

Meetings

Located in the heart of charming downtown Stillwater, Minnesota, along the banks of the St. Croix River and mere steps from the iconic Stillwater Lift Bridge, the historic Water Street Inn is the perfect facility to host your upcoming meeting, conference, or event. From boardrooms featuring stunning St. Croix River views to our expansive ballrooms, we welcome groups of 10 to 400 people. We also offer 61 guestrooms, multiple dining options including an on-site Irish Pub, dining room, patio and a seasonally available outdoor rooftop bar and restaurant—making the Water Street Inn an all-inclusive destination for your group.

All meeting/conference room rentals include:

- Two easels w/flip charts and markers
- WiFi
- Pens and note pads
- Tables and chairs

Boardroom A (656 sq. feet) *Accommodates up to 30 people depending upon configuration.*

-\$175¹ 1/2-day rental (choose either 7am to 11:30am **or** 12:30pm to 5:00pm)

-\$350¹ full day rental (7am to 5pm)

Includes 70" flat screen television monitor with wired connection for audio/visual presentation



Depending upon your needs and the number of attendees, this room can be configured in a conference/boardroom style, classroom style, u-shape, or theater style.

Boardroom B (287 sq. feet) *Accommodates up to 12 people at boardroom table.*

-\$100¹ 1/2-day rental (choose either 7am to 11:30am **or** 12:30pm to 5:00pm)

-\$175¹ full day rental (7am to 5pm)

Includes flat screen monitor with wired connection for audio/visual presentation



Tower Lounge (695 sq. feet) *Accommodates up to 20 people depending upon configuration.*

-\$100¹ 1/2-day rental (choose either 7am to 11:30am **or** 12:30pm to 5:00pm)

-\$175¹ full day rental (7am to 5pm)

-Includes a Casual seating area and a conference table that will seat up to 8-10 people

Perfect for additional breakout space or a social / cocktail hour with the addition of a portable bar.

¹ Rates subject to changes and availability.

² Rates reflect Monday – Thursday rental. For other days of the week, please discuss availability and pricing with your sales coordinator.



Ballroom A (1,116 sq. feet)

-\$250^{1, 2} 1/2-day rental (choose either 7am to 11:30am **or** 12:30pm to 5:00pm)

-\$400^{1, 2} full day rental (7am to 5pm)

Includes mobile flat screen television monitor with wired connection for audio/visual presentation.

- Accommodates up to 90 guests with round tables
- Accommodates up to 150 guests with theater seating
- Accommodates up to 70 guests with classroom seating

Depending upon your needs and the number of attendees, this room can be configured in a conference/boardroom style, classroom style, u-shape, or theater style.

Ballroom B (1,116 sq. feet)

-\$350^{1, 2} 1/2-day rental (choose either 7am to 11:30am **or** 12:30pm to 5:00pm)

-\$500^{1, 2} full day rental (7am to 5pm)

Includes stationary flat screen monitor with wired connection for audio/visual presentation

- Accommodates up to 90 guests with round tables
- Accommodates up to 150 guests with theater seating
- Accommodates up to 70 guests with classroom seating

Depending upon your needs and the number of attendees, this room can be configured in a conference/boardroom style, classroom style, u-shape, or theater style.

Ballroom C (792 sq. feet)

-\$250^{1, 2} 1/2-day rental (choose either 7am to 11:30am **or** 12:30pm to 5:00pm)

-\$400^{1, 2} full day rental (7am to 5pm)

Includes mobile flat screen television monitor with wired connection for audio/visual presentation.

- Accommodates up to 100 guests with round tables
- Accommodates up to 50 guests with theater seating
- Accommodates up to 60 guests with classroom seating

Depending upon your needs and the number of attendees, this room can be configured in a conference/boardroom style, classroom style, u-shape, or theater style.

Victoria's Ballroom (Ballrooms A, B, & C combined; 3,024 sq. feet)

-\$500^{1, 2} 1/2-day rental (choose either 7am to 11:30am **or** 12:30pm to 5:00pm)

-\$750^{1, 2} full day rental (7am to 5pm)

Includes flat screen monitor with wired connection for audio/visual presentation

- Accommodates up to 300 guests with round tables
- Accommodates up to 400 guests with theater seating
- Accommodates up to 190 guests with classroom seating

Depending upon your needs and the number of attendees, this room can be configured in a conference/boardroom style, classroom style, u-shape, or theater style.

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² Rates reflect Monday – Thursday rental. For other days of the week, please discuss availability and pricing with your sales coordinator.



Policies

1. **Deposit and payments.** A non-refundable deposit of the base room rental fee, together with a fully executed contract, is required to confirm your event date and space.
2. **Tax and Service Fees.** All food, beverages, rentals, and service charges are subject to a Minnesota state sales tax of 7.125% and liquor/alcohol is subject to a Minnesota State sales tax of 9.625%. All food and beverages are subject to a 20% service charge. Service charges are the property of the Water Street Inn.
3. **Cancellation.** The deposit is non-refundable. If you cancel your event:

30-91 days prior to the event	50% of your food and beverage minimum is due
10-30 days prior to the event	75% of your food and beverage minimum is due
Up to 9 days prior to the event	100% of your contracted amount is due

4. **Guest Count.** Final guest count is due by noon 10 days prior to the event (the “Cut-off Date”). This final guest count is considered a guarantee and not subject to reduction. In the event additional guests are added after the Cut-off Date, including during the event, the client will be billed 150% of the per person rate for all per person food and beverage items. (i.e. \$20/person meal will be billed at \$30/additional person).
5. **Rental Period.** The rental period will be negotiated with your sales coordinator and indicated in your contract. Under no circumstances can an event conclude later than 12:00 a.m. (midnight).
6. **Food and Beverage.** All food and beverage consumed in the event space, restaurant, patio, or bar areas of the Water Street Inn must be purchased from and prepared by the Water Street Inn, with the exception of a wedding cake or similar which must be prepared by a licensed bakery. All food and beverage purchased from the Water Street Inn for the event are only for consumption on the premises in the assigned function areas. No food or beverage will be permitted to be taken off premises during or after the event—this includes boxing up leftovers—as it is in violation of local health code ordinances.
7. **Deliveries.** Any items to be delivered to the Water Street Inn, in your absence, will need to be addressed with your sales coordinator and approve on a case-by-case basis. Due to limitations in space, we may not be able to accept deliveries. Any pre-approved deliveries should be addressed to: Water Street Inn, ATTN: *(insert your sales coordinator)*, *(insert name of your event)*, 101 Water Street S., Stillwater, MN 55082.
8. **Decorations.** The Water Street Inn does not allow the hanging of anything on the walls. The use of confetti, bird seed, rice, silly string, sand, or glitter may not be used. All candles must have a flame enclosed by glass with the flame being no higher than 1” from the top of the glass. Clients may be charged for cleanup if additional fees are deemed necessary. Client accepts responsibility for all vendors and guests and will pay for repair of any damages incurred.
9. **Favors and Candy Stations.** You may choose to bring in party favors for your guests. If party favors include items such as jellybeans, M&M’s, butter mints, etc. or any items which require additional clean-up, we reserve the right to assess a clean-up fee. If your event includes a candy station, we require \$250 fee for additional clean-up.



10. **Music/Entertainment.** The Water Street Inn allows you to contract with professional D.J. services or live bands to provide entertainment for your event. When a D.J. is scheduled, we do require the 6 guestrooms immediately above the ballroom to be booked in conjunction with your event. When a live band is scheduled, we do require the 24 guestrooms above and around the ballroom to be booked in conjunction with your event. In the event these rooms are not booked by your guests in conjunction with your event, you will be responsible for rental fees for those rooms not booked.
11. **Private Bar.** For events of more than 50 people serving alcohol, a private bar is required. There is a \$150 set-up/tear-down fee for a private bar. Private bars for parties of less than 50 people can be requested and may incur additional fees. If the private bar is requested anywhere other than it's existing location, (i.e. in the banquet room), additional set-up fees will apply.
12. **Security.** Events serving liquor require security, subject to the Water Street Inn's sole discretion. The fee for security is \$250.
13. **Alcohol Consumption.** The Water Street Inn enforces the liquor laws of the State of Minnesota. Any person requesting to be served alcoholic beverages must be able to provide a valid photo ID upon request. No persons under the age of 21 will be allowed to consume alcoholic beverages on our property. This includes all grounds and parking lots. Guests in violation of this policy will have beverage immediately confiscated and may be asked to leave the premises. The Water Street Inn, and its employees, reserves the right to refuse service to anyone.
14. **Smoking.** No smoking is allowed in the Water Street Inn, including, but not limited to, the banquet/meeting rooms, hallways, guest rooms, guest room balconies, covered patio, pub, lobby, foyer, etc. Designated smoking areas include the Sunshine Deck located on the East side of the building, parking lot, and city-owned areas such as sidewalks. A fine of \$250 will be charged to anyone in violation of the smoking policy.
15. **Parking.** The Water Street Inn provides up to one parking space per room for registered overnight guests of the hotel. Additional street and city lot parking is available. Your sales coordinator can provide you with city parking information upon request.



Packages

(Minimum of 10 people. Buffets for less than minimum will be subject to a \$3 per person surcharge. Plated options available as well.)

For your convenience, we offer the following full-day meeting packages. If these packages do not meet your specific needs, we have à la carte options and would be more than happy to assist you in creating a package specifically tailored to your event. *We are happy to accommodate any dietary restrictions upon at least 7 days' notice.*

WATER STREET MEETING | 45 per person

Coffee, hot tea, and assorted bottled pop/tea/lemonade/water will be available throughout the day.

BREAKFAST (buffet-style):

- Fresh squeezed juice;
- Fresh cut fruit;
- Greek yogurt and fruit parfaits; and
- Fresh baked pastries with whipped butter and assorted preserves.

LUNCH: Chef's choice buffet (will include 2 entrée options, starch, and seasonal vegetable)

AFTERNOON BREAK: House baked bars and cookies

ST. CROIX MEETING | 55 per person

Coffee, hot tea, and assorted bottled pop/tea/lemonade/water will be available throughout the day.

BREAKFAST (buffet-style):

- Fresh squeezed juices;
- Fresh cut fruit;
- Fluffy scrambled eggs;
- Potatoes O'Brien;
- Thick-cut bacon; and
- Sausage links.

MID-MORNING BREAK: Assorted healthy bars

LUNCH: Choice of one of the following buffets:

Greeley Street Buffet

- House salad w/cucumbers, tomatoes, shaved onions and assorted dressings;
- Spinach & artichoke stuffed chicken breast in parmesan cream sauce;
- Sliced roast beef w/mushroom and onion demi-glace; and
- Chef's choice of starch and seasonal vegetables.

Soup, Salad & Sandwich Buffet

- Soup du jour;
- Pasta salad;



- Assorted silver-dollar sandwiches: ham & Swiss, turkey & cheddar, and roast beef & Swiss;
- Cranberry mayo, honey mustard, horseradish aioli; and
- House fried potato chips.

Southwest Fiesta Buffet

- Warm, soft tortillas;
- Fried tortilla chips;
- Grilled flank steak;
- Chipotle chicken;
- Chimichurri;
- Onions and peppers;
- Assorted salsas;
- Fresh guacamole; and
- Spanish rice and beans.

AFTERNOON BREAK: House baked bars and cookies

EXECUTIVE MEETING | 65 per person

Coffee, hot tea, and assorted bottled pop/tea/lemonade/water will be available throughout the day.

BREAKFAST:

Assorted Fresh Squeezed juices and choice of one of the following buffets:

St. Croix Breakfast Buffet

- Seasonal fresh fruit;
- Fluffy eggs scrambled with scallions, cream cheese and Wisconsin cheddar;
- Thick-cut bacon and all-natural sausage links;
- O'Brien potatoes; and
- Fresh baked Danishes, buttery croissants, and assorted muffins with whipped butter, marmalade and preserves.

Country Style Breakfast Buffet

- Seasonal fresh fruit;
- Scrambled eggs;
- Biscuits with sausage gravy;
- Potatoes O'Brien;
- French toast w/maple syrup;
- Thick-cut bacon; and
- assorted muffins with whipped butter, marmalade and preserves.

Executive Breakfast Buffet

- Seasonal fresh fruit;
- Traditional eggs benedict;
- Mushroom & cheese omelets;
- Hash browns;
- O'Brien potatoes;



- Thick-cut bacon and all-natural sausage links; and
- Fresh baked Danishes, buttery croissants, and assorted muffins with whipped butter, marmalade and preserves.

MID-MORNING BREAK: Fresh whole fruit and assorted healthy bars

LUNCH: Choice of one of the following buffets:

Traditional Buffet

- Tossed salad with assorted dressings;
- Pasta salad;
- Roast beef w/au jus;
- Sliced turkey w/sage dressing;
- Whipped potatoes and gravy;
- Seasonal vegetables; and
- Rolls and butter.

Italian Buffet

- Classic Caesar salad;
- Pasta salad;
- Beef Bolognese with pappardelle pasta and Parmesan;
- Fettuccine with Parmesan cream Sauce;
- Garlic cheese bread; and
- Vegetable risotto.

From the Sea Buffet

- Shrimp cocktail;
- Chilled crab claws;
- Oysters on the half shell;
- Seaweed salad
- Lobster and crab stuffed salmon with lemon butter;
- Seafood scampi pasta; and
- Cheddar & garlic biscuits.

AFTERNOON BREAK: House Baked bars and cookies



À la Carte Break Options

The following items may be added to any of the above packages.

- Individual bags of flavored potato chips, pretzels, and popcorn | **4 each**
- Ice cream bars and low-fat fruit & yogurt bars | **4 each**
- Fresh seasonal whole fruit by the piece | **3 each**
- Mixed nuts | **36 per pound**
- Assortment of pre-packaged granola bars | **5 each**
- Selection of homemade granola bars | **60 per dozen**
- Assorted cookies: chocolate chip, oatmeal raisin, snickerdoodle, peanut butter, double chocolate chunk | **36 per dozen**
- Assorted cupcakes: vanilla, chocolate, and red velvet | **48 per dozen** (*2 dozen minimum*)
- Assorted brownies and blondies: dark chocolate walnut, pecan white chocolate chunk | **48 per dozen**
- Baker's basket of assorted freshly baked pastries, croissants, chocolate croissants, assorted Danishes, fruit preserves and butter | **36 per dozen** (*2 dozen minimum*)
- Fruit kebabs with yogurt dipping sauce | **48 per dozen**
- Crudité cups with assorted fresh vegetables and ranch dipping sauce | **36 per dozen**

