



Restaurant & Events Facility

# Event center

*Having a Holiday party, Birthday party, Anniversary party, or Wedding celebration? Consider the Chart House.*

## **First: Establish your Budget**

Costs will vary by the formality of the event, size of the party, specific food selections and services desired. Consider your own personal preferences along with the impression you want to leave as the event host. Our experienced staff will assist you in creating an event that will meet your expectations . . . and your budget.

## **Food . . . More Than Just Chicken or Beef!**

Food plays an important role at any planned function, so you will want to take plenty of time when selecting your menu items. Your guests may not remember all the details, but they will remember the food. The Chart House can offer a traditional sit down dinner or buffet. Or you can add a unique twist with food stations and appetizer/cocktail receptions.

## **Liquor: Hosted or Cash?**

The most efficient way to select a cash or hosted bar is to begin by establishing a budget. If your priority is to present your guests with an extensive presentation of various foods, you can always opt for a specialty drink that complements the theme of your event. For example, beer, margarita, martini, and even wine sampling bars are fun. Hosting specialty drinks incorporates your style and wedding theme, or even a story of how the two of you met. This special touch will definitely leave a lasting memory with your guests.

## **The Wedding Ceremony**

Your wedding ceremony is the most intimate part of your wedding celebration. The Chart House offers several different indoor and outdoor settings to help make your wedding day memorable. Please contact our event sales manager to create your perfect day.

## The Reception Site

Located just 25 minutes south of downtown Minneapolis along the shores of Lake Kingsley in Lakeville, we offer a beautifully decorated indoor or outdoor reception site. With our remodeled inside dining room and spectacular garden and lakeside views, the Chart House is a perfect site for your special event.

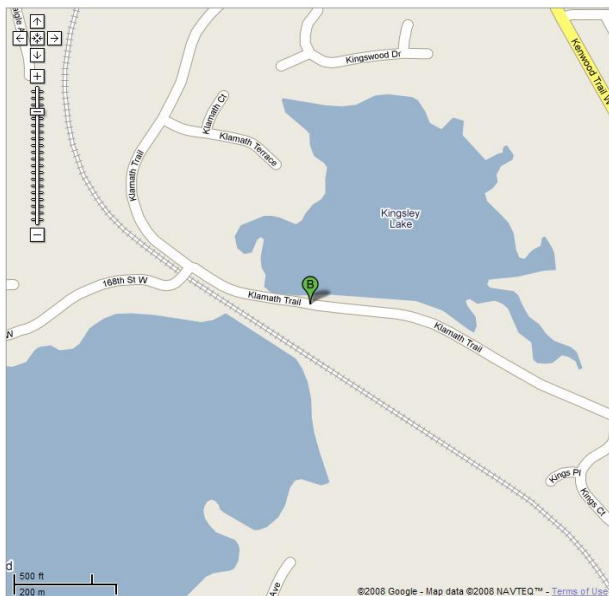
Convenient parking and nearby hotels provide your guests with the ultimate memorable experience.

## Enjoy the Process

Things can get hectic when planning your event. The key is to stay focused, organized, and let your personality shine through.

Remember, the best reception begins with your vision and relies upon the Chart House to execute all the details.

## Location



## Other Considerations

Let us help coordinate linen colors into your reception theme.

Arrange to view another reception prior to your event to refine your personal selections for food display, service style, flow, and organization.

Any special requests? Just ask and the Chart House will do everything we can to meet your special needs.

## Rental Areas

### Main & Fireside Dining Room

-Seating up to 300

### Fireside Dining Room

- Seating up to 150

### Ceremony/Garden Reception Area

-Seating up to 400

### Lakeside Tent Area

- Seating up to 180

### Lakeside Pavilion

- Seating up to 60

### Lakeside Patio

- Seating up to 225

[Click here for interactive map of our grounds!](#)

# **Chart House Restaurant Event Contract**

## **GUARANTEE**

THE CHART HOUSE RESTAURANT REQUIRES A FINAL GUEST COUNT SEVEN (7) DAYS PRIOR TO THE DATE OF YOUR EVENT. YOUR FINAL GUEST COUNT IS CONSIDERED A GUARANTEE NOT SUBJECT TO REDUCTIONS. YOUR FINAL BILLING WILL BE BASED ON THIS GUARANTEE OR THE ACTUAL NUMBER OF GUESTS SERVED, WHICHEVER IS GREATER. IF THE ACTUAL NUMBER IS GREATER, THIS NUMBER OF GUESTS WILL BE CHARGED THE MEAL PRICE PLUS AN ADDITIONAL \$2 FEE.

## **MENU SELECTION AND PRICES**

ENTRÉE CHOICES MUST BE RECEIVED THIRTY (30) DAYS PRIOR TO THE EVENT. ALL MENU PRICES ARE PER PERSON UNLESS OTHERWISE NOTED. PRICES ARE SUBJECT TO CHANGE PRIOR TO THIRTY (30) DAYS BEFORE THE EVENT DATE. EVENTS OPTING FOR A DOUBLE ENTRÉE MENU MUST PROVIDE A CODING SYSTEM (I.E., PLACE CARDS).

## **FOOD AND BEVERAGE REGULATIONS**

DUE TO HEALTH DEPARTMENT REGULATIONS, THE CHART HOUSE RESTAURANT MUST PROVIDE ALL FOOD AND BEVERAGES CONSUMED ON THE PREMISE. WE DO WELCOME OUTSIDE WEDDING AND CELEBRATION CAKES PROVIDED BY A LICENSED COMMERCIAL BAKERY. THERE WILL BE A \$2.00 PER PERSON CAKE CUTTING AND SERVICE FEE. THE HEALTH DEPARTMENT PROHIBITS US FROM ALLOWING GUESTS TO TAKE HOME FOOD WITH THE EXCEPTION OF LICENSED WEDDING AND CELEBRATION CAKE.

## **TAX AND SERVICE CHARGES**

A SERVICE CHARGE OF 20% OF ALL FOOD AND BEVERAGE WILL BE ADDED TO YOUR FINAL INVOICE. THE ENTIRE SERVICE CHARGE IS THE PROPERTY OF THE CHART HOUSE RESTAURANT, NOT THE PROPERTY OF ANY ONE EMPLOYEE AND WILL BE DISPERSED AT THE DISCRETION OF THE CHART HOUSE RESTAURANT. AS REQUIRED BY LAW, ALL FOOD, NON-ALCOHOLIC BEVERAGES, AND SERVICE CHARGE ARE SUBJECT TO A LOCAL SALES TAX OF 6.5%. ALL ALCOHOLIC BEVERAGES ARE SUBJECT TO A 9% SALES TAX.

## **DEPOSITS AND PAYMENT TERMS**

IN ORDER TO RESERVE YOUR DATE AND SPACE, A NON-REFUNDABLE DEPOSIT AND SIGNED CONTRACT ARE REQUIRED FOR ALL EVENTS WITH MORE THAN THIRTY (30) GUESTS. DEPOSITS TO CONFIRM WEDDING EVENTS ARE \$500 AND DEPOSITS FOR ALL OTHER EVENTS ARE \$150. ALL DEPOSITS WILL BE APPLIED TO APPLICABLE MINIMUMS. 50% OF THE ESTIMATED BILL IS DUE TWO (2) MONTHS PRIOR TO THE DATE OF THE EVENT. THE BALANCE OF THE BILL IS TO BE PAID SEVEN (7) DAYS PRIOR TO THE DATE OF THE EVENT VIA CASH OR CREDIT CARD. ANY ADDITIONAL PAYMENTS WILL BE COLLECTED AT THE CONCLUSION OF THE EVENT VIA CASH OR CREDIT CARD. ANY OVERPAYMENTS WILL BE REFUNDED WITHIN ONE WEEK.

## **WEDDING CEREMONIES**

ALL OUTSIDE WEDDING CEREMONIES ARE \$500 FOR A TWO HOUR TIME FRAME. IN ORDER TO HAVE YOUR CEREMONY IN OUR GARDEN AND LAKESIDE AREAS, WE REQUIRE YOU TO HOST YOUR RECEPTION AT THE CHART HOUSE RESTAURANT.

## **TABLE LINENS**

WE SUPPLY ALL WHITE TABLE AND SKIRTING LINENS. WE CAN DRESS THE TABLES WITH WHITE, TAN, OR BLACK NAPKINS. WE WOULD BE HAPPY TO ASSIST IN RENTING OTHER SPECIALTY LINENS FOR YOUR EVENT AT AN ADDITIONAL CHARGE.

## **MUSIC AND ENTERTAINMENT**

PLEASE NOTE THAT THE OUTSIDE ENTERTAINMENT MUST BE COMPLETED BY 11:00 P.M., AND MUST ADHERE TO THE CITY OF LAKEVILLE'S NOISE ORDINANCES. ANY OUTSIDE ENTERTAINMENT MUST SIGN A WAIVER THAT THEY WILL COMPLY WITH THE CITY OF LAKEVILLE'S OUTDOOR NOISE POLICIES.

## **CORKAGE FEES**

THERE WILL BE A \$15 CORKAGE FEE PER 750ML BOTTLE OF WINE OR CHAMPAGNE THAT IS BROUGHT IN TO THE CHART HOUSE RESTAURANT.

## **EVENT CLEAN-UP**

PLEASE ASSIGN A PERSON FROM YOUR GROUP TO TAKE CARE OF ALL WEDDING CARDS, DECORATIONS, AND GIFTS. UPON LEAVING THE AREA, PLEASE HAVE ALL ITEMS REMOVED FROM THE GROUNDS. THE CHART HOUSE RESTAURANT IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS. THE CHART HOUSE RESTAURANT RESERVES THE RIGHT TO CHARGE AN APPROPRIATE CLEANING FEE IF THE CONDITION OF THE AREA AFTER AN EVENT DEEMS THIS NECESSARY.

**THEFT AND DAMAGES**

THE CLIENT AGREES TO BE RESPONSIBLE FOR ANY DAMAGE TO OR THEFT OF FURNITURE, FIXTURES, EQUIPMENT, TABLE ACCESSORIES, OR OTHER PROPERTY BY THE CLIENT OR THE CLIENT'S GUESTS, EMPLOYEES, OR OTHER INDIVIDUALS RESPONSIBLE TO THE CLIENT. THE CHART HOUSE RESTAURANT WILL ASSUME NO FINANCIAL RESPONSIBILITY FOR DAMAGED OR STOLEN PROPERTY BROUGHT TO THE FACILITY BY THE CLIENT, CLIENT'S GUESTS, OR OUTSIDE VENDORS.

**CANCELLATION**

ONLY WRITTEN NOTICE OF CANCELLATION IS ACCEPTABLE FOR ANY SCHEDULED EVENT AND ALL DEPOSITS APPLIED ARE NON-REFUNDABLE. CANCELLATION OF NON-WEDDING RECEPTION EVENTS LESS THAN SIXTY (60) DAYS PRIOR TO THE SCHEDULED EVENT WILL BE SUBJECT TO A CANCELLATION FEE OF 50% OF THE ESTIMATED PRICE OF THE EVENT. CANCELLATION OF WEDDING RECEPTIONS LESS THAN ONE-HUNDRED EIGHTY (180) DAYS PRIOR TO THE SCHEDULED EVENT WILL BE SUBJECT TO A CANCELLATION FEE OF 50% OF THE ESTIMATED PRICE OF THE EVENT.

**LOSS**

THE CHART HOUSE IS NOT RESPONSIBLE FOR THE LOSS OF ENJOYMENT DUE TO DELAYS, INTERRUPTIONS OR CHANGES IN ARRANGEMENTS OR OTHER SERVICES WHICH ARE CAUSED BY CIRCUMSTANCES AMOUNTING TO FORCE MAJEURE, SUCH AS, BUT NOT LIMITED TO WAR, RIOT, ACTS OF GOD, GOVERNMENT REGULATIONS, NATURAL DISASTER OR ADVERSE WEATHER CONDITIONS.

**ALCOHOL POLICY**

AS THE CLIENT, YOU ARE RESPONSIBLE AND ACCOUNTABLE FOR THE BEHAVIOR OF YOUR GUESTS. PLEASE HELP US ENFORCE RESPONSIBLE DRINKING BEHAVIOR SO THAT YOUR EVENT WILL BE A SUCCESS. THE FOLLOWING IS OUR POLICY, WHICH HAS PROVEN EFFECTIVE AND DISCREET:

- NO LIQUOR WILL KNOWINGLY BE SOLD TO OR CONSUMED ON THE CHART HOUSE RESTAURANT PROPERTY BY ANY PERSON UNDER THE LEGAL DRINKING AGE OF 21.
  - IDENTIFICATION CARDS WILL BE REQUESTED FOR ANY PERSONS WHO APPEAR TO BE UNDER THE AGE OF 40 AND MUST BE PROVIDED BY A PERSON TO PURCHASE AN ALCOHOLIC BEVERAGE.
  - NO LIQUOR WILL BE SOLD OR CONSUMED BY ANY PERSON WHO, IN THE OPINION OF APPROPRIATE STAFF, IS OR APPEARS TO BE INTOXICATED. THIS IS STATE LAW.
- IN AN EFFORT TO CONTROL ALCOHOL CONSUMPTION, THE STAFF MAY PROCEED AS FOLLOWS WHEN A PROBLEM IS DEVELOPING:
- THE SERVER WILL NOTIFY A MANAGER OF POTENTIAL OVER CONSUMPTION.
  - THE MANAGER AND SERVER WILL MAKE SPECIAL NOTE OF THE SITUATION.
  - THE MANAGER WILL ASK FOR COOPERATION FROM OTHERS IN THE PARTY.
  - CEASE SERVING A PARTICULAR GROUP.
  - CLOSE THE BAR.
  - HALT THE PARTY
  - CALL THE POLICE

I ACCEPT THE ABOVE ARRANGEMENTS AS QUOTED.

SIGNED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_