



Holiday Inn[®]

ALEXANDRIA, MINNESOTA



320-763-6577

www.rudysalex.com

5637 Highway 29 South, Alexandria, MN 56308

HOTEL | RESTAURANT | CONFERENCE CENTER



The Holiday Inn Alexandria has seven meeting facilities, including The Barn, a unique reception hall. Our versatile meeting room arrangement features four adjoining rooms that can be opened into one large conference center.

- Over 14,000 square feet of versatile space
- Business Center
- Copying and Facsimile Service
- High Speed Wireless Internet access
- Advanced Technology - Audio Visual systems
- Professional staff to assist you from the planning through the execution of your event.

ACCOMMODATIONS

The Holiday Inn features 149 guest rooms on two floors, including 41 rooms with direct access to our indoor recreation center. All rooms include 32" flat screen TVs

with HD channels, complimentary coffee and coffee makers, microwaves, refrigerators, iron, ironing board and wireless internet access. Check-in time is 4:00 p.m. and Check-out time is at 12:00 Noon.

INDOOR RECREATION

Our spacious Indoor Recreation Center includes a swimming pool, whirlpool, wading pool, sauna, fitness center, game room, volleyball court, basketball, pool table and ping-pong.

RUDY'S REDEYE GRILL

Our onsite restaurant, Rudy's Redeye Grill, serves classic American fare for breakfast, lunch, and dinner every day! Enjoy our lounge with daily features, Karaoke on Friday nights, and a DJ on Saturdays. Rudy's is also famous for its Wednesday night pasta bar and the best steaks in town!

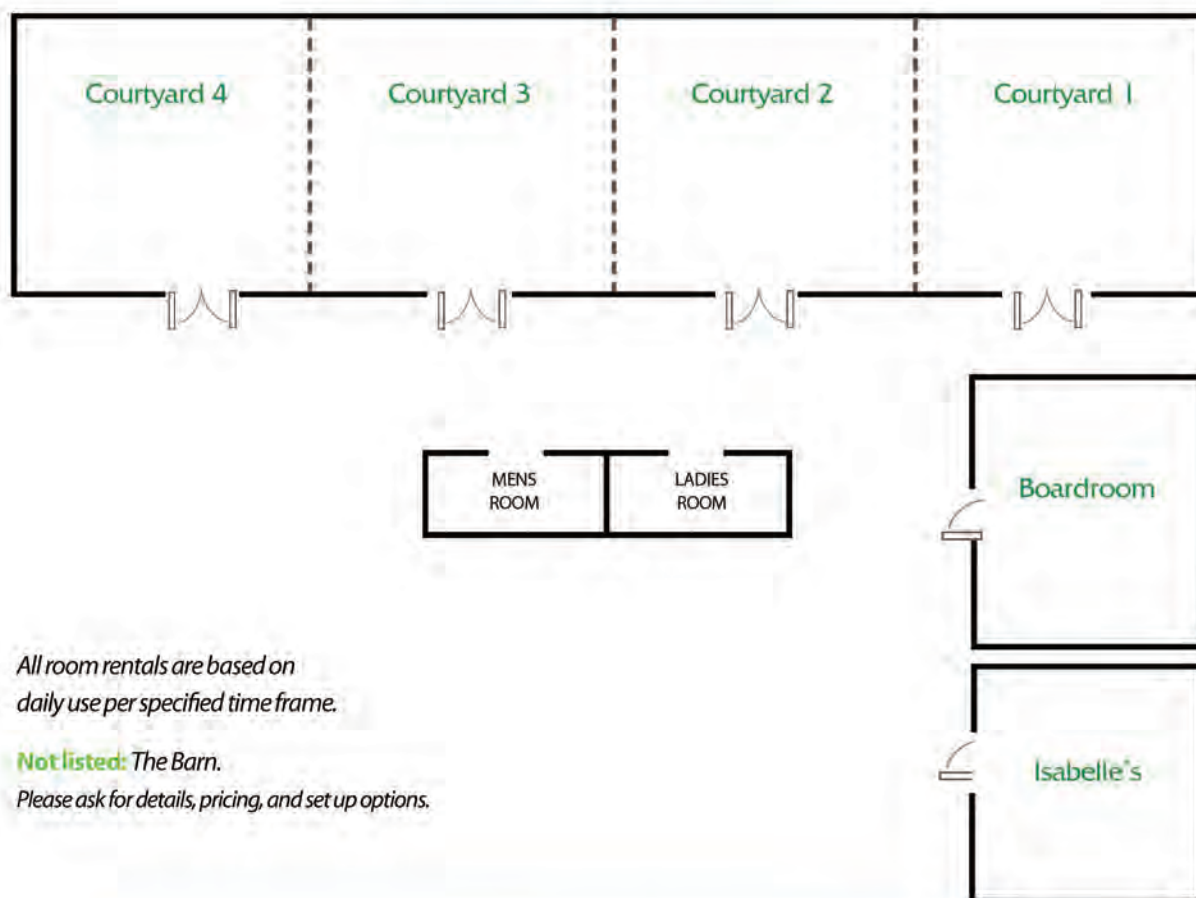




Event Space

Holiday Inn Alexandria • 5637 Highway 29 South, Alexandria, MN 56308
1-888-HOLIDAY • 320-763-6577 phone • 320-762-2092 fax • www.rudysalex.com

Facility Information



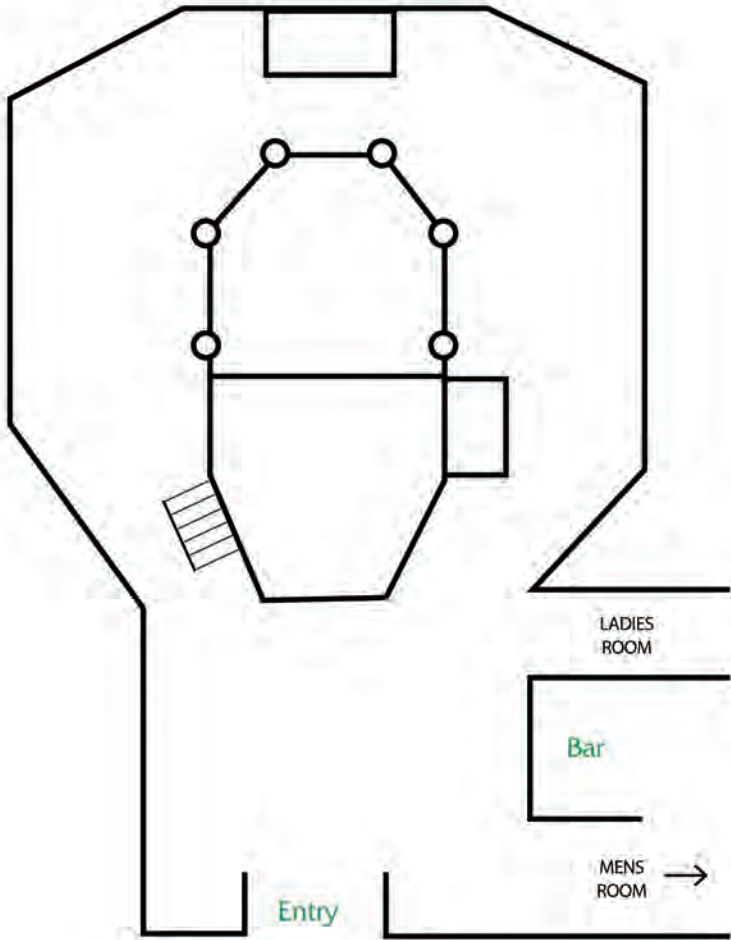
All room rentals are based on daily use per specified time frame.

Not listed: The Barn.

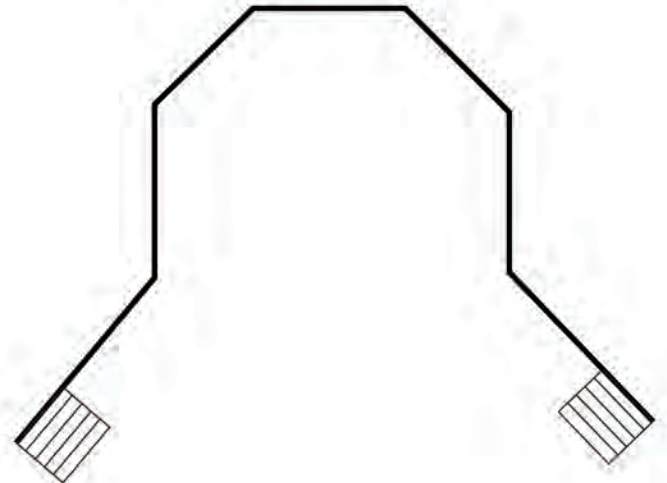
Please ask for details, pricing, and set up options.

MEETING ROOM CAPACITY						
NAME OF ROOM	DIMENSION	SQ. FOOT	CLASSROOM	CONFERENCE	THEATRE	ROUNDS
COURTYARD 4 (DANCE FLOOR)	35 X 35 27 X 33	1225	64	40	100	72
COURTYARD 3	35 X 35	1225	64	40	100	72
COURTYARD 2	35 X 35	1225	64	40	100	72
COURTYARD 1	35 X 35	1225	64	40	100	72
COMBINED	140 X 35	4900	300	-	500	400
BOARDROOM	24 X 22	528	24	20	50	32
POOL AREA	-	-	-	-	-	425
ISABELLE'S	24 X 80	1920	64	40	80	72

The Barn Event Center



LOWER LEVEL



UPPER LEVEL

Audio Visual Equipment

AV EQUIPMENT

Rental Charge (per day)

Screen	no charge
Podium (Standing)	no charge
Podium (Tabletop)	no charge
Phone Line	\$5.00
White Board with Markers	\$15.00
Overhead Projector	\$15.00
Staging (Per 4x8 Section)	\$15.00
Flip Chart with Markers	\$25.00
TV/VCR/DVD Player	\$35.00
Speaker Telephone	\$35.00
Microphone (Handheld)	\$30.00
Lavalier Microphone	\$40.00
Portable Sound System	\$50.00
LCD Projector	\$75.00
Barn LCD Package	\$150.00

Confetti and Glitter are prohibited. If used, a \$125.00 cleaning fee will be added to the bill.

Hanging items on the wall (i.e. banners and decorations with tacks or pins) is prohibited.

Please ask for assistance to properly display your item.

Prices subject to change and do not include Minnesota sales tax.





Banquet Menu

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Snacks & Beverages

SNACKS per dozen

European Assorted Pastries & Scones	\$23.99
Homemade Petite Caramel or Cinnamon Rolls	\$24.99
Assorted Bagels and Cream Cheese	\$24.99
Assorted Cake Donuts	\$29.99
Homemade Jumbo Caramel or Cinnamon Rolls	\$29.99
Assorted Jumbo Muffins	\$35.99
Assorted Gourmet Cookies	\$23.99
Assorted Bars	\$41.99
Whole Fruits (Banana, Apple, Orange)	\$14.99
Assorted Mini Cheesecakes	\$34.99
Assorted Granola Bars	\$24.99
Soft Pretzels with Cheese Dip	\$29.99
Chips and Salsa	\$1.99 per person
Chips & Dips	\$2.49 per person

BEVERAGES

Hot Tea	\$1.99 each
Assorted Soft Drinks	\$2.49 each
Assorted Bottled Juices	\$2.49 each
Bottled Water	\$2.49 each
Coffee by the Gallon	\$18.99
Lemonade by the Gallon	\$18.99
Fruit Punch by the Gallon	\$18.99
Iced Tea by the Gallon	\$18.99
Milk: Per Pitcher	\$12.99
Juice: Per Pitcher	\$12.99



Build Your Own Breaks

Your choice of (1) Snack and (1) Beverage \$4.99 per person
Your choice of (2) Snacks and (2) Beverages \$7.99 per person

SNACKS

Assorted Yogurt with Granola

Assorted Pasties & Scones

Homade Jumbo Caramel or Cinnamon Rolls

Assorted Bagels and Cream Cheese

Assorted Cake Donuts

Assorted Jumbo Muffins

Assorted Whole Fruit

Assorted Gourmet Cookies

Assorted Bars

Assorted Mini Cheesecakes

Assorted Granola Bars

Soft Pretzels with Cheese Dip

Chips and Dips

BEVERAGES

Coffee

Hot Tea

Assorted Soft Drinks

Assorted Bottled Juices

Bottled Water

Lemonade

Fruit Punch

Iced Tea

Milk



Breakfast Suggestions

CONTINENTAL BREAKFAST

Continental Breakfast **\$6.99**

*Your choice of (1) Breakfast Pastry item
Assorted Juices and Coffee

Deluxe Continental Breakfast **\$10.99**

*Your choice of (1) Breakfast Pastry item
Yogurt & Granola, Fresh Cut Fruit, Breakfast Cereal,
Assorted Juices, Coffee and Milk

*Assorted Pastries; Your choice of (1) from the following:
Homemade Jumbo Cinnamon Rolls
Homemade Jumbo Caramel Rolls
Assorted Jumbo Muffins
Assorted Danish & Scones
Assorted Bagels w/ Cream Cheese

BUFFET SERVICE

Build your own Breakfast Sandwich **\$6.99**

Your Choice of Croissants or English Muffins, Sausage,
Bacon, Eggs and Cheese, Coffee

Eye Opener **\$12.49**

Denver Scrambled Eggs, Assorted Whole Fruit, Assorted
Pastries, Breakfast Cereal, Yogurt with granola, Assorted
Juices, Coffee and Milk

The Classic **\$12.99**

Scrambled Farm Fresh Eggs, Sausage Links, Breakfast
Potatoes, Assorted Whole Fruit, Pastries, Muffins, Assorted
Juices and Coffee

Feature Breakfast Buffet **\$14.49**

French Toast with Assorted Toppings and Syrup,
Scrambled Farm Fresh Eggs, Bacon, Sausage Links,
Breakfast Potatoes, Assorted Whole Fruit, Pastries, Muffins,
Assorted Juices and Coffee

PLATE SERVICE

Simple Start **\$10.49**

Scrambled Farm Fresh Eggs, Two Sausage Links, Toast
(Choice of White or Wheat), Small Fruit Cup, Orange Juice
and Coffee

Quick Start **\$11.49**

Scrambled Farm Fresh Eggs, Choice of Bacon, Sausage
Links or Ham, Jumbo Cinnamon Roll, Orange Juice and
Coffee

Big Ole **\$12.49**

Scrambled Farm Fresh Eggs, Breakfast Potatoes, Choice of
Bacon, Sausage Links or Ham, Cinnamon Roll, Fresh Fruit
Cup, Orange Juice and Coffee

Gluten Free Bread Available **\$1.00 additional**



Luncheon Suggestions

SANDWICHES & WRAPS

All Sandwiches include your Choice of Soup, Potato Salad or Coleslaw and are Served with Chips and Coffee (unless otherwise noted)

BBQ Pulled Pork Sandwich \$11.49
Topped with Coleslaw

Club Wrap \$11.49
Turkey, Bacon, Lettuce, Tomato and Ranch Dressing

Chicken Caesar Wrap \$11.49

Soup and Sandwich Stacker \$12.49
Your Choice of Ham and American Cheese or Smoked Turkey and Swiss Cheese

Hot Beef or Turkey Commercial Sandwich \$12.49
With Mashed Potatoes and Gravy

Box Lunch \$13.49
Ham or Turkey Sandwich, Chips, Whole Fruit, Cookie and a Soft Drink

SALADS

All Salads are served with Dinner Roll and Coffee

Caesar Salad \$9.49
Garden Salad with Choice of Dressing \$9.49
Chicken Caesar Salad \$13.49
Classic Chef Salad with Choice of Dressing \$13.49

Spinach Salad \$13.49
Mushrooms, Egg, and Bacon with Choice of Dressing

Santa Fe Chicken Salad \$13.49
Shredded Chicken, Cheddar Cheese, Tomato, Black Olives and Tortilla Strips served with Salsa and Sour Cream

PLATE SERVICE

All Plated Luncheons are served with Family Style Caesar or Garden Salad with House Dressing, Bread, and Coffee

Fried Chicken \$12.49
Served with Coleslaw and Mashed Potatoes with Gravy

Homemade Meatloaf \$12.49
Served with Corn and Mashed Potatoes with Gravy

Homemade Lasagna (Minimum of 20) \$13.49
Served with Bread Stick

Chicken Tortellini \$14.49
Prepared with Creamy Alfredo Sauce

Roast Pork Loin \$14.49
Slowly Roasted Pork prepared with a German Bacon or Lemon Caper Sauce, Served with choice of Potato, Seasonal Vegetable and Dinner Roll.



Luncheon Buffet

BUFFET SERVICE

25 Person Minimum

Soup and Deli Buffet **\$14.49**

Build your own Sandwich with Assorted Breads, Deli Meats, Cheeses and Toppings, Soup Du Jour, Potato Chips, Garden Salad with Toppings and Dressings, Choice of Pasta Salad or Potato Salad, Pickle Spears and Coffee

Burger/Chicken Sandwich Bar **\$15.49**

Create your own Burger/Chicken Sandwich with Sauteed Onions and Mushrooms, Sliced Cheese, Tomatoes, Lettuce, Pickles and Condiments, Chips, Buns, Garden Salad with Toppings and Dressings, Choice of Pasta Salad or Potato Salad and Coffee

Comfort Food Buffet **\$15.49**

Tator Tot Casserole, Macaroni & Cheese, Garden Salad with Toppings and Dressing, Choice of Pasta Salad or Potato Salad, Breadsticks and Coffee

Pizza Buffet (Maximum 60 People) **\$15.49**

Chef's Choice of Single Topping Pizzas, Garden Salad with Toppings and Dressings, Breadsticks with Marinara Dipping Sauce and Coffee

South of the Border Buffet **\$15.49**

Make your own Taco or Taco Salad Bar: Taco Meat and Shredded Chicken, Shredded Cheddar, Shredded Lettuce, Diced Tomato, Black Olives, Soft Shell, Hard Shell, Taco Bowl, Refried Beans, Spanish Rice, Salsa, Sour Cream, Pico De Gallo, and Coffee

Fried Chicken & Rib Buffet **\$16.49**

Fried Chicken, BBQ Pork Ribs, Corn, Baked Beans, Coleslaw, Garden Salad with Toppings and Dressings and Coffee

Feature Luncheon Buffet **\$16.49**

Your Choice of Two Entrées, One Potato, One Vegetable, Garden Salad with Toppings and Dressings, Choice of Pasta Salad or Potato Salad, Dinner Rolls and Coffee.

Each additional entrée **\$3.49**

Children's Buffet (Age 12 and Under) **\$9.49**

Choose two (2) Entrées

- ☐ Lasagna
- ☐ Swedish Meatballs
- ☐ Fried Chicken
- ☐ Peach Bourbon Glazed Ham
- ☐ Roast Pork with Your Choice of German Bacon or Lemon Caper Sauce
- ☐ Old Fashioned Pot Roast

Choose one (1) potato and one (1) vegetable

- ☐ Baked Potato
- ☐ Corn with Roasted Red Peppers
- ☐ Garlic Mashed Potatoes
- ☐ Honey Glazed Carrots
- ☐ Baby Red Oven Roasted Potatoes
- ☐ Green Bean Casserole
- ☐ California Blend



Dessert Suggestions

Assorted Mini Cheese Cakes	\$2.49 per person	Assorted Cheese Cakes	\$3.49 per person
Ice Cream or Sherbet	\$2.49 per person	Assorted Cream Pies	\$3.49 per person
Assorted Cookies	\$23.99 per dozen	Ice Cream Social	\$5.99 per person
Assorted Bars	\$41.99 per dozen	<i>Build your own ice cream sundae with vanilla ice cream, brownies, hot fudge, cookies, whip cream, and assorted toppings</i>	
Death by Chocolate	\$5.99 per person	Rudy's Turtle Cheesecake	\$6.99 per person

Rudy's
Redeye
Grill

\$5.99

Death by Chocolate



Rudy's
Redeye
Grill

\$6.99

Turtle Cheesecake




Dinner Suggestions

PLATE SERVICE

All Dinner Entrées include Family Style Garden or Caesar Salad with Dressing, Choice of Potato, Vegetable, Dinner Rolls with Butter, and Coffee

Glazed Ham **\$16.49**
Pitt Ham Sliced with choice of Honey Glaze or Peach Bourbon Sauce

Fried Chicken **\$16.49**
1/8 Cut Chicken (2 Pieces) Seasoned and then Fried

Roasted Pork Lion **\$17.49**
Pork Loin (Sliced) Topped with German Bacon or Lemon Caper Sauce

Old Fashioned Pot Roast **\$17.49**
Slowly Cooked Pot Roast with Carrots and Topped with Gravy

Chicken Tortellini **\$17.49**
Prepared with Creamy Alfredo Sauce
**Does not include Vegetable or Potato*

Supreme Chicken **\$18.49**
Oven Roasted Chicken with White Cream Sauce

Saltimbocca Chicken **\$19.49**
Seasoned Chicken Breast Sautéed with Prosciutto Ham, Provolone Cheese and Topped with Caper Sauce

Northwood's Chicken with Mornay Sauce **\$19.49**
Lightly Breaded Chicken Breast Sautéed and Baked, Topped with Spinach, Mushrooms, and Prosciutto and Drizzled with Mornay Sauce

Prime Rib of Pork **\$20.49**
Topped with Choice of Rosemary Hollandaise, German Bacon Sauce, or Caramelized Apples

Blackened Salmon **Market Price**
Salmon dredged in Cajun Spice Rub and Seared. Topped with Bearnaise Sauce. *Spicy

Buttered Sirloin Steak **Market Price**
8 oz. Sirloin Cooked until Medium Well (Unless Specified), Topped with Herb Butter

Filet of Walleye **Market Price**
Walleye Filet, Choice of Breaded or Broiled and Served with Tartar Sauce and Lemon Wedge

12 Oz. Ribeye **Market Price**
Cooked to Medium Well (Unless Specified)

Prime Rib **Market Price**
10 oz. of Slow Roasted Prime Rib, served with Creamy Horsey Sauce and Au Jus

Children's Meal (Age 12 and Under) **\$9.49**
Choose from Chicken Strips, Drummies, Mini Corndogs or Mac and Cheese, served with Vegetables and Potato



Dinner Buffet

BUFFET SERVICE

25 Person Minimum

Italian Pasta Buffet \$19.99
Pasta with Meat Marinara Sauce, Alfredo Sauce, Chicken Breast Strips on the side, Sicilian Blend Vegetables, Bread Stick, Family Style Garden Salad with Toppings and Dressings, Pasta or Potato Salad, and Coffee

Feature Dinner Buffet \$19.99
Includes Choice of One Entrée
Choice of One Potato and Vegetable, Family Style Garden Salad with Toppings and Dressings, Pasta or Potato Salad, Dinner Rolls, and Coffee

Grand Dinner Buffet \$22.49
Includes Choice of Two Entrées
Choice of One Potato and Vegetable, Family Style Garden Salad with Toppings and Dressings, Pasta or Potato Salad, Dinner Rolls, and Coffee

Entrée Options

- ☐ Fried Chicken
- ☐ Old Fashioned Pot Roast
- ☐ Peach Bourbon or Honey Glazed Ham
- ☐ Swedish Meatballs
- ☐ Northwood's Chicken
- ☐ Saltimboca Chicken
- ☐ Roast Pork Loin w/ Lemon Caper or German Bacon Sauce
- ☐ Supreme Chicken

Starch Options

- ☐ Baked Potato (Loaded add \$1.00)
- ☐ Garlic Mashed Potato
- ☐ Baby Red Oven Roasted Potatoes
- ☐ Rice Pilaf
- ☐ Augratin Potatoes

Vegetable Options

- ☐ California Blend Vegetables
- ☐ Corn with Roasted Red Peppers
- ☐ Green Bean Caserole
- ☐ Honey Glazed Carrots
- ☐ Peas

Each Additional Entrée (Per Person) \$5.49

Each Additional Starch or Vegetable Option (Per Person) \$2.49

Children's Buffet (Age 12 and under) \$9.49

Chef Carved Prime of Pork Market Price

Served with Choice of German Bacon Sauce, Rosemary Hollandaise Sauce, or Caramelized Apples. Includes Choice of One Potato and Vegetable, Family Style Garden Salad with Toppings and Dressings, Pasta or Potato Salad, Dinner Rolls, and Coffee

Chef Carved Prime Rib Market Price

Served with Choice of Creamy Horsey Sauce and Au Jus. Includes Choice of One Potato and Vegetable, Family Style Garden Salad with Toppings and Dressing, Pasta or Potato Salad, Dinner Rolls, and Coffee

Prices are subject to change and do not include service charge or MN Sales Tax



Hors d 'oeuvres Suggestions

HORS D'OEUVRES SERVES APPROXIMATELY 50

7 Layer Taco Dip - with Corn Chips	\$89.00
Spinach Dip (Hot or Cold) with Sourdough Bread	\$89.00
Vegetable Crudit� and Dip Display	\$99.00
Fresh Fruit Display	\$109.00
Cheese and Cracker Tray	\$129.00

Imported Cheeses \$50 additional

Hot Bacon Dip with Pita Chips	\$129.00
Beer Cheese Ball with Crackers	\$129.00
Assorted Meat and Cheese Tray with Crackers	\$149.00

HORS D'OEUVRES PER 50 PIECES

Pin Wheels	\$49.00
Meatballs	\$49.00
<i>Choice of Cream Sauce, Brown Sauce, BBQ Sauce, or Marinara</i>	
Little Smokies in BBQ Sauce	\$69.00
Chicken Drumsticks	\$69.00
Chicken Tenders	\$79.00
<i>Choice of Plain, Buffalo, Teriyaki, or BBQ</i>	
Soft Pretzels with Cheese Sauce	\$119.00
Chocolate Covered Strawberries	\$129.00
Mini Cheesecakes	\$149.00
Jumbo Shrimp Cocktail	\$169.00
Honey Stung Shrimp	\$169.00

CHEF CARVED MEATS (per person)

Hors d'oeuvres Portions

Carved Ham	\$7.00
Carved Turkey	\$7.00
Carved Roast Sirloin	\$9.00

MIDNIGHT APPETIZERS!

<i>Silver Dollar Deli Buns (Turkey and Ham) Served with Butter, Mayo, and Mustard (per dozen)</i>		\$35.00
Fresh Tortilla Chips and Salsa (Serves 50)		\$49.00
Fresh Seasoned Kettle Chips with Dip (Serves 50)		\$49.00
Pizza Package! 10 - 16" Rudy's Brick Oven Homemade Single Topping Pizzas		\$150.00



Refreshment Suggestions

Beverage prices include set ups & mixes.

On all cash bars, a bartender fee of \$50.00 per hour will be charged, unless sales exceed \$500.00

On all host bars, applicable service charge will be added.

All alcohol service must be provided by the Holiday Inn.

BEER & LIQUOR PRICING

Domestic Bottled Beer	\$4.25
House Brands	\$4.25
Premium Bottled Beer	\$4.75
Call Brands	\$4.75
Premium Brands	\$5.00
Keg of Beer (Domestic)	\$325.00
Keg of Beer (Premium)	\$375.00

CHAMPAGNE & WINE

House Wine by the Glass	\$5.00
Sparkling Cider by the Bottle	\$13.99
House Champagne by the Bottle	\$20.99
House Wine by the Bottle (1.5 Liter)	\$25.99

NON-ALCOHOLIC BEVERAGES

Soda - 16 oz. Glass	\$2.00
Fruit Punch by the Gallon	\$18.99

Other Non-Alcoholic Beverages available at Bar

BEVERAGE INFORMATION

Wedding Beverage Options & Policies - There are multiple options available for beverage service. Your Catering Manager will be happy to discuss what beverage options best suit your event.

Hosted Bar - The total cost of beverages served based on consumption plus tax and service charge is applied to the banquet bill.

Cash Bar - Your guests are responsible for the purchase of their own beverages. The cash bar prices are inclusive of state taxes.


Combination Bar - You decide to provide selected beverages on a host basis, and your guests may purchase other items. You may also elect to have items at the bar hosted for a period of time, such as the social hour prior to dinner, then change to a cash bar.

Drink Tickets - This is a popular way to provide a wide variety of beverages while still setting limits for the quantity of alcoholic beverages consumed. It also is nice when you are working within a specific budget. Tickets (drinks) are charged at regular prices, based on tickets purchased.

Policies

- Hotel policy states no one will be served without valid identification.
- Each guest will be served no more than one alcoholic beverage at a time.
- Hosted Drink Tickets: Drink tickets may be handed out to guests, tickets are charged based on tickets purchased.
- All beverages served are to be provided by Holiday Inn. No outside beverages will be allowed in the banquet area.
- A 9.875% state liquor tax and a 19.5% service charge will apply to hosted beverages.





Holiday Inn *Policies & Procedures*

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Holiday Inn Alexandria Contract Conditions

FACILITY FEES AND FOOD AND BEVERAGE MINIMUMS

HOLIDAY INN ALEXANDRIA REQUIRES A VALID CREDIT CARD FOR PAYMENT or an ESTABLISHED DIRECT BILL ACCOUNT AT LEAST 14 BUSINESS DAYS IN ADVANCE.

- All clients desiring direct billing must have a completed and approved Client Credit Application on file, otherwise final payment must be made in full 3 days prior to the event. Failure to make payment on time shall be grounds for Holiday Inn Alexandria to release all spaces and orders specified.
- A valid and authorized credit card is required to be on file in order to cover any additional charges.
- An Advance Payment may be required.
- A Setup fee and/or Meeting Room Rental may be assessed.
- A Food & Beverage minimum may be set.
- A \$500 bar minimum is required for all events, if this minimum is not achieved a \$50 per hour fee will be charged per bartender.

WEDDINGS ONLY: A non-refundable Advance Payment of \$1,000 is due along with the signed contract. This payment is applied towards the total bill. If this payment is not received by the contract due date, all spaces held may be released. A contracted Food and Beverage minimum (not including fees, taxes, or service charges) shall apply. A complimentary suite is offered to the Bride and Groom on the day of the wedding based on availability. A Meeting Room Rental will be assessed.

SETUP & MEETING ROOM ASSIGNMENT

Discuss specific room setup requirements with the Events Coordinator four weeks prior to the function date, when finalizing details. If the hotel does not receive setup requirements, staff will setup the room as deemed appropriate. Should changes be made to setup once it is finished, a minimum of \$50 will be added to the total bill. Holiday Inn Alexandria reserves the right to change room assignments based on the final count.

OUTSIDE VENDORS, DECORATING & DAMAGES

All vendors are required to contact the Events Coordinator with the details of their arrival time, contact number and any additional setup questions or requirements. This is the responsibility of the vendor at least two weeks prior to the function. A certificate of insurance may be requested. The hotel reserves the right to charge a fee for damages or additional clean up. Affixing items to the walls, windows, ceiling or doors is not permitted unless granted permission by the property, and a fee may be assessed for this. Decorating can only be conducted the same day of the event, with setup time confirmed by the property. All decorations must be removed by 1AM. In the case of a secondary vendor providing decor, either their staff may come at 11:45PM to remove all items by 1AM, or Holiday Inn Alexandria will assess a minimum of \$100 charge to remove said items.

MENU SELECTION & FOOD POLICY

Menu selections are required four weeks prior to the event, when finalizing details. All food & beverages must be supplied and prepared through Holiday Inn Alexandria with the exception of commercially prepared cake. Please contact our Events Coordinator for prior approval. Health Department regulations prohibit Holiday Inn Alexandria from allowing leftover food or beverages out of the function area. Menu choices and prices are subject to change, and are guaranteed four weeks prior to the function date.

ATTENDANCE GUARANTEES

An estimated attendance guarantee is required at least four weeks prior, when finalizing details. A final guarantee of the attendance for any catered function must be received 7 business days in advance of the function date. Payment of any remaining estimated balance (less any Advance Payments) is also required 5 days in advance of the function date. If a final guarantee is not received, the hotel will prepare and charge for the number of guests as stated on the original contract or served guests, whichever is greater. If the attendance falls below the guaranteed number, the customer will be charged for the guaranteed amount. The hotel customarily prepares for 5% over the guaranteed number. Please keep in mind, once the guarantee is received; it may be increased, but not decreased.

HOTEL GUEST ROOMS

Room Blocks may be offered from the signing of the contract, and receipt of the Advance Payment if required, through four weeks prior to the function. Any guest rooms not reserved in a Room Block at that time will release to general availability. Some dates may require a minimum stay.

SAFETY & LIABILITY

Holiday Inn Alexandria reserves the right to inspect and control all private parties held on the premises at any time during the function and regulate in accordance with resort policy and established laws. An authorized contact person for the function must be available to discuss issues. Loss or damage to Holiday Inn Alexandria or other rented property brought onto the premises will be the sole responsibility of the group. Holiday Inn Alexandria is not responsible for items left in the function rooms or resort prior to, during, or following the function.

SERVICE CHARGE AND SALES TAX

A standard 19.5% Service Charge will apply to all food, setup and beverage items. A 7.375% Minnesota State Sales Tax will be added to all food, setup, beverage and service charges, as well as a 9.875% Minnesota State Alcohol Tax on liquor sales as required by law. Holiday Inn Alexandria reserves the right to distribute the service charge as appropriate. Applicable charges and tax are subject to change.

CANCELLATION POLICY

Notice of cancellation must be submitted in writing. In the event of cancellation, client is liable to Holiday Inn Alexandria for the amounts outlined within the contract terms.