



Hart/Elfperger Wedding at Best Western Ramkota Hotel Aberdeen Contract

Event Information

Event Name: Hart/Elfperger Wedding Date: Saturday, October 22 2022

Booking #: KGHOG6NRHO Pax: 300

Email: sales@aberdeenramkota.net Phone: 605.229.4040

Address: 1400 8 th Avenue NW Aberdeen, SD 57401

Event Details

Date	Start Time	End Time	Room	Function Name	Guests	Setup	Room Rental
10/22/2022	12:00 AM	11:45 PM	Convention Center	Wedding Reception and Dance	300	See Diagram	\$1,331.25

Estimated Budget Outline

Event			Master	
Day 1: Saturday, October 22 2022			QTY	Cost
			Total (Inc.Tax)	
Room Rental: Wedding Reception and Dance - Convention Center (12:00 AM to 11:45 PM)			1	\$1,331.25
Day 1 Estimated Total				\$1,331.25
Service Fees			Fee	Total (Inc.Tax)
Service Charge (ALL) (18%) on Session "Wedding Reception and Dance"			\$241.88	\$241.88
Service Fees Total				\$241.88
Service Charge (ALL)				\$241.88
Estimated Total Event				\$1,573.13
Estimated Grand Total				\$1,573.13
Payment Terms				
Due Date		Description		Amount
Monday, November 21 2022		Balance		\$1,573.13



☐ I agree to the terms & conditions

For the venue

Signature: _____

Name: Brittany Heezen

Position: _____

Date: _____

For the organiser

Signature: _____

Name: MiKinze Jones

Position: _____

Date: _____



Terms & Conditions

TERMS & CONDITIONS

A great deal of effort goes into coordinating a successful event, all the details must be completed and agreed upon in writing at least a minimum of two weeks in advance of the event. The Catering Department requires a signed Catering Contract at the time of the booking to secure space. Upon review of your event requirements, Banquet Event Orders will be sent to confirm all final arrangements and prices. These Banquet Event Orders will need to be signed and returned prior to your event and will serve as part of your agreement. An 18% service charge will be added to the totals of all food and beverage items provided. Tax at the applicable rate will be added to the final bill, including, but not limited to, service charge, food, beverage, room rental, audio visual and decorations. Cancellation by the customer less than 30 days prior to the event shall result in required payment of full room rental costs. The room must be vacated by 1:00 a.m. and last call for alcohol is 12:45 a.m.

ROOM ASSIGNMENTS & LIABILITY

We reserve the right to reassign meeting rooms. Early access to meeting rooms is based on availability and the Catering Department's discretion. Standard Room rental agreement grants guest access to rooms 8:00am the day of their event. For Social Events a deposit of half contracted room rental fee is required to secure event space. We reserve the right to inspect and control all private functions. Liability for damages to the premises will be charged to the representative making the actual arrangements at repair or replacement costs. Posters or directional signage may not be located in the hotel lobby or in the hotel without prior approval. Banners may be hung with approval from Catering Department. Any damage or additional cleaning costs incurred by the property will be added to the final bill. Please do not use staples, nails or tacks.

AUDIO VISUALS

Audio visual equipment and services can be ordered through our Catering Department. We ask the requests be made at least two days prior to the event. Clients may store their audio visual equipment overnight in our meeting rooms based on availability, but the Catering Department will not assume any responsibility for damages or loss merchandise for items left in banquet rooms. The Catering Staff is trained to work with our standard equipment and does not have a specialist on site. If your group requires any special technical set up needs, it is the group's responsibility to make arrangements for this.

MENU SELECTION & GUARANTEE

Menu selections are required at least FOUR weeks prior to the date of the function. For the various departments to prepare properly for your event, it is important the Catering Department receive your final attendance number FOUR business days prior to the date of your event. This will be considered your minimum guarantee, and not subject to reduction.

BANQUET SERVICE

Upon request, extra servers/bartenders, above and beyond our standard may be available at an additional fee.

PRICE INCREASES

There may be increases in prices due to unforeseen changes in market conditions at the time of your event. We will communicate these increases to you in advance.

FOOD PURVEYORS:

All food purveyors will need to receive approval through the banquet and events department. Minervas Restaurant reserves the right to dispose or confiscate any products in violation. All food purveyors cooking or warming in their booth need to be equipped with a CLASS K fire extinguisher (wet foam re extinguisher). Perfect Fry, Auto Fry, Griddles with Drip Pans have been approved and may be allowed.

BILLING & PAYMENT

For corporate events, a direct bill account will be utilized, unless prior arrangements have been made. At the conclusion of the event, a total combined invoice for all food and beverage functions will be sent to the group contact and full payment is required within 30 days of the event. For social events, full payment is required FOUR business days prior to the event. Late payments will be assessed and face charges. A valid credit card good through the event date must be placed on file at the time of deposit. Payment must be verified and reflect current pricing before space is open for our guests. Tax will be added to all charges unless the proper tax exempt paperwork has been filed out and returned. If paying with a tax exempt credit card a copy of the front and back of the card should be provided for our records. Service fees apply to function changes 48 hours prior to event.

OUTSIDE FOOD & BEVERAGE

To ensure the safety of our guests and to comply with local health regulations, food and beverage of any kind (except specialty cakes) will not be permitted within meeting and banquet rooms by the guests. Local health standards, also prevents food prepared by the property, that remains uneaten after a function, be taken out of the banquet facility. In the event you (the meeting planner) or any of your attendees bring in any outside food or beverage service, it will be removed from the premises.

SHIPMENTS OF PACKAGES & PARCELS

It is always best to confirm that you will be shipping items to our property to insure that we have adequate space to store them. There is no loading dock available for large crates or pallets of materials. We suggest you make arrangements for a pallet jack and means to offload the large parcels. Packages for meetings may be delivered to the property three business days prior to the date of your event. The event name, date of function, contacts name, and the catering contacts name should be included on all packages to ensure proper delivery.

OUTDOOR EVENTS

When planning an outdoor event we suggest you reserve additional indoor space in the event of bad weather as the hotel does not reserve any additional space. The Catering Department reserves the right to make the decision to move any outdoor event inside in inclement weather, or based on impending inclement weather predicted by the National Weather Service. Events will be moved inside due to wind, rain, or the forecast of rain. The



contact may choose to move an event indoors at their discretion five hours prior to the start of the event, if indoor space was not previously reserved the location of the event will be based on availability and subject to additional room rental.

ENTERTAINMENT

We encourage entertainment. If excessive noise from bands, entertainment or public address systems disturbs any other guests, or becomes a problem, our property reserves the right to ask the patron or entertainment leader to reduce the volume or perform without amplification.

DAMAGE & LOSS

The Best Western Ramkota Hotel/Minervas Restaurant & Bar are not responsible for items lost, stolen, or damaged in any area of the hotel including the parking lot areas. If valuable items must be left in any banquet area it is recommended that security be retained at the groups' expense. All guest items returned will be kept in lost and found located within the housekeeping department no more than 30 days after the event.