

# Sevens Bar & Restaurant

2315 North Broadway

Minot, ND 58703

Phone: 701-852-4343 Fax: 701-839-6713

[www.sevensonthego.com](http://www.sevensonthego.com)

Welcome to Sevens Bar & Restaurant! On behalf of our entire team, thank you for choosing us to help celebrate your wonderful occasion. We are excited to make your event a memorable occasion; and will strive for perfection at every turn.

Our staff is pleased to assist you in planning your special function. Through an outstanding team of trained professionals, we are here to guide you through the experience from start to finish with a single goal in mind: to make your event a success in every measurable way and to bring you back again and again.

Our attached menu is merely a guideline. From our owner/chef to our specialized team leaders, we take pride in integrating your ideas into possibilities. Understanding your needs in detail will ensure we are prepared for your occasion. What you will find at Sevens Bar & Restaurant is a culture of passion and sincerity that sets us apart from our competitors.

This banquet guide is a direct result of our customers who have asked us to provide as much detail as possible in advance. We will also be asking you for your thoughts at the conclusion of your event. Your comments and suggestions will help keep us in touch with our customer's expectations. We appreciate you taking the time to let us know how your experience has been and look forward to your feedback.

Steve Murphy  
*Owner / Chef*

Stacey Larsen  
*General Manager*

# ***Banquet Guide***

## **Food & Beverage Policies**

### **Menu**

Final menu selection must be submitted two weeks prior to your event.

### **Prices**

The price listed in our menu is current. Due to market conditions, it is subject to change. Once a menu is selected, a price can be confirmed to you.

### **Guarantee**

A guaranteed number of meals to be served or prepared for must be received one week prior to the event. Sevens Bar & Restaurant cannot accept responsibility for groups that exceed the guaranteed number. If a guarantee is not received, the original number will be used for preparation and charges will be based on that number. You will be charged for the number of people that you have guaranteed even if the number of people that attend is less. Extra guests will be added to the number of guaranteed meals.

### **Cash Bar**

A \$100 set up fee will be assessed (in addition to) if total bar sales do not exceed \$100

### **General Information**

All food and beverage items must be supplied and prepared by Sevens Bar & Restaurant. No food or beverages of any kind will be permitted to be brought in by the patrons' guests. If outside beverages appear or a minor is caught drinking, it will result in a force shut down of the function and all patrons' guests will be removed from the premises. Food products that are allowed to be brought in by the contracting party are limited to wedding cakes, cookies, bars, nuts and mints. Prepared food will be removed 90 minutes after food service commences. Restaurant liability requirements prohibit the removal of any excess food or beverages from the function room/premise. Bar staff will be verifying legal drinking age of individuals requesting beverage service. Your adult guests are not allowed to distribute alcoholic drinks to minors.

**Distribution of alcohol to minors will result in the bar being shut down for all guests.**

# **Function Room Guidelines**

## **Rooms**

Sevens Bar & Restaurant reserves the right to assign all function/reception rooms. Function rooms are all non-smoking and have wireless internet access. Function rooms are assigned according to the anticipated guaranteed number of guests. If there are any fluctuations in the number of attendees, Sevens Bar & Restaurant reserves the right to reassign the reception room. The reception sponsor (renter) accepts responsibility for any and all damages incurred by the group or your decorators in the function room. Room rental charges will be waived upon contracting the room minimum food charges. Contracted ballroom use will begin at 10:00 AM, and cease at 1:00 AM. All guests and invitees must vacate the premise by that time. No free food or popcorn allowed in function rooms.

## **Set Up**

Sevens will assist you in a seating arrangement that accommodates all guests.

## **Decorations**

All decorations must be attached only by stickpins. All other mounting devices will damage wall coverings and are prohibited. Contracting parties are responsible for setting up and tearing down all decorations. The catering staff will be responsible for decorations rented from Sevens Bar & Restaurant. The reception sponsor (renter) accepts responsibility for any and all damaged and/or stolen rented decorations that incurred by the group in the function room; this cost will be deducted from the deposit. Local fire regulations require that all candles be either the votive type or be enclosed. No open flame or taper candles are allowed. Glitters, sprinkles, confetti, etc. are not allowed. Use of these items will cause you to lose your entire deposit. Sevens Bar & Restaurant cannot be held liable for damage or loss to decorations, cake, gifts, personal belongings, outside cookies and bars left on premise. Any hired decorators must contact the General Manager before decorating! The renter is responsible for all outside caterers and their actions while on the Sevens/Vegas Motel property.

## **Entertainment**

Outside entertainment may be brought in. Sevens Bar & Restaurant will monitor all receptions. If the volume from the entertainment or PA system disturbs other patrons, we reserve the right to reduce the volume, and if necessary require the entertainment to perform without amplification. Double check with entertainment to ensure setup is done before your function starts. If there is a contracted DJ, they must ***finish*** their last song by 12:45 A.M.

## **Security**

All functions having bar services require a security officer. Security must be here from the time the bar opens to 1/2 hour after bar closes. The renter is responsible for setting this up, and paying the security officer.

## **Payments**

### **Deposit**

Every day of the peak season is valuable to us and to our guests. To secure your date, we ask for a \$500 non-refundable deposit that will be applied to your account and credited to you in whole, pending any damages, at time of final payment. All damage, including damage sustained from your entertainment, will be taken from the deposit and the remaining will be applied to the balance of your account.

### **Taxes and Gratuities**

All gratuities, service charge, federal, state and local taxes are charges which pertain to food, beverage and additional services ordered by the customer and are in addition to the prices agreed upon.

### **Room Charges**

Sevens Bar & Restaurant charges a \$100 setup fee for all receptions and events in our ballroom. The following are the rental prices for the available banquet rooms:

Ballroom:	\$400	with Food Service:	\$200
Monte Carlo:	\$250	with Food Service:	\$100
1/2 Ballroom:	\$250	with Food Service:	\$100
Board Room:	\$50	with Food Service:	\$ 0

At no time can any outside alcohol be brought into any banquet rooms. Bar service and alcohol dispensing must be handled and controlled by Sevens.

To guarantee the function space reserved, please return a signed copy of this contract along with your deposit and credit card number. Thank you for the opportunity to serve you.

## **Complimentary Services**

Primary Tables Skirted (head, cake, punch, gift and buffet tables)  
White Linen and Skirting  
White Linen Napkins  
Silver Punch Fountain  
Silver Punch Bowl  
White China  
Screens  
Projector  
Podium  
Wireless Microphone  
Risers for your Head Table  
Rose Bowls  
Mirror Tiles  
Hurricanes

## **Wedding Reminders for Bride and Groom to Complete**

### Security

Minot Police Department 852-0111  
J-N-T Security 852-1562

### Cake

Cake Knife  
Cake Server  
Cake Plates & Napkins  
Assigned persons to cut and deliver cake

### Extras

Place Cards or Reserved Signs – if needed  
Special Serving Dishes – if needed  
Nuts and Mints – if needed  
Cookies and Bars

Pre-cut bars and cookies will be arranged on trays by Sevens  
Staff if brought by 12:00 noon reception day

- All cookies and bars must be brought in disposable containers  
Sevens is not responsible for lost dishes.

### Guarantee

Call Sevens (852-4343) one week prior to event to confirm number of guests.



Sevens Bar & Restaurant Wedding Reception Agreement

Wedding Date \_\_\_\_\_

Bride & Groom

\_\_\_\_\_ & \_\_\_\_\_

1. Commitment of Sevens Staff

This is one of the most important days of your life. The staff of Sevens will ensure that your special day will be everything that you have imagined. We will do our best to attend to your needs not only in planning and preparation, but through your entire reception. We want this to be a day that you remember.

2. Deposit

Every day of wedding season is valuable to us and to our guests. To secure your date, we ask for a \$500 non-refundable deposit that will be applied to your wedding account and credited to you at time of final payment.

3. Guarantee

We will work with you to prepare your guest count as accurately as possible. We want to make sure that it is accurate. Once you guarantee a number, that is the number for which you will be charged.

4. Time and Method of Payment

In order to make your reception enjoyable, We ask that you identify the person responsible for paying for the reception. That person will be asked for payment sometime during the reception. If other arrangements need to be made for payment, that must be done in advance.

5. Credit Card

We will also ask for a credit card # in order to secure payment for your reception. If arrangements made above fail, we will charge your credit card. We will attempt to notify you at the phone number you provided on this line before we make the charge.

\_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp Date \_\_\_\_\_

Signed by Wedding \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ email \_\_\_\_\_

Sevens Bar & Restaurant \_\_\_\_\_ Date \_\_\_\_\_