

# Rose Vine Hall Banquet Center

Event Information

Fall 2009 / Winter 2010

For more information please call or email  
Leyna Alford, Director of Events, at  
651.379.1185 or [info@rosevinehall.com](mailto:info@rosevinehall.com)

## Booking Your Private Event at Rose Vine Hall

At Rose Vine Hall, we take the anxiety and stress out of planning private events. Our professional and experienced staff will take care of you and your guests to ensure that your event is a smashing success! Our in-house event planner will work with you from the initial planning to the execution of your event, answering all of your questions along the way. At Rose Vine Hall, we are here to serve you and all of your needs! With simple food and beverage minimums and no hidden fees, we keep things simple. Our private spaces are designed to provide an inviting atmosphere for any occasion. Rose Vine Hall offers four unique areas to host the needs of groups ranging from 10-220 people! The Skyboxes, Hamline Room, Game Room and Fairlawn Room are each outlined below in great detail to help you determine which may best suit your needs!

### The Fairlawn Room

Our largest event space can seat 50-220 people and features the following amenities:

Seating for 220; Mingling Style for 300. The Room can be Sectioned off  
If a More Intimate Feel and/or Less Space is Required for Your Event.

Private, Full Service Bar	Reception/Greeting Area
Built-in Dance Floor (20' x 20')	Coat Room
Two 46" Plasma Screen Televisions	Thirty Eight Speaker Sound System
Round Tables For 6-8 People	Complimentary Linens are Included
Wireless Handheld Microphone *	DVD Player *
High Speed Wireless Internet	LCD Projector * and Drop Down 130" Presentation Screen with Easy Laptop Hook Up

\* Subject to rental fee.



# Booking Your Private Event at Rose Vine Hall

## The Hamline Room

Host Your Perfect Business Meeting in this Spacious, Yet Cozy Room. The Hamline Room Features the Following Amenities:

Seating for 50 People; Mingling Style for 60 People with Rectangle or Round Tables	
Coat Room	One 46" Plasma Screen Television
Sixteen Speaker Sound System	Complimentary Linens are Included
High Speed Wireless Internet	LCD Projector (subject to rental fee) and Drop Down 130" Presentation Screen with Easy Laptop Hook Up

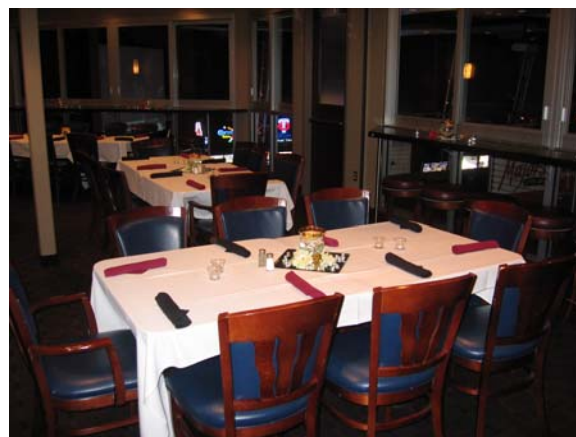


## The Skybox

Located on the Second Floor, the Skybox is a Fun, Private Space that Showcases the Best View of the Restaurant. The Skybox can be Divided into Two Completely Separate Spaces for Smaller Groups. The Skybox Features the Following Amenities:

Each Side of the Skybox Seats up to 25 people. The Entire Skybox, will Seat up to 50 and Mingle up to 75 .	
High Speed Wireless Internet	One 46" Plasma Screen Televisions per Side
Square or Rectangle Tables	Private Bar and Bathroom
DVD Player *	Complimentary Linens are Included

**\* Subject to rental fee.**



# Booking Your Private Event at Rose Vine Hall

## The Game Room

The game room, which is located just off the bar and patio, is the perfect place to host a birthday party or happy hour. The Game Room features the following amenities:

Seating for up to 25 People; Mingling Style for 50 People with Square or Round Tables	
Pool Tables, Dart Boards and Arcade Games	One 46" Plasma Screen Television
High Speed Wireless Internet	Complimentary Linens are Included



## The Bar:

Looking for something more casual? We'd be happy to take care of you in our Bar Alcove! This section of the main floor bar can accommodate 30 seated, up to 50 reception style.

**Due to our busy happy hour, bar reservations are accepted for no later than 5:30 pm.**

**If a group is late 15 minutes or more for their reserved time, the tables may be given away.**

**If you are going to be late for your reservation, please call and ask to speak with a manager.**

**We will gladly hold your table if unforeseen circumstances arise.**

**Buy Outs for the Dining Room / Entire Restaurant / Patio  
Can Be Discussed With Our Event Planner**

# Room Minimums

## Room Rental

All Group or Private Events Require a Food and Beverage Minimum that is Arranged with Your Event Planner at the Time of Booking. Per Space Reserved, Food and Beverage Minimums are:

### Fairlawn Room:

- Daytime Food & Beverage Minimum: \$550 per Side; \$1,100 for Full Fairlawn
- Evening Food & Beverage Minimum: \$750 per Side; \$1,500 for Full Fairlawn
- Saturday Evening Food & Beverage Minimum: \$1,250 per Side; \$2,500 for Full Fairlawn
- Wedding Receptions in the Fairlawn Room are automatically charged a \$200 set up / clean up fee.

### Hamline Room:

- Daytime Food & Beverage Minimum: \$275
- Evening Food & Beverage Minimum: \$375
- Saturday Evening Food & Beverage Minimum: \$475

### Skybox:

- Daytime Food & Beverage Minimum: \$220 per Side, \$440 for Full Skybox
- Evening Food & Beverage Minimum: \$300 per Side, \$600 for Full Skybox
- Saturday Evening Food & Beverage Minimum: \$400 per Side, \$800 for Full Skybox

### Game Room:

- Mid-Day Food & Beverage Minimum (9 am– 3pm): \$250
- Happy Hour Food & Beverage Minimum (3 pm –6 pm): \$450
- Evening Food & Beverage Minimum (after 6:00 pm): \$550
- Saturday Evening Food & Beverage Minimum (after 5:00 pm): \$600

If minimums cannot be met, each of the rooms may be rented per hour. Costs are subject to change based on the room and time of day it is being rented. Evening rentals start after 4 PM. A set-up/clean up fee is applicable (fee determined by room).

Food and beverage ordered, plus any applicable tax and gratuity for food and beverage, would be added to these fees.

- Food and Beverage Minimums are subject to change.
- Minimum amounts do not include: Tax, 18% service fee, equipment fee or any other additional charges.
- Food and beverage minimums do vary on holidays. Please ask for specific pricing.

### SITE VISITS:

- We would love for you to tour our event spaces. However, because these spaces are being used at various times throughout the day and we are giving these events our full attention, we require that you schedule a site visit with our banquet office in advance. We want to be prepared for your visit and ensure that the space is available to view!

# Terms, Conditions, & Contracts

## MENU/FOOD:

- A food and beverage minimum must be met to avoid the addition of a “room fee” on to your final bill. Ask your event manager for specific details.
- **A final guaranteed guest count and food order must be given five business days prior to your event.** You will be charged for this guaranteed number or the number served; whichever is greater. After this five day timeline, your guest count can only increase. If food order and guest count is not submitted within 5 days, a 10% increase in price will be incurred.
- Health department regulations hold Rose Vine Hall responsible for all food and beverage that we serve on premise. Therefore, with the exception of specialty cakes from a licensed baker (ie the cake has been prepared to MN Health Code), we do not allow any food or beverage to be brought in to the property of Rose Vine Hall.
- For sit down dinner events with pre-ordered meals, the host must provide place cards and assigned seating for all guests attending. The place cards must have clear indicators of meal choice for each guest. Speak with your event planner for more details.

## TERMS OF EVENT BILLING AND CANCELLATION POLICY:

- Current sales tax, an 18% gratuity and a 1% gratuity tax will be added to the final bill. Minnesota tax on food and non-alcoholic beverages is 7.12%. State law requires a 1% tax be added on to gratuities.
- Full payment is required at the conclusion of your function. Groups are billed on a “one check” basis only for most occasions. Separate checks require advanced notice and take extra time to prepare.
- **Rose Vine Hall does not invoice customers.**
- **A credit card is required to reserve any of our private spaces. Your card will NOT be charged at this time, however it will incur a \$100 cancellation fee should you cancel 10 days or less prior to your scheduled event. If canceling within 3 days or less of your reservation, your credit card will be charged a \$220 cancellation fee.**
- **Parties that cancel the day of or fail to show will be charged the full amount of pre-ordered food, tax and gratuity charges. If no food has been pre-ordered, group will be charged the food and beverage minimum for the reserved space, plus tax and gratuity.**
- **Should agreed upon food and beverage minimum not be met, the remainder plus tax and gratuity will be charged to credit card. By submitting a credit card number, you agree to these terms.**

## DAMAGE/DECORATING GUIDELINES:

- Decorating is encouraged. However, we do not allow: glitter, streamers, confetti, silly string, duct tape, M&Ms or other small candies, or anything excessively difficult to clean up or damaging to surfaces. If these items are used, up to a \$250.00 cleaning charge will be added on to your bill at the discretion of Rose Vine Hall. **NO EXCEPTIONS.**
- Rose Vine Hall reserves the right to charge an appropriate damage/cleaning charge if the condition of the room after the event deems it necessary. Possible items that would be subject to a damage charge are: Cake/food ground into the carpet, damage to walls that necessitates painting/replacement of wallpaper, theft of any items, including candles, equipment, etc.

## EVENT START TIMES:

- For parties that start after 3 pm, your private space is set up and ready 1/2 hour before the event start time if communicated to the catering office. Any changes in arrival time or early arrivals for set up, decorating or testing A/V equipment must be communicated directly with the banquet office. Early morning and luncheon events start at the time designated on your event contract or the time arranged with your event planner.

## VACATE TIMES:

- The lower and upper levels of Rose Vine Hall close at 1:00 AM Monday - Saturday and Midnight on Sundays. Guests must leave the private spaces at this time. DJs must do the last dance half an hour before guests must vacate.

## MUSIC, ENTERTAINMENT, FLOWERS & CAKES:

- All vendors must contact the catering office regarding set-up time and/or delivery details for your event.

Merchandise or articles left in the restaurant during, after or before your event are not the responsibility of Rose Vine Hall.  
Rose Vine is not responsible for stolen or lost items.

## Private Room Overview

Name of Room(s)	Sq Feet	Mingling Style	Seated	Theatre (Chairs Only)	"U" Shaped	Other
The Fairlawn	3000	300+	220	450	N/A	Drop-down 130" presentation screen with easy laptop hook-up, 4 plasma TVs, DVD player, wireless microphone, 38 speaker sound system and high speed wireless internet
The Hamline	1000	60	50	125	30	Drop-down 130" presentation screen with easy laptop hook-up, 1 plasma TV, DVD player, 16 speaker sound system and high speed wireless internet
Skyboxes (combined)	930	75	50	N/A	N/A	2 plasma screen TVs, wireless internet. Overlooks the main bar area and stage. Private bar and bathroom
Skybox (one side)	465	30	25	N/A	N/A	1 plasma screen TV, wireless internet. Private bar and bathroom

### EQUIPMENT AND OTHER FEES:

Rose Vine Hall is fully outfitted for audio/visual presentations. Due to the money that is spent in keeping our technology up-to-date and working properly, the following minimal fees are applicable for the listed equipment/services:

Internet Access	No Charge
Unlimited Wireless Microphone Usage	\$25.00
Unlimited Use of Projector	\$50.00
Unlimited Use of DVD Player	\$50.00
Dry Erase Board/Easel With Flip Chart & Markers	\$15.00
Staging	\$30.00 Per Section (4' x 8')
Podium	Complimentary
Tripod Easel	Complimentary
Fax Machine	.50 Per Copy
Copies	.10 Per Page Copied
Wedding Reception Set-Up/Tear Down	\$200.00
Wedding Ceremony Set up/Tear Down	\$200.00
Bringing in Specialty Cakes	\$1/person Served
Excessive Cleaning/Damage Fee	\$200.00 (subject to change)

**For more information about hosting your event, please call or email  
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