



General Information

The Sheraton Hotel will forward a copy of each Banquet Event Order Agreement covering menu selections and outlining all arrangements as requested by the guest. Guest should review sign and return the Banquet Event Order and the hotel will counter-sign and return a copy to the client. This becomes the contractual agreement between the guest and the Sheraton Hotel. The Banquet Event Order Agreement must be returned no later than (14) days prior to the function.

Billing and Deposits

If direct billing is requested, a direct billing application must be submitted at least one (1) month prior to your function. Your credit history will be requested to obtain direct billing privileges. The Sheraton Hotel reserves the right to decline direct billing privileges for any function.

Functions without direct billing approval must pre-pay as outlined:

1. The advance deposit is due at time of confirmation.
2. The remaining unpaid balance of estimated charges is due three (3) business days prior to the function date. Any payment made less than ten (10) business days prior to the function date must be made with cash or a cashier's check.
3. A major credit card is required to be on file and authorized for the balance of the final payment.
4. Any additional charges incurred, due to changes, are due at the conclusion of your function and will be charged to the credit card on file. No checks will be accepted.

Prices

All menu prices are subject to change thirty (30) days prior to the function. In the event of an increase in commodity prices, labor costs, taxes or other costs to the Sheraton Hotel, the quotations set forth are subject to an increase to meet said increased costs.

Service Charges and Taxes

There will be an eighteen-percent (18%) service charge as well as current state and local taxes (7.125%) applied to all food and non alcoholic beverages, (9.625%) on all alcoholic beverages.

Guest Checks

Due to the varying nature of banquet and meeting functions, the person booking the function (or in charge while on property) assumes full responsibility for signing of the guest checks. This sponsor agrees that by signing the guest check for service/food/beverage/rentals, he/she is acknowledging the fact that there is no dispute over such services and he/she is fully responsible for payment of the total amount due. In the event the guest does not sign the check(s), all rights to contest as listed are waived.

Rental Charges

Rental charges apply to all meeting, exhibit, dance and reception spaces when no banquet meal service is scheduled. When banquet meal service is pre-arranged through the Sheraton Hotel, meeting room rental charges are tiered based on a Food & Beverage minimum.

Audio Visual Supplies

Audio-visual supplies are available through the hotel and an outside source. All audio-visual charges will be passed along to the guest at current prices with service charges, state and local taxes added.

Cancellation

The cancellation policy is mailed with the confirmation agreement.

All Advance Deposits are Non-Refundable

Menu Selections

Menu selections are due three (3) weeks prior to the function date. In cases of short-term bookings, menus will be due upon booking and choices may be limited.

Guarantees

In arranging for functions, the guaranteed attendance must be definitely specified three business days in advance of the function day. Please note Sunday guarantees are due by Wednesday. Monday and Tuesday function guarantees are due by Thursday. If our Sales Offices are closed in observance of a state, federal, or local holiday, any guarantees normally due that day will be due the prior business day. All guarantees are used for billing purposes unless we serve a greater number than the guarantee, in which case the higher number is used. If we do not receive your guarantee by the designated due time, the "attendance expected" figure as listed on the event order will become your guarantee. Guarantees cannot be reduced once given. However, if the need to increase the guarantee (within reason), the Sheraton Hotel will make an effort to accommodate if notified in advance. The Sheraton Hotel will have enough products for 5% over your guarantee, but the food will not be prepared.

Beverages

The Sheraton Hotel, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with the State of Minnesota Liquor Statutes and the City of Woodbury Liquor Ordinances. It is the policy, therefore, that the Hotel must supply all liquor, wine, and beer.

Bar set-up fee of \$100.00 bar will be waived when the revenue exceeds \$300.00 per bar. Standard service: Host or ticket bars, one bartender per 100 guests: Cash bars, one per 125 guests.

Split Menus

The guest may choose up to two separate entrees for a meal. However, all guests must be served the same salad and dessert. Any servings exceeding the guarantee may vary from the selected menu items. There will be a \$2.00 surcharge per plate on all split menus.

Guarantees for each entrée selection must be definitely specified three (3) days in advance of the function day.

Buffets

We require a fifteen (15) person minimum guarantee for all buffets. Should you not be able to guarantee this number, but still require a buffet, additional charge will apply. Please consult your catering representative.

To insure the best quality, we recommend that a buffet be limited to 2 hours. Please take this into consideration when planning your function.

Special Requests

We make every effort to have our menus be as creative and complete as possible. Should you have a special request for an item, please do not hesitate to ask. We will be most happy to create the item and /or menu for you. The Sheraton Hotel may decline requests at the time of service for special meals. Please consult your catering representative at the time of booking.

Coat Checkroom

If a coat check attendant is desired, the Catering Department will be happy to secure these services. A \$75.00 charge will apply.

Function Rooms

Function rooms are assigned according to the anticipated number of guests. If there are changes in the number of guests anticipated, the Sheraton Hotel reserves the right to reassign function rooms.

Food

All food items must be supplied and prepared by the Sheraton Hotel. No food of any kind will be permitted to be brought into the Sheraton Hotel by the guest or any of the guest's attendees without the prior written consent. (This does not apply to wedding cakes.)

Due to health laws and insurance liabilities, leftover food may not leave the property at any time.

All reservation and agreements are made upon and subject to, the rules and regulations of the Hotel and the above conditions.