

River City Extreme

Contract and Guidelines

Policy:

Thank you for selecting River City Extreme. We are committed to making your event a memorable experience. We do not allow any food or beverage items to be brought into our establishment without permission. Store bought cakes are permitted, an additional charge of \$10 will be applied for cakes carried in. No ice cream please. Leftover food is prohibited to be taken off the property, due to health codes.

Guarantees:

A non-refundable deposit is required for all functions to confirm reservations. This deposit will be credited towards your final bill. Payment methods are cash, certified or cashier checks, money orders, or credit card: Visa, MasterCard, Discover, or American Express. Direct billing may be arranged in advance for your function, upon approval. A guaranteed guest count is required at this time. This is the minimum number of people for which you will be charged. This number cannot be lowered after it is given without the approval of the event coordinator. Gratuity of 18% will be added to all food and beverage purchases in addition to our state and county sales tax.

Security Policy:

River City Extreme will not be responsible for damage or loss of equipment stored or displayed on its property prior to, during or following your function. River City Extreme reserves the right to assess charges for damages due to the misuse of equipment and/or facilities during your function. River City Extreme reserves the right to inspect and control all private parties.

Cancellations:

In the event you should cancel your function. The non-refundable deposit will be charged. If the deposit is not received on the due date, this contract becomes void.

Audio Visual:

Audio visual equipment is available. The event coordinator will quote prices upon your request. Dj's, bands or any other live entertainment is welcome with preapproval of management.

Decorations & Linens:

Please notify us prior to your event about decorations. Staples, tape, tacks, glue and nails are prohibited. Masking tape is an acceptable alternative. Glitter and confetti of any kind are not permitted. Candles are permitted with prior approval. White linen table cloths and napkins are available at an additional charge.

Alcohol Consumption:

River City Extreme wants your party to be a success. As a host, you are accountable for the behavior of your guests. In accordance with Minnesota State Law, liquor cannot be sold or consumed by any person under the legal drinking age of 21. A valid, state issued identification card may be requested of any person at any time for verification. No alcohol beverages are permitted to leave the facility. Non-compliance with this policy will result in appropriate action by staff.

I received and understand terms and condition of contract

Signature

Contact Name

Event Name

Address

City, State, Zip

Daytime Phone

Evening Phone

Event Coordinator and Date

Date of Event

Number of Guests

Room or Location

Room Rental

Non Refundable Deposit

Date Deposit is Due

Payment