



**Holiday Inn Alexandria**  
 5637 Highway 29 South, PO Box 1087 Alexandria MN 56308  
 PHONE: (320) 763-6577 FAX: (320) 762-2092 EMAIL: sales@hialexandria.com WEB:  
 www.hialexandria.com

**Catering Contract**

**Tre Lag Stevne**

Status: **Tentative**

**Tue, 08/06/19 - Sat, 08/10/19**

BEO #: JE-bk0141200013

<b>Account:</b> Tre Lag Stevne	<b>Billing:</b> Robert Fossum
<b>Planning:</b> Robert Fossum	<b>Phone:</b> (715) 642-2872 <b>Fax:</b>
<b>Phone:</b> (715) 642-2872 <b>Fax:</b>	<b>Email:</b> robertfossum@gmail.com
<b>Email:</b> robertfossum@gmail.com	<b>Address:</b> 630 28th Street
<b>Address:</b> 630 28th Street	Chetek, WI 54728
<b>Onsite:</b> Robert Fossum	<b>Pay Method:</b> To Be Determined <b># :</b>
<b>Sales Agent:</b> Jeanne Edwards	<b>Deposit/Contract Due</b> <b>Expr:</b>
<b>Cater Contact:</b> Jeanne Edwards	<b>Deposit Rec'd:</b> <b>Exempt:</b>

**Wednesday, August 7, 2019**

Function Times	Function	Room	Exp / Gtd / Set	Rm Fees:
7:00 AM - 11:00 PM	Other	Pool Area 3	175 0 0	\$0.00

**Setup Style:**      **Setup Notes:**

Delivery Time	Qty	Item / Elaboration	Unit Price	Ext Price
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Function Times	Function	Room	Exp / Gtd / Set	Rm Fees:
7:00 AM - 11:00 PM	Set up	All Four Courtyards	175 0 0	\$0.00

**Setup Style:**      **Setup Notes:**

Delivery Time	Qty	Item / Elaboration	Unit Price	Ext Price
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7:00 AM	1	Set Up To Be Determined	\$0.00	\$0.00
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Function Times	Function	Room	Exp / Gtd / Set	Rm Fees:
4:00 PM - 11:00 PM	Set up	Boardroom	175 0 0	\$0.00

**Setup Style:**      **Setup Notes:**

Delivery Time	Qty	Item / Elaboration	Unit Price	Ext Price
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4:00 PM	1	Set Up to be Determined	\$0.00	\$0.00
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Function Times	Function	Room	Exp / Gtd / Set	Rm Fees:
6:00 PM - 11:00 PM	Set up	Isabelle's	175 0 0	\$0.00

**Setup Style:**      **Setup Notes:**

Delivery Time	Qty	Item / Elaboration	Unit Price	Ext Price
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6:00 PM	1	Set Up to be Determined	\$0.00	\$0.00
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**Thursday, August 8, 2019**

Function Times	Function	Room	Exp / Gtd / Set	Rm Fees:
8:00 AM - 11:00 PM	Break Out	Boardroom	175 0 0	\$0.00

**Setup Style:**      **Setup Notes:**

Delivery Time	Qty	Item / Elaboration	Unit Price	Ext Price
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**Catering Contract**

**Tre Lag Stevne**

Status: **Tentative**

**Tue, 08/06/19 - Sat, 08/10/19**

BEO #: JE-bk014120013

**Thursday, August 8, 2019**

Function Times	Function	Room	Exp / Gtd / Set	Rm Fees:
8:00 AM - 11:00 PM	General Session	All Four Courtyards	175 0 0	\$0.00

Setup Style:

Setup Notes:

Delivery Time	Qty	Item / Elaboration	Unit Price	Ext Price

Function Times	Function	Room	Exp / Gtd / Set	Rm Fees:
8:00 AM - 11:00 PM	Other	Isabelle's	175 0 0	\$0.00

Setup Style:

Setup Notes:

Delivery Time	Qty	Item / Elaboration	Unit Price	Ext Price

Function Times	Function	Room	Exp / Gtd / Set	Rm Fees:
11:00 AM - 1:00 PM	Luncheon	Pool Area	175 0 0	\$0.00

Setup Style:

Setup Notes:

Delivery Time	Qty	Item / Elaboration	Unit Price	Ext Price

**Friday, August 9, 2019**

Function Times	Function	Room	Exp / Gtd / Set	Rm Fees:
8:00 AM - 11:00 PM	Break Out	Boardroom	175 0 0	\$0.00

Setup Style:

Setup Notes:

Delivery Time	Qty	Item / Elaboration	Unit Price	Ext Price

Function Times	Function	Room	Exp / Gtd / Set	Rm Fees:
8:00 AM - 11:00 PM	General Session	All Four Courtyards	175 0 0	\$0.00

Setup Style:

Setup Notes:

Delivery Time	Qty	Item / Elaboration	Unit Price	Ext Price

Function Times	Function	Room	Exp / Gtd / Set	Rm Fees:
8:00 AM - 11:00 PM	Other	Isabelle's	175 0 0	\$0.00

Setup Style:

Setup Notes:

Delivery Time	Qty	Item / Elaboration	Unit Price	Ext Price

Function Times	Function	Room	Exp / Gtd / Set	Rm Fees:
2:00 PM - 4:00 PM	Luncheon	Pool Area	175 0 0	\$0.00

Setup Style:

Setup Notes:

Delivery Time	Qty	Item / Elaboration	Unit Price	Ext Price

Function Times	Function	Room	Exp / Gtd / Set	Rm Fees:
4:00 PM - 11:00 PM	Dinner	The Barn	175 0 0	\$0.00

Setup Style:

- Setup Notes:
- Tables of 10
  - White Table Linen
  - Water and Glasses on Tables
  - \*\*\*Rest of Set Up to be Determined

Delivery Time	Qty	Item / Elaboration	Unit Price	Ext Price
4:00 PM	130	Dinner To Be Determined		

**Catering Contract**

**Tre Lag Stevne**

Status: **Tentative**

**Tue, 08/06/19 - Sat, 08/10/19**

BEO #: JE-bk014120013

**Saturday, August 10, 2019**

Function Times	Function	Room	Exp / Gtd / Set	Rm Fees:
8:00 AM - 12:00 PM	Break Out	Boardroom	175 0 0	\$0.00

Setup Style:

Setup Notes:

Delivery Time	Qty	Item / Elaboration	Unit Price	Ext Price

Function Times	Function	Room	Exp / Gtd / Set	Rm Fees:
8:00 AM - 12:00 PM	General Session	All Four Courtyards	175 0 0	\$0.00

Setup Style:

Setup Notes:

Delivery Time	Qty	Item / Elaboration	Unit Price	Ext Price

Function Times	Function	Room	Exp / Gtd / Set	Rm Fees:
8:00 AM - 12:00 PM	Other	Isabelle's	175 0 0	\$0.00

Setup Style:

Setup Notes:

Delivery Time	Qty	Item / Elaboration	Unit Price	Ext Price

**Guest Room Block**

	Tue 8/6	Wed 8/7	Thu 8/8	Fri 8/9	Nts	Rate
Standard Non Smoking	10	60	60	60	190	\$99.99
<b>Total</b>	<b>10</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>190</b>	

Individual Call Reservations  
Individual Pay Charges

**Hotel Terms and Conditions**

**"100% Satisfaction Guarantee"**

Every time you plan your meeting with us, we guarantee it! That's because not only are we the experts at handling small and mid-size meetings, but we also offer the exclusive Holiday Inn Meeting Promise program at Holiday Inn brand hotels worldwide. It's our guarantee – in writing – that everything will go exactly as agreed. If not, the problem will be corrected to your satisfaction. Holiday Inn - Alexandria provides this promise of quality and professional service. When we "Guarantee Satisfaction", you can be assured of a dedication to detail.

**Meeting Rooms and Assignments**

Room assignments will be made based on the guaranteed number of attendees and may be subject to change. We request that you discuss your specific room set up requirements with the catering department when finalizing the details for your event. Should your schedule change, please contact the catering department and every effort will be made to accommodate you. Any room specifications changed on the day of the function may include a minimal charge for labor that will be added to the Banquet Check. Wedding reception room assignments will not change.

**Menu**

For availability reasons, we ask that you make all menu selections two weeks prior to your event. We require a 5 Business Day Guarantee of the number of people who will be in attendance for all food and beverage functions. We will be prepared to serve 5% over the guaranteed number. In the event that attendance exceeds this number, we will accommodate all the guests, however, we may have to substitute comparable menu items. Please inform us of your guaranteed number in a timely fashion, otherwise, we will prepare and charge for the original estimated amount. All prices are subject to change, but may be guaranteed up to 60 days prior to the event.

**Tax & Service Charge**

Initials \_\_\_\_\_

## Catering Contract

## Tre Lag Stevne

Status:

Tue, 08/06/19 - Sat, 08/10/19

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Food and beverage selections are subject to a 19.5% service charge and applicable tax. The service charge is not a gratuity. Management has the right to distribute as they see appropriate.

### Outside Food & Alcohol

Due to health & safety concerns, no outside food and beverage items will be permitted to be brought into any conference rooms. No food and beverage may be taken from the conference rooms. The ONLY exception would be special "theme" baked goods, such as wedding cakes. Please contact our catering department for prior approval. The Holiday Inn requires that all beverages be dispensed by the hotel servers or bartender. The hotel's alcoholic beverage license requires the hotel to request proper valid identification of all persons of questionable age and may refuse service to any person under age or unable to produce identification, any may refuse serve to any person who in the hotel's judgement appears to be "obviously intoxicated".

### Contract /Cancellation

The Holiday Inn requires a signed contract within 10 days of making the booking. In the event of a cancellation after a contract has been signed you will be responsible for the contracted room rental charges. If cancellation occurs within 72 hours of your function, you will be responsible for the contracted room rental, plus estimated food and beverage revenue.

### Payment

All events MUST be paid at the conclusion of the function unless prior credit arrangements have been made. Payment for wedding receptions is due in full 5 days prior to your event. A credit card is required at the time of booking to secure the conference room if prior credit arrangements have not been made. For wedding and reunions, a deposit is required immediately to secure your date. **Deposits are not refundable upon cancellation.**

### Decorations

Hanging items on the wall, i.e. decorations, banners with tacks or pins is prohibited. Please ask for assistance to display your items properly. Confetti and glitter are prohibited. If used, a \$125.00 fee will be added to your bill.

### Liability

The Holiday Inn does not assume responsibility for theft, damage or loss of any merchandise or articles brought into the Hotel. The guest agrees to be responsible for any damages done to the function room or any other part of the hotel by the guest, his/her guests, or other agents under guest control.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Sales Manager \_\_\_\_\_ Date \_\_\_\_\_

Initials \_\_\_\_\_