



ROCKWOODS

THE BOARDROOM

10 to 30 Guests



Events@RockwoodsMN.com

763.441.6375

ROOM FEE

Setup, clean up, linens, centerpieces, etc. Due with contract within two weeks of booking the date

	Mon- Fri	Sat-Sun
7am-4pm	\$50	\$25
5pm-Close	\$25	
All Day	\$50	

FOOD & BEVERAGE MINIMUM

The amount that must be spent during on food and beverages, before tax and gratuity, in addition to the room fee.

7am-4pm	\$300
5pm-Close	\$300
All Day	\$500

TAX: 7.375% on food, non-alcohol beverages, and rentals. **9.875%** on alcohol

RECOMMENDED 20% GRATUITY

No outside food or beverages are allowed, except cake (fees apply)

Final Food Order is due by 1pm Wednesday the calendar week prior. Please see your contract for specific date Select

leftovers can be brought home with the signing of a waiver

Final Payment is due at the conclusion of the event onsite

Cancellation

- After room fee is paid: loss of room fee

- Within 1 months of event date: loss of room fee and 50% of minimum due plus a 20% service charge

- Within 10 days of the event date: 100% of minimum due plus a 20% service charge

Decor & Rentals

You have access to the room a maximum of 1 hour prior to the guest arrival time that you choose. No glitter or confetti! Candle flames must be surrounded by a container. Nothing may be hung on the walls without prior approval.

Complimentary Table Linens

White Ivory Black

Complimentary Linen Napkins (if plated or buffet meal only – appetizer only events will have paper napkins)

White Ivory Black Navy Brown Green Tan Red Maroon Grey

Complimentary Centerpieces

Explain to us your theme for the event, and we will customize beautiful candle centerpieces for you.

Room Layout

We will recommend the best option for layout based on the final number of guests. There are rectangular banquet tables available.

Presentation Equipment

Complimentary House Dinner Music or you can bring your own technology to play custom music through the system

There is no microphone provided or available

There is NO podium provided or available

Projector & Built-in Screen \$50 bring a laptop, or use ours to connect

Easel \$10

Flip Chart \$15 with markers

Beverages

Paying for alcohol does not put you in a place of legal liability. That liability falls on our liquor license. As the host, you are accountable for the behavior of your guests. Please help our staff enforce responsible drinking behavior to avoid such penalty. NO outside alcohol is allowed on premises. NO underage drinking is permitted. ALL guests will need to show state issued identification. Anyone showing signs of intoxication will not be served. We reserve the right to “cut off” alcohol service to certain guests, ask problem individuals to leave, close the bar, or end the party entirely. Should there be a violation of our alcohol clause; a \$500 fee could be added to your final bill.

Self-Serve Stations

Canned Soda \$2.00 per can (Coke, Diet Coke, Mountain Dew, Sprite)

Coffee \$45 per 1.5 gallons, regular or decaf (coffee is included with plated or buffet dinners!)

Punch \$14.95 per gallon (served in a crystal punch bowl with punch cups)

Pink Lemonade \$8.95 per liter

Unsweetened Iced Tea \$8.95 per liter

1% Milk \$8.95 per liter

Fruit Juice \$14.95 per carafe (Orange, Apple, Cranberry, or Tomato)

Cocktailed Non-Alcohol

\$2.50 as ordered, with free refills: Coke, Diet Coke, Sprite, Dr. Pepper Mello Yellow, pink lemonade, iced tea, raspberry iced tea, hot coffee

Alcohol This room does **NOT** have its own bar. Servers will cocktail beverages to your guests.

Hosted Tabs or Drink Tickets

“Hosting” means that you are paying. You can limit a tab by who is allowed to order on it, total dollar amount, time frame, type of alcohol allowed, cost of each item allowed. Drink tickets work the same way as a hosted tab, expect it limits people to a certain number of drinks each. The tickets have no value; they are just a permission to add a drink on to a tab. The charge for their drink depends on what they are ordering within your set limitations.

Please see the restaurant drink menu for bottled wine and champagne options.