

# Weddings and Private Events

For more information or to arrange a tour please call 651-439-6000 or email sales@waterstreetinn.us 101 Water St. South, Stillwater, MN 55082 | waterstreetinn.us



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### ABOUT THE WATER STREET INN

Nestled on the banks of the scenic St. Croix River, The Water Street Inn is Stillwater's only riverfront hotel. With 61 beautifully appointed guest rooms and suites, excellent onsite dining, stylish special event spaces, and modern amenities, The Water Street Inn is Stillwater's best stay.

The Water Street Inn gives guests a perfect balance of contemporary and historic elegance, just a short drive from the Twin Cities. Centrally located steps away from the historic lift bridge and Downtown Stillwater, the Water Street Inn offers guests a mix of modern and historic guest rooms and suites, each with its own charm and sophistication. The passionate staff exceeds expectations, bringing the magic of historic Stillwater to every guest experience.

The Water Street Inn boasts two onsite dining options for guests, locals, and visitors alike. Charlie's Restaurant and Irish Pub features a delicious daily breakfast, fresh lunch favorites, Irish tavern classics, beautifully cooked proteins, and signature chef specials. With a sweeping 360-degree view of Stillwater and the St. Croix River, Papa's Rooftop Patio offers a carefully curated menu of fresh, brick-oven favorites and refreshing, creative cocktails. And, with over 7,000 square feet of conference and event space, The Water Street Inn is a gorgeous setting for weddings and special occasions, milestone celebrations, private events, holiday parties, and business meetings.

Whether you're orchestrating a dream wedding, gathering loved ones for a special celebration, inviting guests from various locations, or curating a serene locale for a blissful wedding staycation, The Water Street Inn offers a sophisticated and calming retreat in the heart of historic Stillwater.

# **RENTAL INFORMATION**





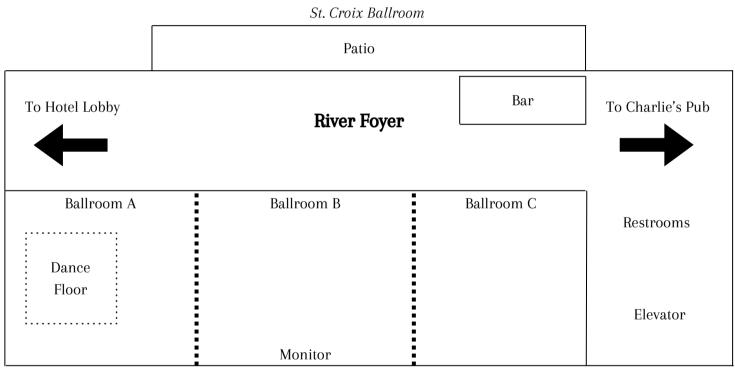


Image is for visual references, not to scale

#### St. Croix Ballroom

Our St. Croix Ballroom consists of Ballrooms A, B and C and can be configured with round or rectangle tables to create comfortable seating for up to 250 guests. It features a built-in dance floor, 75-inch monitor, public announcement system and four sets of French doors that open up to the foyer with breathtaking views of the St. Croix River.

#### Rental Rates\*

<u>Venue</u>	<u>Per day</u>
St. Croix Ballroom	1800
Ballroom A	700
Ballroom B	700
Ballroom C	700

\*Friday and Saturday evening pricing. Please inquire about weekday and off-peak pricing

The Water Street Inn has a variety of alternative venues to suit the needs of your event, please inquire with your Events Representative for information about these venues

# **EVENT ENHANCEMENT INFORMATION**



#### **Internet Services**

Wireless Internet.....Complimentary

#### Security Services

#### Decor & Linen

The Water Street Inn provides tablecloths and napkins in either white or black for your event for all tables used by guests dining, and buffet or service tables. Additional tablecloths are charged at \$5 each when needed. Should you require a unique color scheme for your event, the Water Street Inn will work with our partner vendors to obtain your items at an additional cost.

You may bring in outside decor items. A few restrictions apply:

- There is a fee for the Water Street Inn to place items on the tables.
- No glitter, confetti, or other substances which are difficult to remove are allowed.
- Items must be removed by the client at the end of the event. The Water Street Inn is not responsible for items not removed after a function.
- The Water Street Inn does not allow any open-flame candles in the venue.

#### <u>Audio</u>

Background Music	Complimentary
Wired Hand-held Mic, Cable & Stan	
Wireless Lavaliere Mic	75

#### <u>Video</u>

55" Monitor on Mobile Stand......50

#### Table Decor

Table Numbers (Per Table)1
Electric Votive Candles (Each)2

#### **Chairs & Covers**

Ballroom Banquet Chair	Complimentary
Chair Covers (Each)	
Colors vary on availability	

#### Wedding Ceremony Packages

Indoor Ceremony Package	.2500
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- Distinctive setting of The Water Street Inn
- Ceremony set-up & reset for reception
- Up to 4 chairs for lectors, officiants, vocalists or readers

• Tables with linen for the unity candle, guest book & ceremony programs

· Sound system with wired or wireless microphone







The Inn boasts 61 exquisite guest rooms in both the original Victorian building and a recent addition the modern wing. Many of the historic rooms feature double whirlpools, gas fireplaces, and balconies and the modern rooms feature contemporary design as well as riverside balconies. Including lodging on-site creates a sense of community among your wedding guests. And with rooms just upstairs,

people can relax and have fun without worrying about driving home.

Be sure to chat about booking a guest room block with your events representative!

Below are some select room types for your special day. See our website for a complete list of room

types and features.

#### Bridal Ready Suite

Our bridal-ready suite is a spacious St. Croix Suite that features a triple vanity - perfect for the bridal party to do their hair and make-up together, as well as a large dining table to accommodate refreshments for the party while getting ready for the big day. Consult with your events representative about booking this room and refreshment packages.

#### Tower Suite

This spacious suite is the perfect honeymoon suite and has all the charm of the historic Stillwater railroad era with all the conveniences of modern-day. This Suite has a king bed and views of historical downtown Stillwater MN as well as the St. Croix River. This Suite also has a Fireplace, Sitting Area, Dining Table, and a Wet Bar Cabinet perfect for entertaining or relaxing.



#### Room blocks:

Please inquire with your Events Representative about reserving a block of rooms for your guests.

If your celebration in our ballroom includes music please see below for our room block requirements:

- Live band must include all 12 rooms above the ballroom
  - 6 St. Croix suites
  - 6 Water Street Rooms
- DJ must include the 6 St. Croix suites above the ballroom

#### St. Croix Suite

Our two-room Victorian suites have beautiful views of the St. Croix River, as well as queen-sized canopy beds, sitting rooms, double whirlpool baths, and gas fireplaces. Most suites have balconies. Max occupancy: 4

#### Water Street Room

The historic Water Street Room accommodations feature lush queen beds, City views, and relaxing double whirlpools. Some rooms have a balcony, and most include gas fireplaces.

Max occupancy: 2



### MENU INFORMATION



#### Menu Selection

Our menus offer a variety of food and beverage options at a wide range of price points. Please select your favorite menu from the varied options or if you have something specific in mind, our executive chef and catering representative can tailor a menu to your preferences. Arrangements can be made to accommodate special dietary needs.

#### **Availability**

In the event any items originally ordered for the event become unavailable due to market conditions and availability, the client will be notified immediately and appropriate substitutions will be arranged to ensure the highest quality possible of equal value within the price range quoted.

#### Food with a Conscience

We can create menus using food that is sourced locally and grown and raised naturally without antibiotics or hormones. Our Culinary Team will utilize these fresh and delicious ingredients to create farm-to-table offerings. Sustainable menus and pricing are based on seasonal market conditions and the availability of products.

#### Sustainability

We've been recognized as a regional leader in sustainability with experience designing and implementing recycling and compost programs. To learn more about our efforts and how your event can contribute, please contact your catering representative.

#### Pricing

Pricing is quoted in advance of an event but is subject to change due to fluctuating market prices. Menu pricing will be guaranteed for a maximum of 60 days with a signed catering event agreement and deposit on file. All pricing is subject to a 22% service charge which is not exclusively a gratuity to the staff working the event. Applicable state sales and liquor taxes will be applied to all orders including the service charges applied to those orders.

#### Multiple Entrée Fee

When selecting more than one protein as the entrée, a multiple entrée fee of \$2 per selection, per person will apply. We request that the same accompaniments be selected for all entrées.

#### Cake-Cutting Fee

Due to exclusivity rights, outside food & beverage is not permitted within Water Street Inn with the exception of pre-approved wedding cakes that are purchased from a licensed bakery, to which a cake-cutting fee of \$2 per person will apply. The cake-cutting fee includes the cakecutting, plating, and serving.

#### Catering Event Orders

Signed catering event orders need to be received by the catering office ten (10) business days prior to the event day to ensure the availability of all items.

#### **Guarantees**

So that proper planning and execution of the event may occur, the Client is required to guarantee the number of attendees. The number of attendees estimated by Client on the event order will be deemed the guaranteed number of attendees for purposes of this agreement unless Client notifies Water Street Inn, in writing changing the number of guaranteed attendees within the time frames discussed below.

The Client is responsible for payment of the final guaranteed number even if fewer guests attend the function- The guaranteed number of guests must be confirmed by 12:00 pm, ten (10) business days prior to the event.

#### Bar Services

Catering bar services will be provided for a fee of \$50 per hour, per bartender, per three-hour minimum period.

For cash bar service, one bartender will be scheduled for every 50 to 100 guests. For host bar service, one bartender will be scheduled for every 50 to 75 guests. If requested, additional bartenders can be provided for a fee of \$50 per hour, per bartender, per three-hour minimum period.

#### Tastings

A private tasting for social or corporate clients can be scheduled for those who have booked an event and paid a deposit.

#### **Dietary Restrictions**

A variety of our menu selections are or can be made within dietary restrictions. Please inquire about which items suit your needs.

### D DIN



Includes bread basket, your choice of one starter salad, entrée selection(s), Chef's selected accompaniments

#### STARTER SALADS

#### **Mixed Greens**

cucumber, red onion, and tomato finished with white balsamic vinaigrette Caesar

romaine, croutons, and shaved parmesan cheese

#### Harvest +\$2

spring greens, candied walnuts, dried cranberries, blue cheese, finished with sherry vinaigrette

#### **Wedge** +\$2

bacon, blue cheese, and tomato. finished with ranch dressing

#### Strawberry Spinach +\$2

spinach, sliced strawberries, goat cheese, candied nuts finished with Door County cherry vinaigrette

#### DINNER ENTRÉES

#### Poultry:

Pesto Chicken
grilled chicken with pesto cream sauce
Lemon Caper Chicken
sautéed chicken with lemon caper butter sauce
Asiago Chicken
asiago-crusted chicken with Pommery cream sauce
Champagne Chicken
marinated grilled chicken with champagne cream sauce
Chicken Soubise
pan-seared chicken topped with gruyére cheese and classic soubise sauce
Chardonnay Chicken
grilled chicken, prosciutto ham, mushrooms, artichokes, sun-dried tomatoes and chardonnay cream sauce

#### Pork and Beef:

Roasted Pork Loin
herb crusted with apple demi-glace
Twin Medallions of BeefM
sirloin medallions of beef with port wine bordelaise
Short RibM
braised short rib with bordelaise
Prime RibM
12 oz. slow-roasted with horseradish cream sauce and au jus
Filet MignonM
6 oz. center-cut with a rosemary demi-glace

#### Fish:

Sunset Citrus Salmon	32
grilled with an orange-soy glaze, topped with ginger slaw	
Blackened Mahi Mahi	34
pan-seared with mango chutney and lemon beurre blanc	
Walleye	
pan-fried with tomato caper dill sauce	
<u>Vegetarian:</u>	

Penne alla Vodka
penne tossed in a rich tomato and vodka cream sauce, shaved parmesan
cheese & roasted vegetables
Pasta Primavera
penne pasta with heirloom tomatoes, carrots, broccoli & wild mushrooms
tossed in white wine sauce
Three Cheese Stuffed Shells
three cheese and Italian herb stuffed shells with creamy alfredo sauce
with rich tomato sauce & seasonal vegetables
Butternut Squash Ravioli
squash stuffed ravioli topped with sage brown butter sauce, toasted
pepitas, craisins, and fried sage leaves
Baked Acorn Squash

acorn squash stuffed with lentils, almonds, green onions, and dried cherries, served over saffron rice and topped with maple glaze

#### **Dinner Duets**

#### Medallion of Beef

4 oz. medallion of beef with port wine bordelaise accompanied by one of the following selections:

•	champagne chicken	И
•	salmon	М
•	mahi mahiN	Λ

#### Short Rib

4 oz. burgundy braised with bordelaise accompanied by one of the following selections:

 lemon caper chicken.....M abiahan arbia • .М

•	chicken soudiseM
•	salmonM

#### Filet Mignon

4 oz. center-cut filet mignon with rosemary demi-glace accompanied by one of the following selections:

•	chardonnay chicken	М.
•	walleye	.М
•	crab cake	.М





#### 

garlic bread sticks, Caesar salad, Caprese salad, chicken penne with garlic parmesan sauce, Italian sausage rigatoni with marinara, and butternut squash ravioli with sage cream sauce

#### Tenderloin, Walleye & Champagne Chicken......46

rolls with butter, Caesar salad, beet and harvest salad, roasted vegetables, roasted fingerling potatoes, tenderloin with béarnaise sauce, walleye with lemon caper butter sauce, and chicken with champagne cream sauce

#### Prime Rib, Salmon & Lemon Caper Chicken......48

rolls with butter, mixed greens salad with white balsamic vinaigrette and ranch dressings, Caprese salad, seasonal vegetables, mashed potatoes, carved herb crusted prime rib with au jus and horseradish, salmon with dill cream sauce and chicken with lemon caper butter sauce



### HORS D'OEUVRES



#### COLD SELECTIONS:

Buffalo Chicken	
herb crostini with blue cheese crumbles	
Tomato Basil Bruschetta	
olive oil and balsamic reduction on crostini	
Pork Tenderloin Crostini	
apple relish	
BLT Skewer	
pork belly, romaine, and cherry tomato	
Caprese Skewer	
fresh mozzarella, grape tomato, and basi	il with a
balsamic drizzle	
Mango Chutney Shrimp	
Cajun aïoli in a wonton cup	
Peppered Beef Crostini	48
horseradish cream	
Bloody Mary Shrimp Shooter	
celery, pickle, and olive	
Tuna Poke	
marinated yellowfin tuna on a wonton crisp	
	48
Smoked Trout	

#### HOT SELECTIONS:

<b>Mini Meatball Skewer</b> 36 barbeque sauce
Chicken Potstickers
Bourbon Beef Skewers
<b>Coconut Shrimp</b>
Chicken Satay
<b>Vegetable Spring Roll</b>
<b>Mini Crab Cakes</b>
<b>Baked Brie</b>
Irish Purse
Bacon Wrapped Date
<b>Mini Beef Wellington</b> 38 béarnaise sauce
<b>Bacon Wrapped Scallop</b> 38 bourbon glaze

# **RECEPTION HOT DISPLAYS**



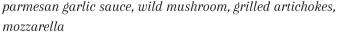
Serves approximately 25 people

<u>HOT DIPS:</u>

Spinach and Artichoke

toasted focaccia	125
Buffalo Chicken	125
pita chips	
Reuben	.150
rye toast points	
<u>PIZZA:</u>	
12" pizza. gluten-free crust available	
Margherita	25
red sauce, fresh basil, and fresh mozzarella drizzled with	1
balsamic glaze	
Brooklyn	30
red sauce, cupping pepperoni, mozzarella drizzled with h	ot
honey	
Papa's	30
red sauce, sausage, mushrooms, green olives, and fresh	
mozzarella	
Bianco	25
parmesan garlic sauce, wild mushroom, grilled artichok	es,

125





Mini Crab Cakes and Hot Peppered Shrimp......225

mini crab cakes with chipotle aïoli and Cajun-dusted shrimp, tossed in sweet, tangy hot sauce

tender steak bites topped with bourbon glaze and fried onions served with horseradish cream and walleye cakes with chipotle aïoli



# **RECEPTION COLD DISPLAYS**



Serves approximately 25 people

Kettle Chips and Dips75
spinach and French onion dips
<b>Fruit Skewers</b>
seasonal fruit
<b>Crudité</b> 125
vegetables and spinach dip

sliced herb-crusted beef tenderloin with creamy horseradish sauce, marinated grilled vegetables and toasted focaccia

75 jumbo shrimp, peeled, chilled, and served with tabasco sauce, cocktail sauce, and lemon wedges

#### SHOOTERS:



# LATE NIGHT SNACKS



Serves approximately 25 people

<b>Kettle Chips and Dips</b> 75 spinach and French onion dips	
<b>Tortilla Chips and Dips</b> 125 salsa, guacamole, and beer cheese dip	
<b>Jumbo Soft Pretzels</b>	
Wing Sampler	

<u>PIZZA:</u> 12" pizza. gluten-free crust available



# **CARVERY STATIONS**



Chef attended carvery stations, 150 per Chef per 2 hour period. One station recommended for every 50 to 75 guests. Each order serves approximately 25 people

Roasted Pork Loin
roasted apple dijon sauce and mini slider rolls
Roasted Turkey Breast
cranberry chutney, garlic aïoli, and mini slider rolls

Herb Crusted Prime Rib	350
au jus, horseradish cream sauce, and mini slider rol	ls

rosemary mushroom demi-glace, béarnaise sauce, and horseradish cream with mini slider rolls







### COMMANDER'S PACKAGE

1 Hour hosted reception- Call Brands



#### Hors d'oeuvres served butler style

**Caprese Skewers** 

fresh mozzarella, grape tomato, and basil with a balsamic drizzle

#### **Peppered Beef Crostini**

horseradish cream

#### **Chicken Satay**

peanut sauce

### Salad Course

**Mixed Green** cucumber, red onion, and tomato finished with white balsamic vinaigrette

> Caesar romaine, croutons and shaved parmesan cheese

### Entrée

#### Asiago Chicken

Asiago-crusted chicken with Pommery cream sauce

#### **Chicken Soubise**

pan-seared chicken topped with gruyere cheese and classic soubise sauce

#### Sunset Citrus Salmon

grilled with an orange-soy glaze, topped with ginger slaw

#### **Roasted Pork Loin**

herb crusted with apple demi-glace

#### **Bistro Steak**

Red wine and mushroom demi

#### Fresh Rolls and butter

Chef choice starch and vegetable

Wine Service: One glass of wine with salad course, House red or white

Add champagne toast: \$8.00 per person

\$75.00 per person



### CAPTAIN'S PACKAGE

1 Hour hosted reception- Premium Brands



#### Hors d'oeuvres served butler style

**Bourbon Beef Skewers** 

bourbon glaze

Mini Crab Cakes

chipotle aioli

**Bloody Mary Shrimp Shooter** 

celery, pickle, and olive

Tomato Basil Bruschetta

olive oil and balsamic reduction on crostini

Salad Course

Spinach Strawberry

spinach, sliced strawberries, goat cheese, candied nuts finished with Door County cherry vinaigrette

Harvest

spring greens, candied walnuts, dried cranberries, blue cheese, finished with sherry vinaigrette

#### Entrée select two

Walleye

pan-fried with tomato caper dill sauce

#### Lemon Caper Chicken

sauteed chicken with lemon caper butter sauce

#### **Roasted Pork Loin**

herb crusted with apple demi-glace

#### Twin Medallions of Beef

sirloin medallions of beef with port wine bordelaise

#### Short Rib

braised short rib with bordelaise

#### Fresh Rolls and butter

Chef choice starch and vegetable

Wine Service: One glass of wine with salad course, House red or white

Add champagne toast: \$8.00 per person

\$85.00 per person



### ADMIRAL'S PACKAGE

1 Hour hosted reception- Premium Brands



#### Hors d'oeuvres served butler style

**Bourbon Beef Skewers** 

bourbon glaze

Mini Crab Cakes

chipotle aioli

**Bloody Mary Shrimp Shooter** 

celery, pickle, and olive

Tomato Basil Bruschetta

olive oil and balsamic reduction on crostini

Salad Course

Spinach Strawberry

spinach, sliced strawberries, goat cheese, candied nuts finished with Door County cherry vinaigrette

Harvest

spring greens, candied walnuts, dried cranberries, blue cheese, finished with sherry vinaigrette

Entrée select two

#### Filet Mignon or New York Strip

70z center-cut with rosemary demi-glace

#### **Tuscan Stuffed Salmon**

with crab meat, spinach, cream cheese, fresh herbs topped with lemon beurre blanc

#### Mediterranean Stuffed Chicken Breast

with heirloom tomatoes, fresh basil, mozzarella cheese

topped with balsamic glaze

#### Stuffed Portobello Mushroom

with ricotta cheese, spinach, tri-color quinoa, tossed cashews

topped with roasted red pepper coulis

#### Fresh Rolls and butter

Chef choice starch and vegetable

Wine Service: One glass of wine with salad course, House red or white

Add champagne toast: \$8.00 per person

\$95.00 per person

### **BEVERAGE MENU**



Bartenders will be provided for a fee of \$30 per hour, per bartender, with a minimum of three (3) hours

#### Signature Drinks

Customize your event with a unique, signature cocktail or martini specially crafted for your event. Please inquire with your Catering Sales Representative.

#### Wine List

Wine pairings and pricing to complement your selected menu are available upon request.

#### BAR PRODUCTS

Sparkling Wine	.29
Price by Bottle	

House Wines	7/25
Price by Glass/Bottle	

Chardonnay, Sauvignon Blanc, Pinot Noir, Cabernet

#### Tap Beer

Coors Light	.7
Harp	.8
Guinness	.8
Smithwick's	.8

#### 

Coors Light, Bud Light, Budweiser, Michelob Ultra, Blue Moon, Michelob Golden Light

#### 

Lift Bridge Hop Dish IPA, Fulton Lonely Blonde, Lagunitas IPA

#### 

Coke, Diet Coke, Sprite, Mellow Yellow, Mr. Pibb, Bottled Water

#### **Coffee Station**

Regular & Decaf (per 25 people).....100

#### Host Bar

All beverages consumed are paid for by the host. One bartender will be scheduled for every 75–100 guests. A 22% service charge applies to all hosted bars.

#### Cash Bar

All beverages consumed are paid in cash by the individual. One bartender will be scheduled for every 125–150 guests.

Import Bottles
Stella Artois Pilsner Lager, Corona

#### Cider, Seltzers

White Claw (black cherry,	mango),	Ace	Pear	Cider,
Angry Orchard Crisp Apple	,		•••••	7
High Noon (pineapple, was	ermelon),	Stilly	(crai	ıberry-
lime, grapefruit, peach)		•••••	•••••	8

#### Keg Beer

#### **Cocktails**

Call Brands6
Barton: vodka, gin, rum. whiskey
El Toro: tequila
Premium Brands10
Jameson, Makers Mark, Dewars, Patron, Tanqueray,
Titos, Bacardi, Captain Morgan, E&J

## **DESSERT SELECTIONS**



#### **Verrines**

\$8 per serving

Black Forest chocolate cake, sweet dark cherries, fresh whipped cream

**Cranberry apple panna cotta** roasted apples, stewed fresh cranberries, and cinnamon panna cotta

**Peanut Butter Cup** chocolate pot de crème, peanut butter mousse, whipped cream

**Tres Leches** *light sponge cake soaked in a sweet milk mixture, fluffy whipped topping* 

### Whiskey Budino

 $salted, \, scotch-whiskey \ pudding, \, caramel, \, fresh \ whipped \ cream$ 

**Lemon Meringue** graham cracker crumble, fresh-made lemon curd, meringue topping

#### Salted Caramel panna cotta

our house recipe of pot de crème, vanilla panna cotta, salted caramel

<u>Cakes</u> \$10 per serving, 8-inch cake.

#### Traditional Chocolate Layer Cake

three layers of chocolate sponge cake, rich chocolate icing

**Carrot** grated carrot, walnuts, spices, and cream cheese frosting

#### Seasonal Cheesecake

some of our favorites are: raspberry, salted caramel, peanut butter, chocolate, and red velvet. others are available by request.



<u>Dessert Minis</u> \$200, serves approximately 25 people, choose up to 3

Mini Cheesecake Shooter Seasonal mini cheesecake Chocolate Truffle Chocolate ganache flavored with raspberry liquor

Whiskey Budino Shooter Salted, Scotch-whiskey pudding, caramel, fresh whipped cream

Salted Caramel Panna Cotta Shooter Our house recipe of pot de crème, vanilla panna cotta, salted caramel

**Peanut Butter Cup Shooter** Chocolate pot de crème, peanut butter mousse, whipped cream

**Fruit Tartlet Shooter** French pastry cream, glazed fresh tropical fruits

Apple Streusel Shooter apple filling, topped with streusel, and striped with caramel

Chocolate Ganache Shooter chocolate ganache, topped with fresh whipped cream

**Chocolate Dipped Strawberry** Jumbo strawberry dipped in dark chocolate and painted with white chocolate

#### **Dessert Displays**

Serves approximately 25 people
Homemade Apple Crisp150
served warm with fresh whipped cream
Petite Cheesecakes
assorted mini cheesecakes



# FACILITY INFORMATION





#### **Facility Fees**

Facility fees apply per contracted space, per day, for standard set-up, breakdown, wireless internet, event & facility maintenance. Service charge & applicable taxes apply to all facility fees.

#### **Confirmation of Event/Deposit**

A non-refundable deposit of the applicable facility

fee & 25% of the estimated charges is required with a fully executed Catering Event Agreement to confirm the event. A schedule of non-refundable deposits and estimated fees will be outlined in your Catering Event Agreement. Signed Event Orders are required seven (7) days prior to the function. A signed Catering Event Agreement, signed Catering Event Orders along with a 100% deposit are required in order for services to occur. Host bars will require an estimated bar deposit based on industry standards. To secure replenishment privileges, credit card authorization information must be on file in our office prior to the event.

Water Street Inn accepts MC, Visa, Discover and American Express. In the event the amount owed to Water Street Inn pursuant to the terms of the Catering Event Agreement falls below the deposit paid, a refund check or credit card will be issued within 30 business days. The above policies may not be modified without the written consent of an Executive Officer of Water Street Inn.

#### **Event Space minimum and Room Rental fees**

Some of our event spaces require a minimum charge for food and beverage. These minimums are met by adding the qualifying food and beverage items together and calculating the total to reach the minimum, before service fees and taxes.

Room rental fees shall include, standard linens, napkins, tables, chairs glassware, flatware, dishware, and buffet pieces. Service charges and taxes are not included in room rental fees and will be calculated and added on all applicable items.

#### **Facility Rental Time Periods**

- Wedding events are contracted from 12pm until 12am
- Partial-day events may be contracted if available

#### Extended Hours of Service/Service After Midnight

A service fee based on the space contracted of up to \$1,000 per hour will apply to extended hours of service & service after midnight.

## FACILITY INFORMATION



#### **Exclusivity**

Due to exclusivity rights, outside food & beverages are not permitted within Water Street Inn. With an exception for pre-approved wedding cakes purchased from a licensed bakery.

#### Security

Security services are required by a Stillwater City Ordinance for parties of 100 or more in which alcoholic beverages are served. Security services will be provided for a fee of \$140 per hour, with a minimum of four (4) hours.

#### Decor

Water Street Inn does not permit the affixing of anything to the walls, floors, ceilings, or outdoor poles with nails, staples, tape, or other substances unless approved by your Catering Representative. Water Street Inn requires that all candles be electronic. Water Street Inn does not allow the use of any confetti, glitter, or confetti-filled balloons.

#### Health & Insurance Regulations

Food safety and licensing regulations prevent the removal of prepared food from the premises once it has been served.

#### Alcoholic Beverages

No alcoholic beverages shall be brought into the facility for sampling or consumption. Water Street Inn policy prohibits persons under the age of 21 to purchase or consume alcoholic beverages. Persons who appear to be intoxicated are not permitted to purchase or consume alcoholic beverages.

#### Last Call for Alcohol

Bar service will conclude at least 30 minutes prior to the building vacate time contracted. Last call occurring at 10:30 pm.

#### Smoking/Vaping Policy

Water Street Inn is smoke-free. Guests are not permitted to smoke or vape anywhere indoors. Designated smoking areas are available outside.

#### Service Charge

A 22% service charge and applicable sales tax will be applied to all orders.

#### **Notice**

A ten (10) business day notice is required for all orders.

#### **Liability**

Water Street Inn shall not assume responsibility for the damage to or loss of any merchandise, equipment, or personal belongings left in the facility before, during, or after the event. Client agrees to indemnify, defend, and hold Water Street Inn and its agents and employees harmless from and against all actions or causes of action, claims, demands, liabilities, losses, damages, injuries, costs, or expenses of whatever kind or nature, for injuries to or the death of any person or persons, or damage to or loss of property alleged or claimed to have been caused by, or to have arisen out of or in connection with the event which is the subject of the Catering Event Agreement.

#### **Entertainment & Third-Party Vendors**

All third-party vendors that are contracted to provide services for the event on behalf of the Client must have appropriate licenses, insurance and be pre-approved by Water Street Inn.

Should the client request Water Street Inn to contract with third-party vendors on behalf of the Client, the Client shall approve each vendor & their proposal in writing prior to Water Street Inn entering into an agreement with the vendor. The Client shall also be responsible for all advanced deposits required to secure services.

In the event Water Street Inn contracts the services for third-party vendors to enhance the event on the Client's behalf, an up-charge to all third-party vendor services will apply.

Water Street Inn reserves the right to regulate the volume, conduct, set-up & tear-down of vendors to ensure a pleasant experience for all of our guests. No entertainment may be allowed to perform later than 11:00 p.m. unless extended hours of service are contracted.

One hour is allowed after the entertainment is concluded to take down & remove equipment from the facility. Any extraordinary set-up or take-down requirements will be charged at an appropriate rate; the charge will be based upon the request & agreed upon in advance of the event.