

BANQUETS

AT THE

**Radisson**<sup>®</sup>

DULUTH, MN

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505 WEST SUPERIOR STREET, MN 55802 | 218 722 4037 | [WWW.RADISSONDULUTH.COM](http://WWW.RADISSONDULUTH.COM)

## MENU SELECTION & PRICING

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MENU PRICES WILL ONLY BE GUARANTEED WITH A DEPOSIT AND SIGNED CONTRACT. CERTAIN MENU ITEMS ARE SUBJECT TO MARKET AVAILABILITY. MENUS MUST BE CONFIRMED A MINIMUM OF 30 DAYS PRIOR TO YOUR EVENT. ALL MENU ITEMS ARE SUBJECT TO A 18% APPLICABLE SERVICE CHARGE AND SUBJECT TO APPLICABLE SALES TAX.

## FOOD AND LIQUOR REGULATIONS

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ALL FOOD AND BEVERAGES MUST BE PREPARED BY THE RADISSON DULUTH HARBORVIEW AND CONSUMED ON THE PREMISES WITH EXCEPTION OF DECORATED EVENT CAKES.

MINNESOTA STATE LAWS PROHIBIT LIQUOR TO BE BROUGHT ON TO THE PREMISES FOR ANY EVENT. STATE LAW PROHIBITS THE RADISSON DULUTH HARBORVIEW FROM SERVING ANYONE UNDER 21. ANYONE CONSUMING ALCOHOL OR SUPPLYING ALCOHOL TO MINORS WILL BE REQUIRED TO LEAVE THE PREMISES.

MINNESOTA STATE HEALTH DEPARTMENT REGULATIONS AND THE RADISSON DULUTH HARBORVIEW PROHIBIT ANY FOOD PRODUCT NOT CONSUMED TO BE TAKEN OFF THE PREMISES.

CHILDREN'S MENU AND VEGETARIAN MEALS ARE AVAILABLE UPON REQUEST.

## GUARANTEES

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WE APPRECIATE AN APPROXIMATE NUMBER OF GUESTS 14 DAYS PRIOR TO YOUR EVENT FOR PRELIMINARY SCHEDULING AND ORDERING. YOU ARE RESPONSIBLE TO PROVIDE A FINAL GUARANTEE OF THE NUMBER OF ATTENDEES THREE BUSINESS DAYS PRIOR TO YOUR EVENT. AFTER THIS TIME THE NUMBER OF GUESTS MAY NOT BE REDUCED. IF A FINAL GUARANTEE IS NOT RECEIVED ON TIME, WE WILL PREPARE FOR, SERVE AND CHARGE FOR THE LAST ESTIMATED NUMBER NOTED ON YOUR CONTRACT.

## RENTAL FEES/ADDITIONAL CHARGES

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BANQUET ROOM FEES VARY DEPENDING ON THE ROOM, TIME OF DAY, DAY OF THE WEEK, AND THE TIME OF YEAR. A FOOD AND BEVERAGE MINIMUM MAY APPLY. PLEASE CALL FOR CURRENT RATE INFORMATION. ANY GROUP THAT REQUIRES A ROOM TO BE RESET ON THE DAY OF THE FUNCTION WILL BE ACCESSED A \$100.00 FEE.

## CANCELLATION POLICY

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A CANCELLATION FEE MAY BE APPLIED FOR ANY EVENT CANCELLED THAT HAS BEEN CONFIRMED AS DEFINITE WITH A SIGNED CONTRACT. A SIGNED CONTRACT IS REQUIRED TO GUARANTEE BANQUET SPACE.

## PARKING

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PARKING IS COMPLIMENTARY FOR ALL EVENT ATTENDEES.

## COAT CHECK

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COAT RACKS ARE AVAILABLE UPON REQUEST. COAT CHECK CAN BE ARRANGED FOR AN ADDITIONAL FEE.

## ROOM ASSIGNMENTS

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IT IS OUR SINCERE INTENT TO HAVE YOUR CONTRACTED MEETING ROOM AVAILABLE FOR YOUR FUNCTION. IN THE EVENT THAT WE MUST TRANSFER YOUR MEETING TO ANOTHER MEETING ROOM ON OUR PROPERTY, WE WILL GIVE YOU AS MUCH NOTICE AS POSSIBLE.

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## AUDIO VISUAL

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If an item you require is not listed please let us know. Our staff is happy to assist you with any part of your event

## EQUIPMENT

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SKIRTED EXHIBIT TABLES	10
FLIPCHART STAND	10
TRIPOD EASEL	10
WHITEBOARD AND MARKERS	20
SCREEN WITH A.V. CART	15
FLIPCHART, PAPER AND MARKERS	20
LASER POINTER	20
MIXER – 4 CHANNEL MONO	25
PORTABLE CD PLAYER	30
DVD PLAYER	30
SPEAKER PHONE	50
SLIDE PROJECTOR	40
SLIDE PROJECTOR WITH WIRELESS REMOTE AND SCREEN	60
STANDARD MICROPHONE	30
HANDHELD WIRELESS MICROPHONE	60
LAPEL MICROPHONE	60
TV/VCR/DVD – 25"	90
LAPTOP COMPUTER	100
LCD COMPUTER PROJECTOR S-VGA	100

## TECHNICAL SUPPORT

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1 HOUR OF TECHNICAL SUPPORT BY AVR (MONDAY THROUGH FRIDAY 9AM – 5PM)	40
1 HOUR OF TECHNICAL SUPPORT BY AVR (ALL OTHER HOURS)	50
IF OVERNIGHT SERVICE IS REQUIRED, THERE MAY BE A MINIMUM OF 2 HOURS REQUIRED	