

# UNFORGETTABLE EXPERIENCE

ABOUT I EVENTS I STORIES I MENUS

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# ABOUT US

# The Crown Room Banquet Center offers an unforgettable experience.

We are a full service banquet center that can accommodate any event including, but not limited to: Wedding Receptions, Rehearsal Dinners, Class Reunions, Athletic Banquets, Holiday Parties, Fundraisers, Galas, and Corporate Events.

The Crown Room Staff strives to exceed one's expectations. The talents of our Executive Chef and his culinary team, combined with our banquet staff, ensures that no detail will go unnoticed. Once you have chosen the Crown Room as your event site, you will also be provided with a personal Event Planning Coordinator to help make sure all of your needs are met.

### GINA'S STORY

The Crown Room is a stunning location for your wedding reception. Our Rogers, Minnesota wedding venue truly is breathtaking!

Our Banquet Staff is dedicated to ensure your milestone commemoration is the dream you've longed for. From

WEDDINGS

Our Banquet Staff is dedicated to ensure your milestone commemoration is the dream you've longed for. From your initial inquiry to your last dance, our Wedding Event Coordinator will be sure your experience delights, not dissappoints. The beautiful design and décor of the Crown Room, combined with the culinary talents and expertise of our Executive Chef, allows us to ensure that your "day of days" will be memorable.

We can also help you kick-off your Wedding Weekend by hosting your Rehearsal Dinner in the exquisite Whiskey's Lounge. "When beginning our search for the perfect spot for our wedding, we had initially thought that the Crown Room would be above our price range for what we were looking for. However, after looking around, we decided to check it out and at least compare it to the other venues we had looked at. The pricing, quality, and all-around service that we immediately recognized at the Crown Room were in no way going to be matched by any other venue that we were looking at. The atmosphere was exactly what we were looking for and we knew that it was a space that we could do a variety of things with in terms of our style that we wanted. Throughout the process, the Crown Room had the best customer service of any that I've experienced in any industry. I always felt like I was a priority to them and they took a genuine interest in understanding what I was looking for and making me feel at ease about accommodating my wishes. The day went off without a hitch and I appreciated every single little detail that they helped with. They even went above and beyond by sending us an entire disc of photos on it (some were little details that I wouldn't have otherwise had captured if it weren't for their photos!). I was beyond pleased with the service we received and have already recommended the facility to a number of people. The Crown Room is an exceptional facility with the staff and service to match!"

- Gina (Former Crown Room Bride)

We can customize our menu options to fit within the individual needs of your fundraiser or gala. Whether you have a group of 10 or 350, the Crown Room is the ideal location to host your Fundraiser or Gala with capabilities to accommodate silent auctions, live auctions, and award presentations.

**EVENTS** 

## Banquet / Gala

Seating for up to 350
Complimentary Wi-Fi
Customized Dinner Options
Full Service Bar
Silent Auction Capabilities
Valet and Coat Check
Audio and Video
Equipment
Staging and Entertainment
Accommodations
Centerpiece Starters
Complimentary Table
Linens, Silverware, Glassware and China

# Athletic / Reunion

Groups of 10 to 350
Complimentary Table
Linens, Silverware, Glassware & China
Complimentary School
Colored Linens & Centerpiece Starters
Affordable Buffet & Plated
Dinner Options
Audio & Video Equipment
Available
Podium & Wireless
Microphone for Awards
Presentation

"Our experience with The Crown Room was fabulous! The planning was smooth, coordinating the week-of was stress-free and the day-of staff was out of this world. Gina, Shannon and their team were awesome! From the arrival and bringing the butler-passed apps to the guests to the head table food presentation, I couldn't have asked for more top-notch service. All of our guests raved about the food, and our families were beyond impressed with the service and coordination. Thanks for everything that you did to make our day go as smoothly as it did."

- Katie (Former Crown Room Bride)



# Continental Breakfast Options Breakfast Buffet Options

# Early Risers Chilled Fruit Juices Assorted Fresh Danish Fresh Fruit Gourmet Coffee & Tea

# **Good Morning Sunshine** Chilled Fruit Juices Assorted Fresh Danish Fresh Fruit Assorted Yogurts & Granola Gourmet Coffee & Tea

# **Morning Warrior** Chilled Fruit Juices Assorted Fresh Danish Sliced Fresh Fruit & Berry Display Assorted Yogurt & Granola Warm Cinnamon Oatmeal Gourmet Coffee & Tea

# Rise & Shine Buffet Chilled Fruit Juices Warm Caramel Rolls Fresh Fruit Scrambled Eggs with Boursin Cheese Crisp Bacon & Sausage Gourmet Coffee & Tea

# Farmers Buffet Chilled Fruit Juices Fresh Fruit Biscuits & Gravy Breakfast Potatoes Scrambled Eggs & Crisp Bacon Gourmet Coffee & Tea

# The Crown Brunch Chilled Fruit Juices Fresh Vegetables Fresh Fruit Assorted Danish & Caramel Rolls **Breakfast Potatoes** Eggs Benedict Scrambled Eggs Grilled Sirloin Steak with Demi-Glace Gourmet Coffee & Tea

# Sunshine Buffet Chilled Fruit Juices Fresh Fruit Egg Bake Hash Browns Bacon & Sausage Gourmet Coffee & Tea

# **Plated Lunch Options**

Ask About Other Custom Lunch Entrees to Fit Your Taste or Budget.

Grilled Chicken Club Sandwich with Lettuce, Tomato, Onion & Crisp Bacon on Ciabatta Roll

Chicken Bruschetta Sandwich Fresh Mozzarella, Sliced Tomato & Basil Pesto on Focaccia Roll

Turkey Club Wrap with Turkey, Cheddar Cheese, Lettuce Tomato, Bacon and Mayo all in a Herb Tortilla

**BBQ** Bacon Cheese Burger with Smoked Cheddar & House Made **BBQ** Sauce

Veal Parmesan Sandwich with Marinara, Mozzarella on Focaccia Roll

\*All Sandwiches & Wraps come with Choice of House Made Chips, Fresh Fruit, Cole Slaw or Potato Salad

Loaded Caesar Salad Loaded Caesar Salad with Crisp Romaine Lettuce, Hard Cooked Egg, Bacon, Olives, Shaved Parmesan & Grilled Chicken

Strawberry Chicken Salad Strawberry Chicken Salad with Blue Cheese, Candied Almonds, Red Onions & Grilled Chicken

Honey Lemon Chicken Breast Honey Lemon Chicken Breast with Roasted Potato & Seasonal Vegetable

Grilled Chicken Penne Pasta with Sundried Tomato Alfredo with Cheesy Garlic Bread

**Broiled Walleye** with Butter & Wine Sauce with Rice Pilaf & Seasonal Vegetable

6oz. Petite Sirloin Steak with Charlie's Exceptional Steak Sauce, Duchesse Potato & Seasonal Vegetable

# Luncheon Buffets

### Block & Board

Home Made Chicken Noodle Soup, Mixed Green Salad with Assorted Dressings, Chef's Composed Salad, Sliced Deli Meats & Cheese, Lettuce, Tomato & Onion With Assorted Breads & Condiments

## Oriental Offering

Asian Dumpling Soup, Beef & Broccoli Stir-Fry, Sweet & Sour Chicken, White Rice, Egg Roll, & Crab Wantons

### Mediterranean Table

Loaded Caesar Salad, Garlic Bread Sticks, Italian Vegetable Medley, Baked Ziti with Sausage, and Tortellini Chicken Alfredo

### **BBQ** Feast

Baked Beans, Cole Slaw, Potato Salad Grilled Angus Burger, Grilled Chicken Breast, Assorted Cheese with Lettuce, Tomato & Onion, & Potato Chips



### Cold Hors Doeuvres

Domestic & Imported Cheese Tray with Baked Brie Cheese Wheel & Fruit Garnish

Fresh Fruit & Berry Platter

Fresh Vegetable Platter with Dip

Smoked Salmon Platter with Deviled Egg Sauce

- \* Jumbo Shrimp Shooters with Gazpacho
- \* Sicilian Bruschetta Crostini with Basil Pesto & Balsamic Glaze
- \* Blini with Humus & Roasted Vegetable

Crab Dip with Pita Bread

\* Crab Dip Crostini

### **Hot Hors Doeuvres**

- \* Rueben Spring Roll
- \* Chicken Marsalla Puff
- \* Beef Empanada
- \* Chorizo & Manchego Frittata

Spinach & Artichoke Dip with Pita Chips

- \* Spinach & Artichoke Crostini with Red Pepper
- \* Mini Grilled Cheese & Tomato Soup Shooter
- \* Bacon Wrapped Water Chestnut
- \* Mini Beef Wellington
- \* Portabella Mushroom Puff
- \* Pork & Vegetable Pot Stickers

Jalapeño Popper Dip with Pita Chips

# **Anytime Snacks**

Wings of the World Hot, Buffalo, Honey BBQ, Dry Rub & Caribbean Jerk

Slider Burgers with Crispy Onions

Fresh Tortilla Chips & Dip

**Deluxe Mixed Nuts** 

Fresh Potato Chips & Onion Dip

Home Made Seasoned Kettle Corn

Snack Mix

Mini Pretzels

Silver Dollar Sandwiches

Soft Pretzels with Cheese

Fresh Baked Cookies

Assorted Brownies & Bars

Pizzas - Sausage, Pepperoni, Cheese & Combo

\* Chocolate Dipped Strawberries

- \* Fudge Turtle, Strawberry Swirl, Salted Caramel & Creamsicle
- \* Chocolate Truffle
- \* Pecan Tasse
- \* Chocolate Covered Caramel with Toasted Pecans
- \* Raspberry Cream Cheese Brownie
- \* accompianies options that may be butler passed



# First Course: Salads

(Choose one)

### House Salad

Blueberries, Asiago Cheese, Candied Pecans, and Pomegranate Vinaigrette, on Spring Mix & Romaine Lettuce

### Caesar Salad

Romaine Lettuce with Black Olive, Garlic Crouton & Shaved Parmesan Cheese tossed in a Creamy Ceasar Dressing

#### Garden Salad

Iceberg Lettuce with Julieanne Carrots, Red Onion, Grape Tomato, Cucumbers & Croutons with Buttermilk Ranch Dressing

### Pear & Walnut Salad

Sliced Pears with Candied Walnuts, Goat Cheese & Red Onion on Spring Mix & Romaine Lettuce with House Made Terragon Vinaigrette

# Poultry Entrées

Roast Chicken Beurre with Artichoke Salsa and Lemon Beurre Blanc

Goat Cheese & Preserved Tomato Stuffed Roast Chicken with a Tarragon Cream Sauce

# Chicken En Croute with Roasted Vegetable & Butter Sauce

Prosciutto Stuffed & Roasted Chicken with Fontina Cream Sauce

### Beef Entrées

12oz. Block Cut New York Strip with Peppercorn Demi-Glace

**8oz. Baseball Top Sirloin** with Blue Cheese Crust & Beurre Rouge

**8oz. Petite Tender Steak** with Veal Demi-Glace and Onion Straws

**8oz. Center Cut Filet Mignon** with Creamy Bearnaise Sauce

### Pork Entrées

Kalamata Stuffed Pork with Vermouth Cream Sauce

Grilled Pork Chop 14oz. Dry Aged Pork Chop with Apple Bourbon Sauce

Pork Medallion Choron
Grilled Herb Crusted Pork Tenderloin
Medallions with Choron Sauce

# **Turkey Entrées**

Bacon Wrapped Turkey Tenderloin with Turkey Gravy

Creole Turkey Cutlets with Tasso, Scallions, & Cranberry Bearnaise

## Fish & Seafood Entrées

Crab Stuffed Walleye with Champagne Cream Sauce

Roasted Sea Bass with Olive & Tomato Relish

Agave & Citrus Glazed Roasted Salmon with Cucumber & Tomato Relish

Classic Broiled Walleye Almandine wtih Almond Butter Sauce

### Dinner Duet Entrées

Filet & Lobster 6oz. Center Cut Filet with Butter Braised Cold Water Lobster Tail

Beef & Shrimp 6oz. Beef Sirloin & Three Butter Poached Shrimp

# Chicken & Shrimp

6oz. Roasted Bone in Chicken Breast with Three Butter-Poached Shrimp with Garlic Cream Sauce

Sirloin & Airline
6oz. Grilled Sirloin Steak and
Roasted Airline Chicken Breast with
Herb Butter Sauce

### **Starches**

Potato Puree flavored with one of the following; Boursin, Roasted Garlic, Caramelized Onion, Wild Rice, Sweet Corn, or Mascarpone.

Roasted Fingerling Potatoes, Rice Pilaf & Roasted Baby Red Potatoes

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# **Vegetables**

Roasted Asparagus with Julienne Carrots, Haricot Vert (French Style Green Bean), Broccolini with Julienne Red Pepper, & Green Top Baby Carrots \*Ask the Chef about Fresh Seasonal Vegetable Medleys

## Vegetarian Entrées

Vegetable Lasagna Roll with Garlic Cream

**Butternut Squash Ravioli** with Candied Nuts, Goat Cheese & Sage Butter Sauce

Linguine Primavera with Marinara Sauce & Topped with Parmesan Cheese

### Children's Entrées

Chicken Tenders & French Fries with BBQ & Ketchup

Mini Corn Dogs & French Fries with Honey Mustard & Ketchup

Kids Cheeseburger & Carrots with Dip

# **DESSERT**

# \$5.95 per Person unless noted

Bailey's Irish Cream Cheesecake Bailey's Irish Cream Liqueur Blended into Creamy Cheesecake with an Oreo Cookie Crust

Vanilla Bean Cheesecake Silky Cheesecake with Specs of Pure Tahitian Vanilla Beans

## Toffee Cheesecake

Creamy Cheesecake with Real Heath Pieces Topped with White Chocolate Mousse & Sprinkled with Toffee in a Graham Cracker Crust

Strawberry Swirl Cheesecake Fresh Strawberry Puree Blended into a Creamy Cheesecake

Chocolate Toffee Gateau Butter Pecan Crust with Layers of Toffee Ganache, Devils Food & White Chocolate Mousse

### Chocolate Drizzled Pecan Carrot Cake

Cinnamon Cream Cheese Mousse Between Three Layers of Carrot Cake, Topped with Pecans & Drizzled with Chocolate

Double Chocolate Torte Creamy Fudge Fills & Covers Three Layers of Devils Food Cake

# Truffle Torte

with Raspberry Puree Three Types of Chocolate in a Dense Fudge Torte

**Devils Food Raspberry Torte** Three Layers of Devils Food Cake, Covered with Chocolate Ganache & Filled with Raspberry Mousse

### Lemon Torte

Classic White Cake with Fresh Lemon Curd and Lemon Cream

# **Key Lime Tart**

Authentic Key Lime Filling baked on a Homemade Short Dough Crust

### Fresh Fruit Tart

Sweetened Cream Cheese filling Topped with assorted fruit on a Homemade Short Dough Crust (seasonal)

### French Silk Pie

Creamy chocolate filling with dollops of whipped cream and chocolate shavings

### Chocolate Mousse

Rich velvety chocolate mousse accompanied with a chocolate dipped lady finger. Topped with a dollop of whipped cream and a raspberry.

### Tiramisu

Layers of coffee soaked lady fingers with a mascarpone filling between each layer. Topped with whipped cream and dusted in cocoa powder.

### Pecan Tasse

A sweet buttery tart shell with the classic Fall pecan filling.

Mini Apple Pie

The All American Apple Pie in miniature.



# CAKES & CONFECTIONS

Every cake and dessert is made fresh in house with the highest quality ingredients. Some of our Favorite Custom Cakes Created Just for You: Black & White Cake, The Monroe Cake Thin Mint Chocolate Cake, Chocolate Marshmallow Cake Banana Split Cake, Orange Cream & Strawberry Cake Razz-berry Chocolate Chip Cake, & Pink Lemonade Cake

# Create Your Own Cake

by Choosing a Cake Flavor, Cake Filling & Frosting/Icing from below:

### Cake Flavors

Chocolate, White, Marble, Lemon, Orange, Apple, Coconut, Red Velvet, Almond, Raspberry Swirl, and Carrot Cake \*More Flavors Upon Request

# Cake Fillings

Flavored Buttercream Fillings: Vanilla, White Chocolate, Milk Chocolate, or Almond \*More Flavors Upon Request

### Mousse Fillings

Chocolate, Baileys, Strawberry, Raspberry, Lemon, Lime, Banana, Amaretto, and Grand Marnier \*More Flavors Upon Request

### Additional Fillings

Chocolate Ganache, Coconut Cream, Butterfinger Cream, Cookies & Cream, Cream Cheese, Heath Crunch, and Grasshopper

# Cake Frosting/Icings Flavored Buttercream Filling

Vanilla, White Chocolate, Milk Chocolate or Almond \*More Flavors Upon Request

# Whipped Topping

Vanilla or Chocolate

#### Fondant

White Chocolate, Milk Chocolate, Vanilla, or Mint

### **Speciality Toppings**

Chocolate Ganache, Whipped Chocolate Ganache, Crown Room Signature Whipped Cream Cheese

# Cake Shapes

Tiered or Non-Tiered: Round, Square

# Cake Pricing

Centerpiece Table Cakes/Desserts

Cupcakes

Filled Sheet Cakes:

# Tiered Display Cakes:

Real or Faux

\*\*Ask for a quote based on your personal design



Premium Rail Liquor

**Top Shelf Liquor** 

**Top Shelf Cocktails** 

Domestic Bottle Beer

Premium Bottle Beer

House Wine

Draft Beer (when available)

DRAFT BEER

16 Gallon Domestic Keg

16 Gallon Premium Keg \*Ask For Price Quote

## Host - Cash

BEVERAGE SERVICES

Fountain Pop

**Bottled Pop** 

**Bottled Water** 

Fresh Brewed Coffee

Lemonade or Iced Tea

**Hosted Punch** 

Hot Chocolate or Cider

Sparkling Fruit Juice

Unlimited Soda Package

All cash bars include state liquor tax. Host pricing is subject to MN State Liquor Tax and 18% service charge. A bartender fee of \$75 will be charged for each bar with sales under \$350.00. All hosted food & beverage prices are subject to sales tax and service charge.



Please select one of the following Tiers from below: Classic, Elite, or Crown. Once you have selected a Tier you may choose up to 5 varietals from within that Tier to be hosted behind the bar for your event. Our house White Zinfandel is included in all three Tiers and does not count as one of your 5 choices.

### **Classic Tier**

Featuring Trinity Oaks

# Trinity Oaks Chardonnay:

Tropical hint of melon and Hawaiian pineapple leading into fresh Chardonnay fruits

### Trinity Oaks Pinot Grigio:

Subtle aromas of citrus, melon, pears, light note of minerals and good acidity

### Trinity Oaks Cabernet:

Fresh scent of berries, sweet cabernet, fruit with soft background tannins

### Trinity Oaks Merlot:

Deep brilliant red with fresh strawberries and sweet blueberries with a soft finish

### Trinity Oaks Pinot Noir:

Dark fruits on the nose and palate. Rich, soft mouth feel

### Sutter Home Moscato:

Beautiful scents of white peaches, rose and sweet and creamy peach and honeydew melon flavors

## **Elite Tier**

Featuring Beaulieu Vineyard

### BV Chardonnav:

Rich aromas of pear, apple and tropical fruit; along with hints of vanilla and toasty oak spices

### BV Pinot Grigio:

Unique perfumed character of this grape varietal with aromas and flavors of pear, honeydew melon, pineapple, stone fruit, honeysuckle and sweet spices

### BV Sauvignon Blanc:

Vivid aromas of citrus and tropical fruit; gentle floral and herbal nuances reminiscent of meadow flowers

### BV Cabernet Sauvignon:

Deep ruby color and vibrant berry and oak spice aromas. With velvety blackberry, black currant, and cherry flavors

#### BV Merlot:

With rich black-cherry, plum and mocha character, plush tannins and supple structure

### Seaglass Riesling:

Ripe apricot, sweet peaches, tropical fruit with floral undertones

### Conquista Malbec:

Bright and fruity with plum spice and red fruit aromas. Full bodied with layers of blackberries, blueberries with hints of mocha and spice

# Sterling Tier

Featuring Sterling Vintners

Sterling Vintners Chardonnay: Melon, peach, and fig with hints of vanilla and spice

**Sterling Vintners Riesling:** Floral notes with hints of honey apricots, and pears

Sterling Vintners Sauvignon Blanc: Intriguing hints of mineral and lemongrass with a crisp finish

**Sterling Vintners Cabernet:** Rich cherry, dark fruit and vanilla toast

# **Sterling Vintners Merlot:** Rich flavors of blackberry pie and juicy plum

Ménage á Trois Red Blend: Fresh, ripe, jam like fruit, forward, silky and soft.

Ménage á Trois White Blend: Citrus and tropical fruit flavors with crisp acidity.

Ménage á Trois Moscato: Lovely floral aromas and luscious peach & apricot flavors

# **Sparkling Wine:**

### Cooks Brut:

Medium-dry with crisp fruit flavors. The aromas of apple and pear are balanced with a bouquet of toasty yeast notes and floral nuances

#### Tosti Asti:

Highly aromatic sparkling wine with fresh fruit aromas of pear and violets

### Full Room Toasts

(Wine or Champagne): For a full room wine toast you may choose a red and a white from the featured wines within that Tier. For a full room champagne toast please select either the Cooks or Tosti options listed below.

\*Included with any pour is a non-alcoholic sparkling cider, this does not count as one of your choices

Classic Tier:

Elite Tier:

Crown Tier:

Cooks Champagne:

Tosti Asti Champagne:



Cake Cutting & Serving Fee (If not Crown Room)

Elevated Staging per Section (8" or 16")

Stairs for 16" Staging:

Stage Skirting:

Dance Floor 21' X 21'

Tall Cocktail Table:

Mirror Tiles:

Chrome Table Stanchions:

Specialty Linens & Napkins:

Ice Carvings: Ask for quote

Children's Coloring Package

Wireless Handheld or Lavaliere Microphone:

Projection Screen .

Overhead Projector

**DVD** Player

Flipchart & Markers

Easel

Podium

LCD Projector

Valet Parking: Ask For Quote

Coat Check: Complimentary with Valet Parking

Final Food and Beverage Selections Due: Completed and Approved 60 Days Prior

- 1. Final Head Count and Numbers Due
- 2. Food Tasting Dates
- 3. Crown Room Cake Confections and Final Detail Appointments
- 4. Supply Drop Off and Invoice Payment Appointment
- 5. Additional Appointments



# Agreement & Cancellation Policy:

This document will serve as an Agreement between The Crown Room at the Wellstead of Rogers and the undersigned as well as names of the bride & groom or event contact person. All cancellation notices must be in writing. The Crown Room at the Wellstead of Rogers enforces the following cancellation policy: More than 6 months prior to the function -50% of the current food & beverage minimum will be due & payable; Less than 6 months to 3 months prior to the function -70% of the current food & beverage minimum will be due & payable; Less than 3 months to 1 month prior to the function -90% of the current food & beverage minimum will be due & payable; Less that one (1) month prior to the function -100% of the current food & beverage minimum will be due and payable. Cancellation of the event within the seventy two (72) hour guarantee period, barring acts of God, will result in charges for staff wages for shifts that were cancelled and the cost of perishable food for your event which we can not cancel or return to our suppliers. The Crown Room at the Wellstead of Rogers agrees to be fair and reasonable if the cause of the cancellation is an Act of God, death or other similar action beyond the reasonable control of the Responsible Party.

# Food & Beverage Minimum & Room Rental Fees

A food and beverage minimum and room rental fee is required for all functions at The Crown Room at the Wellstead of Rogers. The above Responsible Party (ies) agrees to purchase the Food & Beverage minimum and room rental fee amount listed on your contract for this function. This minimum does not include tax, service charge, room rental fee, cash bar sales, valet parking, or additional rental items. Space is reserved for the times indicated on your Event Contract and is not on a 24-hour basis unless otherwise stated. The Crown Room at the Wellstead of Rogers reserves the right to move your event to a room that is appropriate for the final number of guarantees. In the event that your function is cancelled for whatever reason by the Responsible Party or its representatives within 30 days before the function date, the food and beverage minimum will be due and payable in full on the date of the cancellation. Service charges and Minnesota State sales tax will also be added to this invoice.

# Payment Policy:

To guarantee the availability of your scheduled function; a payment of 20% of the projected Food & Beverage minimum is required at the time this Catering Contract is signed. If the desired function date is available, The Crown Room at the Wellstead of Rogers agrees to place a "temporary hold" on this date for a period of seven to fourteen (7-14) days to allow the Responsible Party sufficient time to finalize and reconsider their booking options. However, failure to make the required 20% payment within this seven to fourteen (7-14) day

period may result in this date being awarded to another interested party. The 20% payment is non-refundable. The amount billed following your event will be due and payable in the form of Cash or Check within 30 days of the invoice date.

An estimated bill for the food and beverage amount will be presented for pre-payment within one week of the scheduled function. Payment of the projected food and beverage amount is due in cash or check at least 96 hours prior to the function. Overpayment will be refunded within 90 days after the scheduled function by the Wellstead of Rogers accounting department. Direct billing is available for a business event with prior approval.

Any Hosted Alcohol, Reserved Alcohol or Additional Entrees and Charges above and beyond your Final Invoice prior to your event date will be billed following the conclusion of your Event. The amount billed following your event will be billed and payable in the form of Cash or Check within 30 days of the invoice date.

# Service Charge, Gratuities and Applicable Taxes:

A service charge of 18% on all food, beverage, rental and service items will be applied to your final invoice. The entire service charge is the property of The Crown Room at the Wellstead of Rogers and The Crown Room at the Wellstead of Rogers can disperse the service charge at its sole discretion. The service charges is also subject to a 7.275% sales tax, as is food, non-alcoholic beverages, and room rental fee. All alcoholic beverages are subject to a 9.775% tax. Service charges and all applicable taxes do not count towards the agreed upon food and beverage minimums.

## Final Details Appointment:

You will want to schedule your Final Details Appointment for your event details a minimum of 120 days prior to your event date. These appointments are 1.5-2.0 Hours in length and occur Tuesday-Friday during the hours of 9:00am-3:00pm. During this appointment you will detail all of your event specifics including but not limited to; Timeline Specifics, Pre-Event Appetizers, First Course Soup or Salad, Dinner Entrée Choices, Dessert/Cake, Late Night Snacks, Alcoholic & Non-Alcoholic Beverages, Event Room Layout, Event Décor and Centerpiece Details, Entertainment, Vendors and Contact Information, etc. You will want to use your Catering Contract as a checklist of items we will discuss during this appointment. Please do not print your programs, flyers, or event invitations prior to this appointment without contacting the Banquet Sales Manager. If you desire a food tasting; you will do this during your Final Details Appointment. Food Tastings are \$25 per person with a maximum of 5 people total. This fee will be applied towards your event Function Bill and event Food & Beverage Minimum. Food Tasting Appointments occur on Wednesdays or Thursdays on Non-Event Days at 1:00pm. You may taste up to 2 Salads and 3 Dinner Entrees during this food tasting. We require a Minimum of One Month's notice for Food Tasting Appointments. Your Food Tasting Selections are due 14 days prior to your Food Tasting.

# Food & Beverage Selection

All Food and Beverage must be purchased through the facility (with the exception of your wedding cake). Outside Food or Beverages are not allowed in the facility or on the premises. Food and Beverage selection for a wedding reception must be submitted to the Banquet Sales Manager sixty (60) to ninety (90) days prior to your scheduled event date. All other event menu selections are due thirty (30) days prior to your scheduled event date. All events booked less than thirty (30) days prior to the event must provide menu selection at the time of booking. The menu prices quoted and listed in the banquet menus are subject to change without notice. Definite prices will be confirmed sixty (60) days prior to the event. You may choose up to two (2) separate entrees for the event; however each guest will be served the same plated appetizer, salad, starch, vegetable, and dessert. If you would like to offer more than two (2) entree choices to your guests, a fee of \$1.00 per person based on your final confirmed head count will be charged.

Multiple entree choices require a color-coded place/tent card for each guest, which the host is responsible for providing. All color coded cards must be viewed, pre-approved, and signed off on by the Banquet Sales Manager.

# Food & Beverage Regulations

All food & beverage served or consumed must be purchased, served and prepared by our food service staff . All food & beverage must also be consumed on the campus of the Crown Room at the Wellstead of Rogers and served by the Crown Room staff . Wedding cakes can only be provided by licensed bakeries and is subject to a two dollar (\$2.00) cake cutting and serving fee per guest based on the confi rmed headcount. There is no cutting fee when the wedding cake or other desserts are purchased through our pastry department. The Crown Room at the Wellstead of Rogers prohibits removal of food and beverages from the premises. Any remaining cake at the end of the event may leave the building. At the conclusion of the function all other remaining food and beverage become the property of The Crown Room at the Wellstead of Rogers.

# **Complimentary Amenities**

The set-up and take down of all tables and chairs lvory or White linen table cloths
Glassware, silverware and china
lvory, white or black linen napkin
One (1) mirror tile per dining table
Buffet serving pieces

Arrangement and placement of completed and assembled favors and/or centerpiece Table skirting: Black or Ivory

### Guarantees

Client must notify the Banquet Sales Manager of a Meal Count & Final Headcounts: Guarantee no later than niney-six (96) hours or four (4) business days, excluding weekends, prior to your event by 11:00 am.

Day of Event Day Guarantee is Due (excluding holidays)

Monday Preceding Monday
Tuesday Preceding Tuesday
Wednesday Preceding Wednesday
Thursday Preceding Thursday
Friday Preceding Friday
Saturday & Sunday Preceding Monday

Otherwise, we will bill based on the preliminary number or the number actually served, whichever is greater. Please see catering contract for exact date and time. \*You will need to provide the total number of Guests in attendance as well as a Final Meal Breakdown in Each Category (if you have more than one entree selection) by the due date indicated in your Banquet Event Order & Contract via phone or email.

### Décor & Rental

If the space is available prior to your scheduled event, you may decorate the room for your event with a scheduled time frame through the Crown Room Management at least one week prior to your event. All outside vendors (florists, DJ's, Specialty Linen Crews, Bands, etc) may arrive three hours prior to your contracted guest arrival time. If they need to arrive sooner, they must contact the Crown Room Banquet Center. Vendor deliveries must be scheduled one week prior to your event. The vendor must contact the facility directly to schedule their delivery/set-up time. A fee of \$30.00 per hour will be charged for deliveries not during the scheduled times.

All decorations must be pre-approved by the Banquet Sales Manager. Any supplies may be dropped off three (3) business days prior to the event and listed in your Banquet Event Order. See your Banquet Event Order for specific day and time. The use of staples, tape, nails, 3M strips, tack or other substance to affix items to the wall or ceiling is not permitted. Confetti, glitter, feather boas, bird seed, silly string, potpourri, river rock, and open flame are not permitted on the premises. All candles must be enclosed, have a mirror or some object underneath them to protect the table linens. Our Crown Room Staff will light the candles just prior to guest arrival, if needed. Please provide two long handled lighters. Violation to this policy in any way will result in a \$300.00 clean-up charge per offense.

All items (gifts, decorations, centerpieces, etc) must be removed from the facility at the conclusion of the event. The Crown Room at the Wellstead of Rogers is not responsible for any items left after an event. Any items left behind will be kept for 2-weeks then disposed of. The Crown Room at the Wellstead of Rogers reserves the right to charge an appropriate set-up and/or cleaning charge if the condition of the room requires an unusual amount of work before, or after the event. The minimum charge is \$50.00 per hour. The Responsible Party is responsible for any and all damages done to The Crown Room at the Wellstead of Rogers' premises by their guests at the function.

# Elevated Stage and/or Portable Dance Floor Options

The Crown Room at the Wellstead of Rogers can provide an elevated stage for the wedding party or similar applications, in addition to providing the portable dance floor. These are optional features and the agreed upon additional fees for these amenities are listed on your Service and Rental Equipment sheet in your packet. The rental of these items do not count toward your Food & Beverage Minimum.

### Valet Service

The Crown Room at the Wellstead of Rogers offers valet parking service through an outside vendor as an optional amenity for events. The cost for valet parking is based on your volume and number of guests. Complimentary coat check will accompany all valet services the months of November-March. The use of this service does not count towards your Food and Beverage Minimum.

# **Security Guard**

Alcoholic beverages will not be served to minors. All guests, including the entire wedding party, must have proper identification. We do check I.D's on your event day. We will not serve alcohol to anyone under the age of 21. Minor consumption will not be tolerated. All questionable guests will be required to provide proof of age prior to being served alcoholic beverages. Predicated upon the average age of the scheduling party and/or guests, The Crown Room at the Wellstead of Rogers reserves the right to demand that a security officer be on the premises to assure under-age drinking does not occur. The cost for providing a security officer would be \$50.00 per hour and payable by the responsible party of the function. The serving of alcoholic beverages will terminate by 11:15 P.M., or earlier if directed by the function's Responsible Party or by the Crown Room staff. The Crown Room reserves the right to close the bar at anytime. All Entertainment, DJ's, or Bands may play until 12:00am. All guests must vacate the premises by at least 1:00 A.M.

# No Smoking Policy

The "Crown Room" and all of the adjoining interior premises are Smoke Free, and we request and solicit your cooperation and assistance to enforce this policy. Smoking is only permitted on the east exterior patio of the "Crown Room". The Rogers Police Department will prosecute all violators of this smoke-free policy. The above terms and conditions of this Catering Contract & Event Guidelines and Policies have been read and agreed by both.

NOTE: The Wellstead of Rogers will have no responsibility to perform under this Agreement when prevented by reasons of Acts of God, strikes or any reasons beyond its control.

# NOTES

