

Banquets at the Boardwalk

Event Guidelines Form

The following Event Guidelines are meant to be followed, in order to help make your event an enjoyable and memorable experience for both you and your guests.

General Guidelines

- Client may arrive as early as 10:00AM on the day of the event for decorating. All decorations must be preapproved by your Event Manager. Decorations must be removed from the room no later than 2:00AM on the night of the event. Additional fees may be incurred if decorations are left behind, and they will not be saved.
 - An additional fee of \$75 per hour may apply if you would like to arrive earlier than 10:00AM, or if you would like to come back the next day to remove decorations.
- Events are to conclude no later than 1:00AM. Portable Bars will close at 12:30AM. Last dance must be finished playing by 12:45AM.
- All planned Event Entertainment, whether it be a DJ, Band, Hypnotist, Comedian, Photo Booth, etc., must be disclosed to the Event Manager at the time of Event Booking.
- Alcohol consumption is restricted to inside Banquets at the Boardwalk venue only, which also includes Rivers Edge Lounge and River Deck Bar. There will be no alcohol brought over from surrounding restaurants/bars or vice versa. No outside alcohol is to be brought in by client or their guests. All alcohol must be purchased by the Banquets at the Boardwalk venue. Banquets at the Boardwalk is not required to return any confiscated alcohol. If any of these guidelines are violated by any guest, there will be a minimum \$300.00 fine imposed to the guest who booked the Event. Payment will be due in-full prior to departure. Banquets at the Boardwalk may also shut down the Event, if necessary, regardless of the timing of the Event. Banquets at the Boardwalk reserves the right to remove any alcohol brought into our Venue and may ask person(s) bringing it in to leave the premises.
- Certain Events will require the use of a Boardwalk Security Guard who will be selected by Banquets at the Boardwalk. The fee for one (1) Security Guard for your event is \$125. To determine whether you need a Security Guard at your event, please consult with your Event Manager.
- Podium, Microphone, Projector, Screen and use of TVs are available for your use at no additional charge if needed.
- Glitter, confetti, diamond chips, feather boas, popcorn, candy buffets, candy favors, and any other like items are not allowed. Photo Booths will also be expected to follow these guidelines in regards to their props.
- Nails, pins, staples and any other like items may not be used when decorating. A special tape may be used but needs to be approved by your Event Manager prior to use. Additional charges may be incurred if damages result.
- Helium balloons are not allowed without approval by your Event Manager. Additional charges may be incurred for retrieval and cleanup of balloons.

Banquets at the Boardwalk

- When candles are lit, they must be in a designated candle holder such as a vase. No open flames are allowed. The tip of the flame must be at least one inch beneath the top of the candle holder/vase. Generally, this means that the unlit wick needs to be at least three inches below the top of the candle holder. In addition, you are allowed to have no more than three candles per table unless they are battery operated. All candles and arrangements must be approved by your Event Manager at least one week prior to your event. If your candles do not meet these guidelines on the day of your Event, they will be removed from the tables and will not be able to be used during your Event.
- Banquets at the Boardwalk Centerpiece Items may be rented as follows:
 - 24" Tall Glass Vases = \$25 each
 - 18" Medium Glass Vases = \$15 each
 - 8" Short Glass Hurricanes with Candles (Pillar or Tea Light) = \$2 each
 - 12" Square Mirrors = \$1 each
 - 24" White Orchid Arrangements = \$3 each

Catering Guidelines

- Banquets at the Boardwalk has a Chef on staff who provides exclusive Catering Services for all of our Events. Whether you desire an elaborate meal for your guests or something more traditional, we will try to accommodate your needs accordingly.
- Your event space must be reserved prior to making food arrangements. The Boardwalk and its sub-contracted vendors are the exclusive providers of food and beverages for Banquets at the Boardwalk. Bringing food and/or beverage items into the facility is strictly prohibited with the exception of a Cake and/or Cupcakes, which must be approved by your Event Manager at least one week prior to your event, and a Food Waiver Form must be filled out.
 - If you bring in outside food of any kind without your Event Managers prior approval, the food will be removed and discarded at any moment by the Boardwalk Staff.
 - If you wish, you may bring in a Cake and/or Cupcakes from a licensed baker. Our staff can cut and serve your Cake to your guests at a charge of \$1 per guest. Please note, if you are having a Buffet Style Dinner, the Cake will be placed near the buffet line for your guests to take. If you are having a Plated Style Dinner, our staff will serve the cake to your guests at their seats. We will provide the china and serving utensils at no additional charge. Serving arrangements must be made with your Event Manager at least one week prior to your event. There is no fee if you choose to cut and serve the Cake yourselves.
 - Sampling is available upon request for Events with 100+ guests. Samplings are usually scheduled 2-3 months prior to your Event, just depending on if and when you have your RSVP Cards printed. For a Sampling, you can have a total of 4 people present. You can then select up to 3 Meat selections & 2 Potato/Vegetable selections from the Menu to sample. Our Chef will prepare 4 sample size portions of each item. If you have more than 4 people with you, we still only make the same amount. Samplings need to be scheduled with your Event Manager AT LEAST 1 week in advance. Samplings during the summer months need to be scheduled AT LEAST 2 weeks in advance. Samplings are to be scheduled Monday through Thursday only.

Banquets at the Boardwalk

- Our goal at Boardwalk is to ensure you are served quickly & efficiently. If your guest list is 200+, we would suggest a buffet rather than a plated meal. The time involved in serving is double for plated.

Additional Notes

- Your Final/Guaranteed Guest Count will allow us to prepare for staff and plan for your event accordingly. After you have guaranteed the number of guests attending your event, an additional fee of \$5 per person, plus the original price of the entrée, will apply for each additional plate added if needed. Please note; our Chef only prepares a certain percentage of additional food in the case that you have unexpected added guests. Therefore, if you have too many unexpected guests, we cannot guarantee that there will be enough food for them.
- Please note that for Bar Services, there is a preorder limit of one Keg per 125 People, one Case of Wine per 75 people and one Case of Wedding Champagne per 75 people. There is no limit on the number of Drink Tickets that you may purchase. Unused Drink Tickets cannot be returned for a refund. Please consult with your Event Manager to determine the amount of alcohol that you may preorder for your event.
- The final layout of your room will be determined by your Event Manager and our Set-Up Staff. Although requests may be made for placement of additional tables such as a Head Table, Cake Table, Guest Book Table, Gift Table, Portable Bar and so forth, the final placement will be determined by your Event Manager and our staff, in order to better accommodate your guests and the overall experience they will have. We will do our best to accommodate your needs and requests in any way we can. However, please note that if a large number of additional tables are needed and spacing becomes too limited, you may be required to either eliminate the number of additional tables or increase the size of your Ballroom if possible due to the safety of your guests and our staff. Additional fees will apply for increased Ballroom space.
- You are responsible for any damages to our property that may be caused by any of your guests. If repair of damages or additional clean-up are required, you will be contacted within three business days of your event, and you will be sent a bill for any added expenses within five business days of your event. Payment for these charges will be due immediately.
- You are responsible for any excess garbage, such as large boxes, that you may bring into the Venue. If you do not take these items with you when you leave, there will be a minimum fee of \$50.00 for clean-up and disposal. Please consult with your Event Manager if you have any questions about what type of garbage that is allowed.
- Prices and Fees are subject to change without notice due to local Market Pricing at the time of your event. Any changes in Menu Prices or Fees will be communicated to you by your Event Manager at least six weeks prior to your event when your Estimated Guest Count and Menu Selections are due
- As you plan your event, please note that Applicable Sales Tax (6.875%), Service Fee (18% Gratuity) and Set-Up Fee (20% of Food Total before Tax and Service Fee) are not included in the prices listed throughout this Banquet Menu.

Banquets at the Boardwalk

- The 20% Set-Up Fee is based on your Grand Food Total BEFORE Taxes and/or any other Fees. All Set-Up Fees include the following: Set-up and tear-down of your space, along with the rental of the tables, chairs, linens (tablecloths and napkins), china, glasses and silverware as needed. If you choose not to order food for your event, and you simply want to use the space for an event such as a Meeting or Open House, the 20% Set-Up Fee would not apply to your event, as it's based off of your Food Total. Therefore, the Set-Up Fee outlined below would then apply to your event. For events that are not serving food, we will still put glasses and pitchers of water on each table. Please note: There is a minimum Set-Up Fee for certain Events. Consult with your Event Manager for more information.
 - Set-up of 1 – 10 Tables = \$250
 - Set-up of 11 – 20 Tables = \$500
 - Set-up of 21 – 30 Tables = \$750
 - Set-up of 31 – 40 Tables = \$1,000

Ballroom Rental Fees

- Ballroom A – \$1000.00 (Seats 300+)
- Ballroom B – \$850.00 (Seats 200+)
- Ballroom C – \$650.00 (Seats 150+)
- Ballroom D – \$450.00 (Seats 120+)
- Ballroom E – \$350.00 (Seats 120+)
- Ballroom F – \$250.00 (Seats 75+)
- Ballroom G – \$225.00 (Seats 75+)
- Ballroom H – \$250.00 (Seats 75+)
- Ballroom I - \$250.00 (Seats 75+)
 - The Occupancy numbers listed above are general guidelines. The total number of guests that your space will hold is ultimately determined by many different factors including, Event type, types of tables used, total number of tables needed, space needed for DJ/Band and so forth. Please consult with your Event Manager to determine the number of guests your space will hold. If throughout the planning of your Event our Staff determines that a larger space is needed due to safety issues, etc., you will be informed by your Event Manager, and you may be responsible for any additional fees that apply.

Event Timeline:

To allow for proper planning and service of your event, the following general Event Timeline will be followed as part of our Event Checklist.

- Day of Event Booking
 - Room Rental Fee is due & Estimated Guest Count
- Within One Week after Booking
 - Policy Disclosure must be signed and returned to your Event Manager
- Six Weeks prior to Event (the following items must be provided to your Event Manager)
 - Updated Estimated Guest Count
 - Menu Selections
 - Completed Event Questionnaire
 - Approval of Initial Banquet Event Order
 - 20% Food Deposit (20% of Estimated Food Total before Tax & Service Fee)
 - 20% Set-Up Fee (20% of Food Total before Tax & Service Fee)

Banquets at the Boardwalk

- Two Weeks prior to Event
 - Alcohol Order for the purchase of Kegs, Cases of Wine, Champagne, etc.
- One Week prior to Event (the following items must be provided to your Event Manager)
 - Final/Guaranteed Guest Count
 - Minor Menu Changes
 - Sound & Light Policy (if applicable)
 - Food Waiver Form (if applicable)
 - Approval of Final Banquet Event Order
 - Final Payment

Please let us know if you have any questions regarding any of the information contained in this packet. We are here to help you in any way we can!

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