

**1700 48<sup>th</sup> Street SW – Rochester, MN 55902  
507-285-0305**

## **Event Policies**

Thank you for considering Willow Creek in your event plans. We are eager to help you, both in planning and serving your event.

**Food and Beverage Policy:** In compliance with state laws and health regulations, all food and beverage must be prepared, supplied and consumed on the premises. Guests of Willow Creek (due to license and insurance restrictions) may not remove food and beverage. All state laws pertaining to the drinking age will be enforced and ID's are required. Managers reserve the right to refuse service to anyone. Events requesting no beverage or food service will be subject to additional charges.

**Guarantees:** Menu selections and a guaranteed number of guests must be submitted 14 days prior to your event. If a guarantee is not received, the guaranteed number is the most recent amount stated during the event planning. The guaranteed number is the number upon which your charges will be based, even if fewer persons attend. There is a \$2,500.00 minimum for food on all Saturday events from May through October, and \$1,000 on Saturday events in December and January. Please check with the food and beverage manager to be sure that you are dealing with the current year menu as our prices are subject to change.

**Deposits and Rental:** An initial deposit in the amount of \$1000.00 is due upon the booking of your event. A \$700.00 room charge will be added to your final bill for use of the facility. Security is required for all wedding receptions. The event planner is responsible for booking the security and the event host is responsible for the security fee of \$250.00.

**Music:** House policy allows for a live band or DJ. Willow Creek will not contract with the music provider. All music and entertainment must end no later than 12:00 Midnight.

**Decorations:** We will try to have your space set up early enough to allow you or your party to decorate by 10:00 a.m. the day of the event. To help us maintain our clubhouse we ask that nails, tacks or tape not be used in your decoration plans. We will provide all linens and white table skirting for your function.

**Liability and Damages:** Willow Creek shall not assume any responsibility for the damage or loss of any personal items placed in our facility prior to, during or following your event. The event host or hostess agrees to be responsible for any damages to the premises or property by their guests, as well as any theft.

**Payment of Services:** All food and beverage prices are subject to applicable sales tax (7.625% for food and non-alcohol, 10.125% for alcohol) and a 17% service charge, which is also taxed at 7.625%. The entire service charge is distributed to employees of Willow Creek who prepare, serve and manage your event. Final payment beyond deposit amount is due on the date of the function. Groups requesting tax exemption must submit their State Sales Tax Exemption Certificate #ST17 prior to the date of their function. Please discuss your tax exemption with the manager at Willow Creek.

To schedule your event at Willow Creek, please sign this sheet in the space provided below, indicating that you have read, understand and agree to the above information. Return a copy of the contract with your deposit after securing the date with the manager.

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

\_\_\_\_\_  
Wedding Party

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Willow Creek Manager