, Golf Course, Elevator, or Stairs. The safety of your children is your responsibility

**Please initial \_\_\_\_\_.** If you do not have a babysitter one will be provided for you at an additional charge.

*I agree and accept all the above policies.*

\_\_\_\_\_  
Credit Card #

\_\_\_\_\_  
Exp. Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name of Function

\_\_\_\_\_  
Function Date