



## CATERING INFORMATION

### FOOD MINIMUMS AND ROOM CHARGES

- These apply to all private banquet areas at the Town and Country Club
  - Town & Country Club members incur the room rental charge only if the food minimum is not met
- Non-member and sponsored events incur both the rental charge and food minimum
  - Member sponsorship does not nullify room rental rates
- Food minimums do not include alcoholic beverages, taxes or service charges
  - Room rates and food minimums will appear on your confirmation letter

### ADVANCE DEPOSIT

Advance deposits may be required for your function. Advance deposits will appear on your confirmation letter and are due at the same time as your signed contract.

### CANCELLATION POLICY

**Member Event:** Deposits will be refunded if the function date is more than six months from the cancellation date. If the function is less than six months from the cancellation date, the deposit will only be refunded if the room is rebooked at an equal or greater revenue amount.

**Member-Sponsored Event:** Deposits will be refunded if the function date is more than six months from the cancellation date and if the room can be rebooked at an equal or greater revenue amount. If the function is less than six months from the cancellation date, the deposit is non-refundable.

### GUARANTEES

Final guest attendance, with separate meal counts (if necessary), must be received no later than three (3) business days in advance of the function day. You will be charged for the number of meals guaranteed or actually served (whichever is greater).

### PRICES / INCREASED COSTS

Town & Country Club guarantees prices ninety (90) days prior to the function. In the event of a significant increase in prices, taxes, labor costs, or other costs, Town & Country Club reserves the right to increase the price to meet said increased costs.

### BILLING AND PAYMENT

- An estimated bill will be presented for pre-payment on all weekend non-member functions
  - Pre-payment is due three (3) business days prior to the event
- Payment for all other events will be arranged at the discretion of the catering office

## **SERVICE CHARGES AND TAXES**

- A service charge of twenty percent (20%) will be applied to all food and beverage functions
  - Current local and state sales taxes are applied to all food and beverage functions, equipment rental charges and labor charges

## **DAMAGE TO PROPERTY**

Town & Country Club will be reimbursed for any damage to property or furnishings. The Club also reserves the right to charge a cleaning fee to restore the property to its original condition.

## **SMOKING POLICY**

There is no smoking allowed in the Clubhouse. The host is responsible for informing their guests of this rule.

## **FOOD & BEVERAGE REGULATIONS**

Due to Health Department Regulations and Club Policy, food and beverage consumed on the premises must be prepared by Town & Country Club. In addition, Health Department Regulations prohibit us from allowing guests to take home extra, leftover or unused food (and beverage).

## **MENUS**

Our creative staff will assist you in planning special menus, theme parties and events. In addition, the host may choose up to two (2) protein entrées and one (1) vegetarian entrée for the event. However, all guests must be served the same appetizer, salad, starch, vegetable and dessert.

There will be a \$3.50 surcharge per person in attendance if offering more than the allowed number of entrees.

The host is responsible for providing entrée denotation cards for all events with more than one entree.

## **PERFORMANCE**

If for any reason beyond its control, including, but not limited to strikes, labor disputes, accidents, government requisitions, commodities or supplies, acts of war or acts of God, Town & Country Club is unable to perform its obligations under this Agreement, such non-performance is excused and Town & Country Club may terminate the Agreement without further liability of any nature. In no event shall Town & Country Club be liable for consequential damages of any nature for any reason whatsoever.

## **BARTENDERS**

- Town & Country Club requires a minimum of one bartender per 75 guests. Bar sales meet or exceed \$500.00 per bar or a bartender fee of \$75.00 per bar will apply
  - Any function over 100 guests requiring cocktail service will require a bar in the room.

## **ALCOHOL SERVICE POLICY**

In accordance with the terms of our liquor license, insurance coverage, and Minnesota State Statutes (M.S.A. 340A.503, M.S.A. 340A.502) we cannot serve alcohol to anyone who shows sign of obvious intoxication or to anyone under the age of 21. No minors can purchase, obtain from others, possess or consume alcohol at this licensed event. A valid picture driver's license or valid government issued passport are the only forms of identification we can accept for proof of age.

Your cooperation in communicating these service restrictions to guests is appreciated.

## VALET PARKING

Valet parking, if requested, can be arranged by the Club. The charge for valet parking will be based on your final guest count and the number of valet attendants needed.

## COAT CHECK

The Club provides coat check, if requested, for a charge of \$1.00 per guest

## CAKE / SPECIALTY DESSERT

You are welcome to provide your own cake or specialty dessert, made by a licensed bakery.

If you provide your own cake, there will be a \$1.50 cake service charge per person.

With this charge, Town & Country Club will cut and serve the cake.

For all other desserts, the charge is \$0.75 per person.

Tax and service charge will apply.

## DECORATIONS

Town & Country Club allows you to decorate the room for your event, however, we do not allow nails or tacks to be used to affix decorations to the walls. We also do not allow confetti and/or glitter to be used in the Club. The use of pyrotechnics, sparklers or any other flammable decorations is prohibited. The host is responsible for informing any outside vendors not hired by Town and Country Club of this policy.

## CENTERPIECES

Town & Country Club rental centerpieces enhancements:

5 Votive Candles **\$2 per table**

14" Round Mirrors **\$2 each**

## DANCE FLOOR

The Club provides a non-movable dance floor at no charge for your event.

## PIANO

Town & Country Club owns both a baby grand piano and upright piano.

Baby Grand Piano **\$50**

Upright Piano **\$30**

## AUDIO-VISUAL

Town & Country Club will provide one complimentary podium with microphone for your event.

**Also available:**

Projection Screens **\$20**

Polycom Cordless Conference Phone **\$40**

Blu-Ray DVD with 55" SONY LCD TV **\$150**

Post It Flipchart with Markers **\$20**

LCD Projector **\$100**

DVD LCD Projector **\$150**

Copies **\$0.10 per copy**

We will be happy to assist in rentals of equipment not listed above.

## **DIRECTIONS TO TOWN & COUNTRY CLUB**

### **FROM MINNEAPOLIS/ST. PAUL INTERNATIONAL AIRPORT:**

Take Highway 5 from airport toward St. Paul  
Exit onto Edgemoor (to the left)  
Follow Edgemoor to St. Paul Avenue  
Turn left onto St. Paul Avenue (which will turn into Cleveland by Ford Parkway)  
Take Cleveland to Marshall Avenue  
Turn left onto Marshall Avenue  
Follow Marshall to Otis Avenue  
Turn right onto Otis Avenue - Clubhouse parking lot is the first driveway on the left

### **FROM MINNEAPOLIS VIA INTERSTATE 94 EAST:**

Exit off of I94 at Cretin-Vandalia exit and turn right onto Cretin Avenue  
Follow Cretin south to Marshall Avenue  
Turn right onto Marshall Avenue  
Follow Marshall to Otis Avenue  
Turn right onto Otis Avenue - Clubhouse parking lot is the first driveway on the left

### **FROM ST. PAUL VIA INTERSTATE 94 WEST:**

Exit off of I94 at the Cretin-Vandalia exit and turn left onto Cretin Avenue  
Follow Cretin south to Marshall Avenue  
Turn right onto Marshall Avenue  
Follow Marshall to Otis Avenue  
Turn right onto Otis Avenue - Clubhouse parking lot is the first driveway on the left

### **FROM INTERSTATE 35E NORTH:**

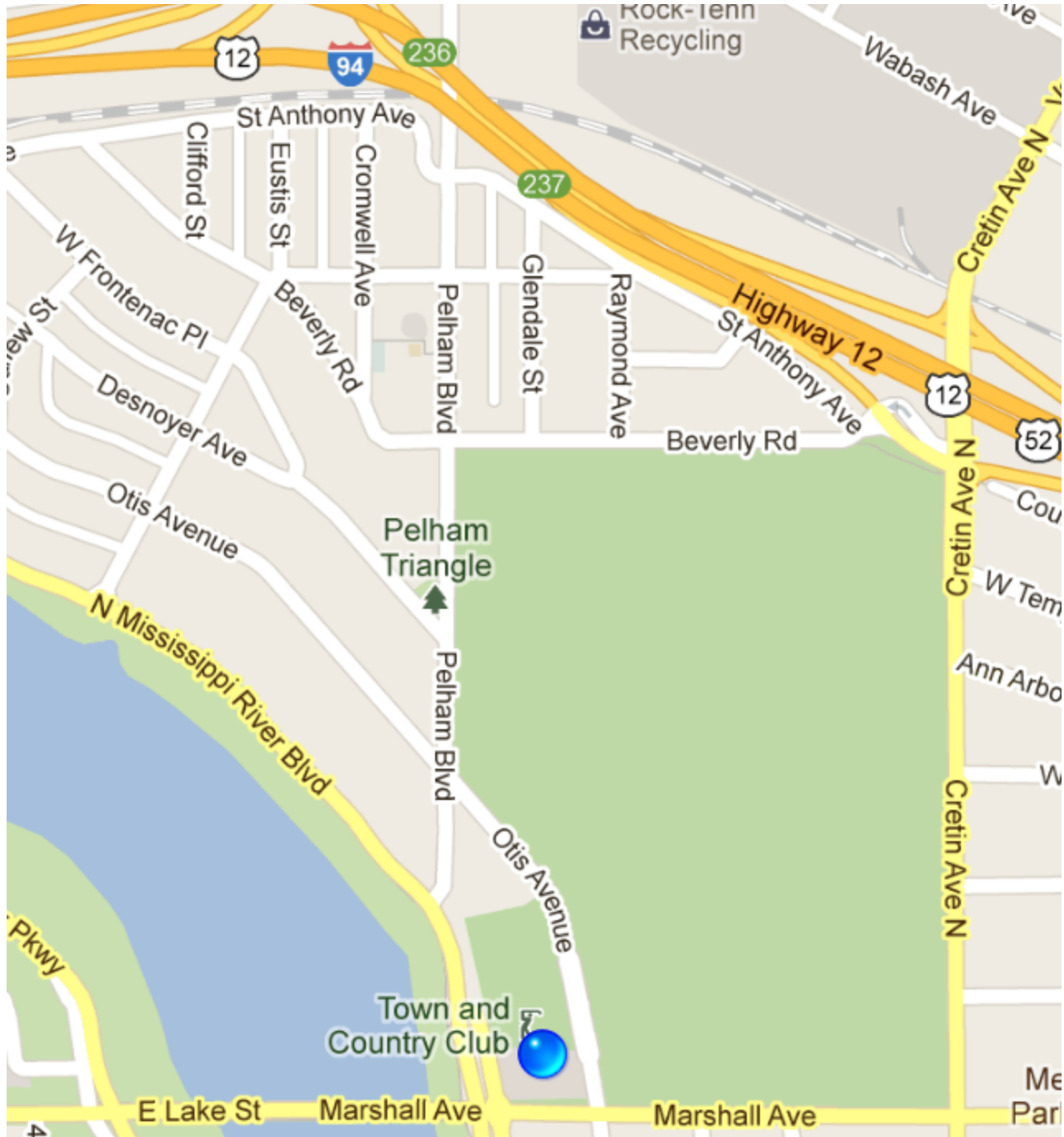
Exit off of I35E at Randolph Avenue  
Turn left onto Randolph  
Follow Randolph to Cretin Avenue  
Turn right onto Cretin  
Follow Cretin to Marshall Avenue  
Turn left onto Marshall  
Follow Marshall to Otis Avenue  
Turn right onto Otis Avenue - Clubhouse parking lot is the first driveway on the left

### **FROM INTERSTATE 35E SOUTH:**

Exit off of I35E to Randolph Avenue  
Turn right onto Randolph  
Follow Randolph to Cretin Avenue  
Turn right onto Cretin  
Follow Cretin to Marshall Avenue  
Follow Marshall to Otis Avenue  
Turn right onto Otis Avenue - Clubhouse parking lot is the first driveway on the left

# CLUB CONTACTS

300 Mississippi River Boulevard  
St. Paul, MN 55104-4927  
(651) 646-7121 (Main)  
(651) 646-7126 (Fax)



**SPECIAL EVENTS AND CATERING MANAGER:** Brooke Pope (651) 659-2556 (Direct)

**GENERAL MANAGER:** Vincent Tracy, CCM, CCE

**ASSISTANT GENERAL MANAGER:** Jim Sargent

**EXECUTIVE CHEF:** Eric Simpson

**ASSISTANT MANAGER:** Todd Litterbrandt

**BANQUET MANAGER:** Patty Krech

ROOM	CAPACITY		BREAKFAST 6:30am - 10:00am	LUNCH 10:30am - 4:30pm	DINNER 5:00pm - 1:00am
River Room	325	Room Charge	\$200	\$200 Mon-Fri \$400 Sat-Sun	\$250 Tue-Th \$1000 Fri-Sun
		Food Minimum	\$1,000	\$1,400	\$4,000
River Room II (Includes North Wing)	250	Room Charge	\$200	\$200 Mon-Fri \$350 Sat-Sun	\$225 Tue-Th \$700 Fri-Sun
		Food Minimum	\$750	\$900	\$1,600
North Wing	64	Room Charge	\$50	\$50	\$60 Tue-Th \$80 Fri-Sun
		Food Minimum	\$300	\$450	\$800
Director's Room	64	Room Charge	\$50	\$50	\$60 Tue-Th \$70 Fri-Sun
		Food Minimum	\$125	\$200	\$400
President's Room (Limited Availability)	120	Room Charge	\$200	\$200	\$300 Tue-Th \$600 Fri-Sun
		Food Minimum	\$600	\$800	\$1,400
St. Andrew's Room	56	Room Charge	\$50	\$50	\$60 Tue-Th \$80 Fri-Sun
		Food Minimum	\$150	\$200	\$500
Audubon Room	12	Room Charge	\$35	\$35	\$50
		Food Minimum	\$40	\$50	\$60
Turf Center (Limited Availability)	25	Room Charge	\$50	\$50	\$60
		Food Minimum	\$125	\$200	\$400
<b>(THE CAPACITIES LISTED ARE MAXIMUMS AND ARE BASED UPON ROUNDS OF 8 GUESTS)</b>					

