



- CATERING INFORMATION -

FOOD MINIMUMS AND ROOM CHARGES

THESE APPLY TO ALL PRIVATE BANQUET AREAS AT THE TOWN AND COUNTRY CLUB. TOWN AND COUNTRY CLUB MEMBERS INCUR THE ROOM RENTAL CHARGE ONLY IF THE FOOD MINIMUM IS NOT MET. NON-MEMBER 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. BEGINNING IN 2010, EVENTS IN WHICH FOOD MINIMUMS HAVE BEEN MET WILL ONLY HAVE THEIR ROOM RENTAL WAIVED IF THE SPONSORING MEMBER IS MEMBER OF THE CONTACTS IMMEDIATE FAMILY. ROOM RATES AND FOOD MINIMUMS WILL APPEAR ON YOUR CONFIRMATION LETTER.

ADVANCE DEPOSIT/BILLING AND PAYMENT

ADVANCE DEPOSITS AND PRE-PAYMENTS MAY BE REQUIRED FOR YOUR FUNCTION. ADVANCE DEPOSITS AND PRE-PAYMENTS REQUIRED WILL BE OUTLINED IN YOUR BOOKING AGREEMENT. ALL DEPOSITS ARE NON-REFUNDABLE. AN ESTIMATED BILL WILL BE CALCULATED AND PRESENTED FOR PRE-PAYMENT AS REQUIRED. ALL ESTIMATED PRE-PAYMENTS ARE DUE UP TO ONE WEEK PRIOR TO YOUR EVENT. PLEASE NOTE THAT THIS IS AN ESTIMATE ONLY AND NOT YOUR FINAL BILL. THE CLUB DOES ACCEPT CREDIT CARD PAYMENTS FOR BANQUET EVENTS.;

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 GUARANTEES, 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). ONCE A GUARANTEE IS CONFIRMED, IT CANNOT BE REDUCED, BUT MAY BE INCREASED WITH APPROPRIATE NOTICE TO THE CATERING OFFICE. GUEST ATTENDANCE OVER 5% OF THE GUARANTEED COUNT WILL BE CHARGED \$10.00 IN ADDITION TO THE PER PERSON PLATE PRICE.

PRICES / INCREASED COSTS

TOWN & COUNTRY CLUB GUARANTEES PRICES (60) 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.

SERVICE CHARGES AND TAXES

THERE WILL BE A TWENTY PERCENT (20%) SERVICE CHARGE ON ALL FOOD AND BEVERAGE FUNCTIONS HELD AT TOWN & COUNTRY CLUB. THE CURRENT LOCAL AND STATE SALES TAXES ARE APPLIED TO ALL FOOD AND BEVERAGE FUNCTIONS, EQUIPMENT RENTAL CHARGES AND LABOR CHARGES. THE CURRENT SALES TAX IS 7.625% WITH A 10.075% LIQUOR TAX.

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.

GUN POLICY

THE POSSESSION OF FIREARMS IS FORBIDDEN IN THE CLUBHOUSE AND IN ALL AREAS OF THE CLUB GROUNDS. RULES WILL BE ENFORCED TO THE FULL EXTENT OF THE LAW.

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 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) SEPARATE ENTREES FOR THE EVENT. ALL GUESTS MUST BE SERVED THE SAME APPETIZER, SALAD, STARCH, VEGETABLE AND DESSERT. IF THE HOST OF THE EVENT CHOOSES TO OFFER A THIRD ENTRÉE SELECTION, AN ADDITIONAL SURCHARGE OF \$3.50 PER PLATE WILL APPLY. THE HOST IS RESPONSIBLE FOR PROVIDING LEGIBLE, COLOR-CODED PLACE CARDS TO IDENTIFY ENTRÉE SELECTIONS FOR EACH PERSON.

FOOD TASTINGS

IF YOU CHOOSE TO HAVE A FOOD TASTING, RESERVATIONS MUST BE MADE WITH THE CATERING OFFICE AT LEAST 1-WEEK IN ADVANCE. TASTINGS ARE AVAILABLE TUESDAY-SATURDAY AT EITHER 11:00AM OR 2:00PM. SPECIAL ACCOMMODATIONS CAN BE MADE WITH THE CATERING OFFICE IF NEEDED. A SOUP OR SALAD AND UP TO TWO ENTREES ARE COMPLIMENTARY PER TASTING. ADDITIONAL ENTREES WILL BE CHARGED AT YOUR EXPENSE PER MENU PRICE. A MAXIMUM OF FOUR ENTREES ARE ALLOWED.

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

WE REQUIRE A MINIMUM OF ONE BARTENDER PER 75 GUESTS. BAR SALES MUST BE \$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 A MINNESOTA I.D. CARD ARE THE ONLY FORMS OF IDENTIFICATION WE CAN ACCEPT FOR PROOF OF AGE. YOUR COOPERATION IN COMMUNICATING THESE SERVICE RESTRICTIONS OF YOUR GUESTS IS APPRECIATED.

VALET PARKING

VALET PARKING, IF REQUESTED, CAN BE PROVIDED 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 \$ 55.00 PER ATTENDANT.

WEDDING CAKE

TOWN AND COUNTRY CLUB CAN PROVIDE A WIDE VARIETY OF OPTIONS FOR YOUR WEDDING CAKE. YOU ARE WELCOME TO PROVIDE YOUR OWN WEDDING OR EVENT CAKE. IF YOU PROVIDE YOUR OWN CAKE, THERE WILL BE A \$1.50 CAKE SERVICE CHARGE PER PERSON. WITH THIS CHARGE, WE WILL CUT AND SERVE THE CAKE. TAX AND SERVICE CHARGE WILL APPLY.

ENTERTAINMENT AND PHOTOGRAPHY

HOSTS ENGAGING ENTERTAINMENT SHOULD USE DISCRETION WITH RESPECT TO LOUD MUSIC. MANAGEMENT RESERVES THE RIGHT TO REQUEST ENTERTAINERS TO REDUCE THEIR VOLUME SHOULD THE NOICE LEVEL BE OBJECTIONABLE.

PHOTOGRAPHS TAKEN ON GROUNDS MUST BE PRE-APPROVED BY THE CATERING OFFICE AS TO LOCATION. .

DANCE FLOOR

*THE CLUB PROVIDES A NON-MOVABLE DANCE FLOOR AT NO CHARGE FOR YOUR EVENT. IF YOU WISH TO HAVE THE DANCE FLOOR IN A DIFFERENT AREA OF THE ROOM, THE CATERING OFFICE WILL ARRANGE TO **RENT** A PORTABLE DANCE FLOOR FOR YOUR EVENT. PLEASE CONTACT THE CATERING OFFICE WITH THE SIZE OF FLOOR YOU DESIRE, SO WE MAY RENT ACCORDINGLY.*

DECORATIONS

TOWN & COUNTRY CLUB ALLOWS YOU TO DECORATE YOUR 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. FAILURE TO ADHERE TO THIS POLICY WILL RESULT IN A MINIMUM CLEAN-UP CHARGE OF \$250.00.

- TABLE CLOTH COLORS -

WHITE OR IVORY

- NAPKIN COLOR SELECTIONS -

WHITE, IVORY, BURGUNDY, HUNTER GREEN, ROSE PINK, NAVY BLUE, WHEAT, TAN, BLACK, ROSE, PEACH

CENTERPIECES

THE CLUB IS ABLE TO PROVIDE THE FOLLOWING RENTAL CENTERPIECES YOUR EVENT.

PLEASE ASK THE CATERING OFFICE FOR DETAILS.

VOTIVE CANDLES	\$ 1.00 EACH
ROUND MIRRORS:	\$ 2.50 EACH
VASES:	\$ 2.00 EACH
1 MIRROR AND 3 VOTIVE CANDLES PER TABLE:	\$3.50 EACH

PIANO

TOWN & COUNTRY CLUB OWNS BOTH A BABY GRAND PIANO, AS WELL AS AN UPRIGHT PIANO. THERE IS A \$45.00 CHARGE FOR THE USE OF THE BABY GRAND PIANO AND A \$30.00 CHARGE FOR THE USE OF THE UPRIGHT PIANO.

AUDIO-VISUAL

TOWN & COUNTRY CLUB WILL PROVIDE ONE COMPLIMENTARY PODIUM WITH MICROPHONE FOR YOUR EVENT.

ALSO AVAILABLE:

SCREEN.....	\$20.00	CORDLESS MIC.....	\$ 60.00
OVERHEAD.....	\$30.00	SLIDE PROJECTOR.....	\$ 30.00
VCR W/MONITOR.....	\$95.00	COPIES.....	\$.25 COPY
FLIPCHART W/PAD.....	\$20.00	FAX COPY.....	\$ 1.00 PER PAGE
LCD PROJECTOR & SCREEN.....	\$200.00	PEN/PAPER.....	\$ 2.00 PER PERSON

WE WILL BE HAPPY TO ASSIST IN RENTALS OF EQUIPMENT NOT LISTED ABOVE.

- CLUB CONTACTS -

300 MISSISSIPPI RIVER BOULEVARD
ST. PAUL, MN 55104-4927
(651) 646-7121 (MAIN CLUB LINE)
(651) 646-7126 (FAX)

FOOD & BEVERAGE DIRECTOR:: JULI DIXON (651) 659-2556 (DIRECT)
GENERAL MANAGER: VINCENT TRACY, CCM
CLUBHOUSE MANAGER: MICHAEL OSTLUND
EXECUTIVE CHEF: JOHN KAIN

- DIRECTIONS TO TOWN & COUNTRY CLUB -

FROM MINNEAPOLIS/ST. PAUL INTERNATIONAL AIRPORT:

TAKE HIGHWAY 5 FROM AIRPORT TOWARD ST. PAUL....EXIT ONTO EDGE CUMB (TO THE LEFT)....
FOLLOW EDGE CUMB TO ST. PAUL AVE....TURN LEFT ONTO ST. PAUL AVE (WHICH WILL TURN INTO
CLEVELAND BY FORD PARKWAY)TAKE CLEVELAND TO MARSHALL AVE....TURN LEFT ONTO
MARSHALL....FOLLOW MARSHALL TO OTIS AVENUE....TURN RIGHT ONTO OTIS AVE AND
THE CLUBHOUSE PARKING LOT IS THE FIRST DRIVEWAY ON THE LEFT.

FROM MINNEAPOLIS VIA INTERSTATE 94 EAST:

EXIT OFF OF I94 AT THE CRETIN-VANDALIA EXIT AND TURN RIGHT ONTO CRETIN AVE....FOLLOW CRETIN
SOUTH TO MARSHALL AVE....TURN RIGHT ONTO MARSHALL....FOLLOW MARSHALL TO OTIS AVE....TURN
RIGHT ONTO OTIS AVE AND THE 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 AVE.... FOLLOW CRETIN
SOUTH TO MARSHALL AVE....TURN RIGHT ONTO MARSHALL....FOLLOW MARSHALL TO OTIS AVE....TURN
RIGHT ONTO OTIS AVE AND THE CLUBHOUSE PARKING LOT IS THE FIRST DRIVEWAY ON THE LEFT.

FROM INTERSTATE 35E NORTH:

EXIT OFF OF 35E AT RANDOLPH AVE....TURN LEFT ONTO RANDOLPH....FOLLOW RANDOLPH TO
CRETIN AVE....TURN RIGHT ONTO CRETIN....FOLLOW CRETIN TO MARSHALL AVE....TURN LEFT ONTO
MARSHALL....FOLLOW MARSHALL TO OTIS AVE....TURN RIGHT ONTO OTIS AVE AND THE CLUBHOUSE
PARKING LOT IS THE FIRST DRIVEWAY ON THE LEFT.

FROM INTERSTATE 35E SOUTH:

EXIT OFF OF 35E TO RANDOLPH AVE....TURN RIGHT ONTO RANDOLPH....FOLLOW RANDOLPH TO CRETIN
AVE....TURN RIGHT ONTO CRETIN....FOLLOW CRETIN TO MARSHALL AVE....FOLLOW MARSHALL TO
OTIS AVE....TURN RIGHT ONTO OTIS AVE AND THE CLUBHOUSE PARKING LOT
IS THE FIRST DRIVEWAY ON THE LEFT.