



CATERING GUIDELINES

ROOM RENTAL AND FOOD MINIMUM

Room rental rates and food minimums will apply to all member and nonmember functions and will be quoted by the Catering Department at the time of booking.

SERVICE CHARGE AND TAXES

Food prices are subject to a 23% service charge and 8.025% sales tax.
Liquor prices are subject to a 23% service charge and 10.525% sales tax.

GUARANTEES

Please contact the Catering Department five (5) business days prior to your event with the guaranteed number of guests that will attend. This is the minimum number for which you will be charged. If no guarantee is submitted we will consider the last highest number given to the Catering Department to be your guarantee. All events at the Woman's Club of Minneapolis are required to be contracted. Appropriate contracts will be issued by the Event Managers as needed.

DEPOSIT

A **non-refundable** deposit of **50% of the estimated cost** is required to confirm an event. The deposit will be forfeited if the event is cancelled. This deposit will be made by Credit Card and it is required to maintain a valid Credit Card on file. The details should be part of the contract.

PAYMENT

The remaining 50% of the estimated total will be charged **7-10 days prior to the event**. In case of questions or an error in billing, it is the responsibility of the client to contact the Club's Accounting Office to resolve any problem.

FOOD TASTINGS

A food tasting session may be arranged through the Catering Office with a minimum of **two weeks' notice** after event booking. Charges for this service are waived for up to 2 (two) people tasting 3 entrees (appetizers are not part of our tasting menu) during one (1) tasting session. Additional charges will be billed to the account for more than 2 people attending the tasting or additional choices of entrees/sessions. Appropriate dress is required.

EVENT SET UP

The Woman's Club of Minneapolis is a private venue. Our membership have full access to our Club house facilities (Lounge and Main Dining Room) during regular Club hours. Set up for private events will be limited and confirmed by your host/catering department staff.

VACATE TIME

The Bar will close and the music will stop at 12:00 midnight. All guests must vacate the building by 12:30 am latest.

MENU PRICES

Prices listed in our catering menus are subject to change due to market conditions. After the menu is selected, prices can be confirmed 30 days prior to the event.

TABLE LINENS AND SKIRTING

Ecru tablecloths and linen napkins (available in several colors) will be provided for all events. The Club can provide skirting for display or buffet tables.

CLEAN-UP AND DAMAGE CHARGE

The Woman's Club will assess the need for clean-up or damage to property and reserve the right to apply charges after Event closing.

AUDIO/VISUAL EQUIPMENT

The Club will provide one podium and microphone at no charge. Please inquire about renting additional audio/visual equipment.

FOOD REGULATIONS

Health Department regulations and Club Policies require that all food and/or beverages consumed on the premises must be provided by The Woman's Club of Minneapolis. For the safety of our guests, the Club prohibits leftover food and beverage items from banquets to leave the premises.

MISCELLANEOUS FEES

Dance Floor Charge	\$250
Cake Cutting Fee (for cakes brought in from a commercial bakery).....	\$3/person
Dessert Buffet (outside desserts).....	\$6/person
Bartender Fee (this includes the set-up of additional bars).....	\$200
Chef Carver.....	\$100
Corkage Fee (750 ml).....	\$24 per bottle
Labor Fees (Miscellaneous	\$75.00/Hour
Entrée Charge for three (3) or more Entrée's	\$3/Person
Dressing Room.....	\$250
Main Lounge Furniture Moving	\$300 - \$500+
Grand Piano Usage.....	\$175
Coat Check/Valet/Others.....	Please discuss with our Event Manager