



Minnesota Horse and Hunt Club 2019 Event Contract



• **Weddings • Meetings • Banquets • Parties**
Your event. Your way.



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2019 Event Contract

The Minnesota Horse and Hunt Club (MHHC), with its warm log exteriors sits on 600 acres of meadows, woods and water. We provide a comfortable, rustic setting for weddings, receptions, grooms dinners, reunions, birthday parties, banquets, fund raisers, business meetings and events.

The campus houses two log lodging facilities: The Hunter's Lodge which sleeps up to 16 people with a second floor open dormitory configuration and the Nature's Inn which has three separate suites. Both buildings have fireplaces, gas grills, porches and RV hook-ups. Well behaved dogs are permitted in the lodging buildings. Guests are responsible for cleaning up after their dogs. The renter will be responsible for any damage to the unit.

We offer a variety of shooting sports including trap, skeet, sporting clays, rifle and pistol ranges as well as quality upland game bird shooting on our licensed hunting preserve.

Please take a moment to review this information. We will be happy to address any questions or concerns you may have.

DEPOSITS:

1. Food and Beverage Events

A full non-refundable payment for the banquet, conference or special event rental is required to book an event. This guarantees that you have rented the space and that the rental fee will not be changed should the prices increase. Food prices however will not be guaranteed until 60 days prior to the event. There is a 30 day cancellation policy on events or 50% of event cost is due.

Hunt Club Members receive a 50% discount on banquet room rental.

2. Lodging Events

Non-refundable \$100 per night deposit is required to reserve the Hunter's Lodge. A \$50 per night non-refundable deposit is required to rent any of the Nature's Inn Suites. The balance is due upon check-in. Hunters Lodge rents for \$399.95 (plus tax) Alaskan or Upland Suite \$179.95 and Woodland \$129.95. Camping and RV sites rent for \$35 per night.

MHHC Gun Club and Hunt Club Members receive approximately a 30% discount on all lodging units. A [60 day](#) lodge cancellation policy is required to avoid charges.

Shooting Events:

Groups are charged member rates if applicable or non-member public rate of \$25.50. All shooting guests must sign a waiver prior to shooting.

Sporting clays events do not require advance deposits. Bird hunting events may require advance deposits depending on the size of the group and the number of birds that need to be purchased by MHHC for the event, and must have a Club Member present. Please inform Hunt desk prior to your event if your group needs rental guns (\$20) or instruction @ \$100/hour/per instructor.

PAYMENTS:

A cost estimate will be provided with event details for your review. A 50% payment for the rentals, food and beverage is due 45 days prior to the event. The final 50% payment is due 14 days prior to the event and a credit card number must be left on file for any incidental charges that occur on the day of the event. Customer credits or charges will be calculated after the event is over and an updated invoice emailed to the customer. A \$2500 nonrefundable deposit is required to book wedding events. Business events require a \$1000 deposit. Deposit is applied to event bill.

Fund raisers need to give a credit card number to secure the event and guarantee payment, with payment due at event completion.

3. GUARANTEES:

Please contact the Event Sales Executive with your final guest count 14 days prior to the event. A guaranteed count is the number of guests you guarantee to pay MHHC and may not be lowered once submitted. If a guaranteed count is not received, the original count will be used as the guarantee number. That is the amount of food prepared, there is no overage done. In the case of a wedding/reception the guest is responsible for 100% payment if canceled 6 months or less prior to the event date. The \$2500 wedding deposit is forfeited with any cancellation. All other events will be liable for full event payment if canceled less than 60 days prior to the event.

MENU SELECTION:

Menu selections should be finalized 3 weeks prior to the event date. Groups of 14 people or less may order off our restaurant menus. All guests must be dining guests, no just joining for the dance or cocktails guests.

Groups 15 to 28 people may opt to either use the Banquet menu selections or have a limited menu created which allows up to 3 choices off of our dinner menu.

Banquet menus are required for groups of 29 people or more. If you desire choices other than what is on the menus, our Executive Chef and Event Sales Executive will assist you in planning the menu details.

Food and beverage prices are based on market prices and cannot be guaranteed until 60 days prior to the event. MHHC liability insurance and MN Department of Health regulations DO NOT permit guests or groups to bring in their own food, cake, candy, dessert, alcoholic or non-alcoholic beverages for an event unless it is being held in the lodging units. Dinner and appetizer buffets will be let out for approximately 1-1.5 hours maximum. In addition MN State Health codes as well as our liability insurance, DOES NOT permit guests to remove MHHC food or beverages from the property.

Complimentary Wedding Entree Tasting:

Once the event is booked, MHHC will arrange a complimentary tasting appointment to sample 2 entrees for 2 guests to assist you in the menu decision process. Additional guests are welcome and will be charged \$15 each.

Wedding Cakes:

MHHC contracts with Buttercream Collections for our wedding cakes. Buttercream has 2 locations and arranges tasting appointments. The Bride and Groom make the appointment and discuss details with them, pay for the delivery fee and any embellishments. Buttercream informs us of the count, and delivery

time. We charge only for the basic cake per piece at the rate of \$4.50 per order. The host of the wedding designates who in their party will cut the cake or MHHC will cut Buttercream Cakes for a \$150 fee. Their phone number is [651-642-9400](tel:651-642-9400) and they are at 682 Transfer Road in Saint Paul or 18172 Minnetonka Blvd 952-249-0390. Guest is responsible for any delivery charge. Should you wish to use another company, it must be a [licensed bakery](#) (supply MHHC with license copy) and we will charge \$1.50 per person. We will supply plates and you will be cutting the cake yourself. This fee applies to cupcakes or any dessert item.

FOOD MINIMUMS:

A \$1500 food minimum per room is required for meeting events in the Pavilion, Banquet Room A & B. Wedding food minimums are \$6500 on weekends. Food minimums do not include beverages, taxes or service charges.

BEVERAGE SERVICE:

As the host, you are accountable for the behavior of your guests.

All alcoholic and non-alcoholic beverages must be purchased and served through MHHC. Check with Manager on Wine and Champagne corkage @ \$15 per single bottle. Private Bar set up fee is \$150 and Bartender Fee is \$100.

In accordance with MN State Statutes, no one under the age of 21 is permitted to consume alcohol. MHHC is required to request proper identification and reserves the right to prosecute minors for attempting to purchase alcohol. In addition, any adult attempting to distribute alcohol to a minor is subject to prosecution and immediate ejection from the event.

MHHC reserves the right to refuse alcoholic service to any person or persons.

In addition, MN Statues require that anyone who appears intoxicated will not be served. Any belligerent or inappropriate behavior is subject to prosecution and ejection from the event.

In an effort to manage the situation, the staff may ask any individual to slow down or stop drinking, ask for cooperation from other guests, cease serving to a particular group, ask problem individuals to leave, close the bar, halt the party and/or call the police.

Any guest who appears to be intoxicated may be asked to surrender his or her car keys to MHHC personnel or a sober friend. Such individuals will then be driven home by a sober friend or transported home in a cab at his or her expense. If the guest refuses these actions, the police will be called. Any expenses we incur as a result of this situation will be added to the host's bill.

The consumption of alcohol prior to a shooting event or on the shooting grounds is strictly prohibited.

SERVICE CHARGES AND TAXES:

MN Statutes Section 177.23, subdivision 9 requires MHHC to inform you that a service charge will be applied to the event and is the property of the MHHC management. MHHC charges a 20% service charge to all events and has full discretion as to its use and distribution. 7.375% sales tax is charged on all food and rentals. 9.875% sales tax is charged for alcoholic beverages. Gratuities are not expected and are left entirely up to the guests' discretion.

SECURITY:

A security person is required for every 100 guests at a cost of \$195.00 each and is arranged by MHHC.

BANQUET FUNCTION ROOMS AND SPACES:

MHHC has a variety of indoor and outdoor rental venues, including meeting, dining, rehearsal, and reception and tenting spaces. Hunt Club members receive a 50% discount on the Pavilion \$1500, Banquet Room A \$750, Banquet Room B \$750. On Site Ceremony fee is \$495 including benches for up to 250 guests in the outdoor pergola. No runners are allowed.

Pavilion (3200 sq. ft.) seats 280, Banquet Room A seats 100, and Banquet Room B seats 150. Banquet Room A & B together seat 280. If propane radiant heat is used, the fee is \$25 per hour.

MHHC reserves the right to substitute banquet rooms should the projected attendance fall below the original estimate. Set-up times will vary depending on usage of the space prior to the event. Set-up times can normally begin at 11:00 AM the day of the event and must be pre-arranged with MHHC.

MHHC provides complimentary white or ivory tablecloths (72" x 72" for the 60" rounds) and napkins for dinner events. Indoor meals can served be plated or buffet style depending on the party size. These tables can seat up to 8 guests. Table linens for your auction or display tables are \$4.50 each and 72" by 72" or 52" by 114". Please let your Banquet Coordinator know what you will need prior to the event. Specially colored napkins run \$10 per 100 for rental.

All Pavilion meals are set-up banquet style. Picnic tables with benches, tablecloths or plastic 60" rounds with white padded plastic folding chairs, paper napkins, silverware (weddings) and plastic ware will be used. Guests may rent tables, chairs, china and glassware if desired. Single entrée plated service runs \$2 additional per entrée in the Pavilion.

MHHC will provide white skirting at \$23.00 per 8-foot table sections.

MUSIC AND AUDIO VISUAL SYSTEMS:

A podium, cordless microphone, speaker and microphone, screen and projector can be rented through MHHC. The Pavilion and Banquet areas are wired to accommodate live music as well. Outdoor live music must be approved with MHHC management prior to your event. The indoor Banquet area has TV's that can be utilized with your computer and an HDMI cord for presentations. "Last Call" is guest departure time.

DECORATING, DELIVERIES AND STORAGE:

- When planning your decorations please use the following guidelines:
- Candles and flames must be enclosed
- Signs and banner may be used but must be approved
- Glitter and confetti are not permitted and coolers cannot store flowers
- Birdseed or grass seed is permitted for outside ceremonies
- All early deliveries must be pre-arranged and clearly labeled – up to 8 hrs
- The event host is responsible for arranging all property removal and shipping the evening of the event..

BONFIRES:

MHHC has a fire pit on the main grounds as well as several bonfire pits located near the lodging buildings. Bonfires and S'mores (\$29.95 per 10) can be arranged for a fee by the MHHC staff with advanced notice. A bonfire can be set up for a fee of \$150.

FOGGING FOR INSECTS - \$125.00 Arrange prior to your event or feel free to pellet on your own (must be safe for pets).

SPARKLERS ARE NOT ALLOWED FOR SAFETY REASONS!

CARRIAGE RIDE SERVICES:

You can arrange carriage, sleigh and hay wagon rides for your event through a local provider. Carriage rides run \$450 per hour and Hay/Sleigh rides \$450 (please confirm current pricing)
Trishdenn@gmail.com 952-300-1967 (C). 21 Day cancellation policy. Call Trish directly to book.

JUDGE FOR CEREMONIES – Richard G. Spicer 651-238-9470 or 651-686-8416. You are welcome to use any officiant for your ceremony.

LIGHTING AND DRAPING.

Call David at Richfield Flowers and Events directly to book. Their number is 612-866-8416
www.richfieldflowers.com You are not allowed to drape the Banquet Room ceiling yourself.

HOTELS

Holiday Inn 952-469-0703, Comfort Inn 952-898-3700, Mystic Lake 952-445-9000, Candlewood Suites 612-808-5580

SHUTTLES can be arranged through Schmitty and Son's (Grey Line) at 952-985-7514
www.schmittyandsons.com or any other local limo company.

CLEAN-UP, LOST ITEMS, DAMAGE REPAIR:

MHHC reserves the right to charge appropriate clean up and/or damage repair fees caused by the event guests, performers or set-up/tear down persons. The party host will assume responsibility for these fees, which will be billed to them by MHHC. Closing for events is 11:45pm with last call at 11:30pm.

MHHC will not assume as responsibility for the loss or damage of any merchandise, equipment or articles left on the premises before, during or after the event. All tear down must be completed that evening.

OPERATIONS:

MHHC reserves the right to operate its business when events are held here.

MHHC reserves the right to refurbish remodel and re-landscape any or all of its property at any time without prior notice as it sees fit to benefit members and guests.

MHHC and its employees are not liable for any acts of God, including but not limited to weather, fire, medical, sickness, faulty equipment beyond its control or acts of suppliers associated with your events.

MHHC will try to close the 2 Sporting Clays Courses that are nearest the Wedding Ceremony area for Ceremonies that are 5pm or later but cannot accommodate earlier time requests.

Deposit Received on _____

_____ Client Name	_____ Client Signature	_____ Date
_____ Client Name	_____ Client Signature	_____ Date
_____ Date of Event	_____ Judy Ulrich MHHC Authorizing Agent	_____ Date



When Robin and Scott came to the Minnesota Horse and Hunt Club to arrange their wedding, they had their own ideas about how it should go. And so it was... As we say: Your Wedding. Your Way!

