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Banquet Guide

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Sevens Bar & Restaurant would like to invite you to join us for your special event. Our professional staff is pleased to assist you in planning your special function. Our goal is to make your event a complete success.

Our printed menu is only a guideline. Our catering staff will be happy to meet your specific needs. Our trained chefs are prepared to provide nearly any menu item you may choose. Theme menus are available, and we can also price out your favorite recipes for your banquet.

To ensure your function is a success, please review the following procedures and policies.

Food and 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.

GUARANTEES: A guaranteed number of meals to be served or prepared for must be received by 12:00 noon one week prior to the reception. 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 charged for. You will be charged for the number of people that you have guaranteed even if the number of people that come is less. However, extra guests will be added to the number of guaranteed meals.

CASH BAR: A \$107 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 patron's guests. **If outside beverages appear or a minor is caught drinking, it will result in a force shut down of the function and all patron's 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. We are not responsible for your adult guests that distribute 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, (this is the time you are allowed in the room) and cease at 1:00 AM. All guests and invitees must vacate the premise by that time.

NO FREE food or popcorn are 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 wedding party is responsible for all outside caterers and their actions while on the Sevens/Vegas 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.

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

PAYMENTS:

DEPOSIT: A **non-refundable** deposit and signed rental contract is required to confirm your function and space rental. We will not book your event until deposit and signed rental contract is received. The deposit will be held until the function room is assessed for damages. All damage, including damage sustained from your entertainment, will be taken from the deposit and the remaining will be forwarded to renter one week following your event. The renter may make arrangements to pick up deposit or have deposit mailed. Bookings will not be confirmed without this contract being signed and returned with the appropriate deposit. **There will be an extra \$500 charge if you cancel the room within one month of your event.**

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.

PAYMENT POLICY: Your credit card will be kept on file. Your card will not be charged until

PAYMENT POLICY: (cont).... The next week following your wedding reception. Should you prefer not to have a credit card on file, payment in the amount equal to the guest guarantee is due 48 hours prior to the event in the form of cash or personal check.

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.

Credit Card Number _____

Expiration Date _____

Cash _____

Check _____

Name of Renter _____

Signature _____

Date _____

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
Elegant White China
Silver Serving Trays
Archway With Greenery
Screen
Podium
TV/VCR/DVD

Rentals

Rose Bowls - \$1.07 per table
Mirror Tiles - \$1.07 per table
Hurricanes - \$2.07 per table
Eifel Tower Vases - \$3.07 per table
China Cake Plates - \$.27 each
Cake Cutting - \$.77a piece or
serving - \$.77 a piece
Cutting or Serving is included
w/ full food service if no dessert is selected

**(Rose Bowls & Hurricanes do not
include candles)**

WEDDING REMINDERS

****Please make sure to call ahead and make an appointment to ensure that we
can spend time planning your event.**

- **Security**

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

- **Cake**

Cake Knife
Cake Server
Cake Plates and Napkins
Assigned persons to cut 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 in 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.

Date _____