

events by Marriott



breakfast



breaks



lunch



dinner



beverage



healthy

technology

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crafted for you

ROCHESTER MARRIOTT MAYO CLINIC AREA

101 SW First Avenue | Rochester | Minnesota 55902

www.rochestermarriott.com

ROCHESTER MARRIOTT MAYO CLINIC AREA

101 SW First Avenue | Rochester | Minnesota 55902
507.280.6000 | www.rochestermarriott.com

events by Marriott

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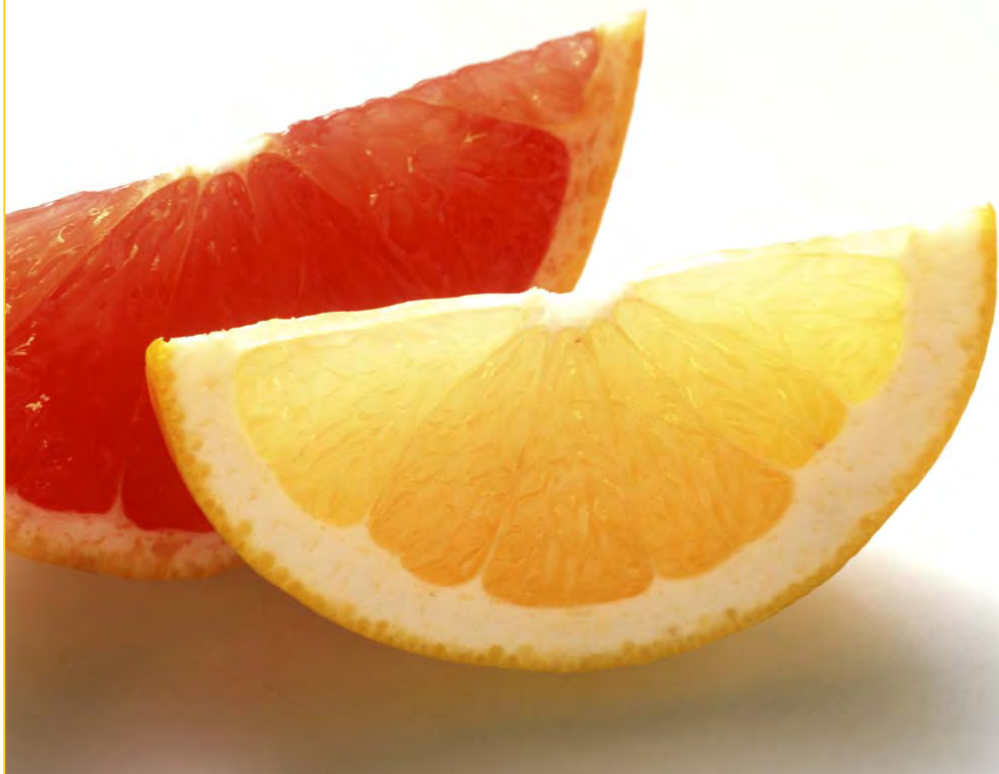
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SEASON

- cereals
- juices
- coffee
- teas
- pastries
- milk
- yogurt
- eggs

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continental breakfasts

express continental breakfast

orange, tomato & grapefruit juice
assorted fresh baked pastries
fresh brewed coffee, decaf coffee or hot tea

classic continental breakfast

fresh orange & grapefruit juice
assorted baked pastries & bagels
seasonal sliced fresh & whole fruit
fresh brewed coffee, decaf coffee or hot tea

the healthy start continental breakfast

orange & grapefruit juice
seasonal sliced fresh & whole fruit
house made granola & yogurts
cream cheese and creamery butter
fresh brewed coffee, decaf coffee or hot tea



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plated breakfasts

plated breakfast is served with your choice of coffee, decaf coffee or tea and fresh juice

vegetable quiche breakfast

our blend of farm fresh eggs, spinach, mushrooms and onions, baked to a golden brown

served with home fried potatoes, grilled tomatoes & oven baked pastries

new york / new york breakfast

carb conscious

broiled new york strip steak

scrambled eggs

wild mushroom & bacon hash

grilled tomato

served with oven baked pastries

the all american breakfast

oven baked pastries, farm fresh scrambled eggs topped with cheddar cheese, chives, sausage links or bacon

served with home fried potatoes and grilled tomato



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breakfast buffets

med-city breakfast

fresh orange, tomato and grapefruit juice

seasonal fresh and whole fruit

fresh baked pastries

scrambled eggs

bacon or sausage links

home fried potatoes

executive breakfast

assorted fresh and bottled juices

fresh baked pastries and bagels

seasonal fresh sliced fruit & berries

flavored yogurts & house made granola

eggs benedict

home fried potatoes

home-style breakfast

fresh orange, tomato and grapefruit juice

seasonal fresh and whole fruit

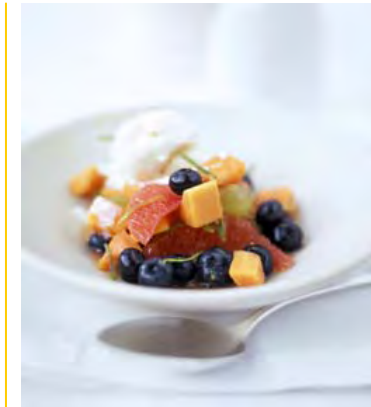
fresh baked pastries

scrambled eggs with cheddar cheese and chives

bacon and sausage links

fresh baked biscuits and sausage gravy

home fried potatoes



all buffet breakfasts include coffee, decaf coffee, tea or milk

for under 30 people, add \$2.00 per person and a \$45.00 service charge

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DELIGHT

- muffins
- juices
- nuts
- popcorn
- pretzels
- cakes
- soda
- cappuccino

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beverage express #1

fresh brewed coffee, decaf
coffee and tea

beverage express #2

fresh brewed coffee, decaf
coffee and tea
sodas and water

fit for you #3

assorted fruit yogurts
whole fresh fruit juice selection
fresh brewed coffee, decaf
coffee and tea

mid morning #4

fruit yogurts
granola bars
whole fruit
Bottled spring water
La Criox flavored water
fresh brewed coffee, decaf coffee & tea

matinee #5

fruit yogurts
granola bars
whole fruit
bottled spring water
La Croix flavored water
fresh brewed coffee, decaf coffee
and tea



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the power break #6

power bars

whole fruit

red Bull power drinks

gatorade

chocolate chip cookies

assorted soft drinks

la Croix flavored water

bottled spring water

fresh brewed coffee, decaf
coffee and tea

gourmet beverage express

fresh brewed coffee, decaf coffee and
assorted gourmet teas

candy stir sticks, chocolate dipped
spoons

assorted sodas and bottled water

sweet treats #7

chocolate chip cookies

fudge brownies

chocolate covered strawberries

house made macaroons

chocolate and skim milk

starbucks Frappuccino

fresh brewed coffee, decaf
coffee and tea



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meeting planner packages

all day packages include basic meeting set up fees, screen, a/v cart, patch fees and power strip

package 1

pre-meeting

fresh orange and grapefruit juice, jumbo muffins, assorted Danish, creamery whipped butter, fresh brewed coffee, decaf coffee and tea

mid-morning

bottled water, fresh brewed coffee, decaf coffee and tea

afternoon

whole fresh fruit, assorted dessert bars and cookies, assorted soft drinks, bottled water, fresh brewed coffee, decaf coffee and tea



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package 2

pre-meeting

fresh orange and grapefruit juice, sliced fresh fruit medley, jumbo muffins, assorted Danish, creamery whipped butter, fresh brewed coffee, decaf coffee and tea

mid-morning

bottled water, fresh brewed coffee, decaf coffee & tea

afternoon

whole fresh fruit, assorted dessert bars and cookies, assorted soft drinks, bottled water, fresh brewed coffee, decaf coffee and tea



package 3

pre-meeting

fresh orange and grapefruit juice, sliced fresh fruit medley, jumbo muffins, assorted Danish, creamery whipped butter, fresh brewed coffee, decaf coffee and tea

mid-morning

bottled water, fresh brewed coffee, decaf coffee and tea

lunch artisan sandwich buffet

bottled water, fresh brewed coffee, decaf coffee and tea

matinee

whole fresh fruit, assorted candy bars, gourmet mixed nuts, assorted soft drinks, bottled spring water, La Croix flavored water, Starbucks Frappuccinos, fresh brewed coffee, decaf coffee and tea

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breaks

A la carte items

bottled juice

bottled spring water

assorted sodas

Starbucks Frappuccinos

fresh brewed coffee

gourmet coffee

hot chocolate

ice tea

lemonade

fruit punch or apple cider

chilled milk

sliced breakfast breads

fresh baked bagels

jumbo muffins

granola bars

cookies

brownies

dessert bars

croissants

danish

cinnamon rolls

fruit yogurts

mixed nuts

chicago popcorn

assorted candy bars

ice cream novelties

whole fruit

sliced fresh fruit

vegetable crudite

domestic cheese and crackers

assorted domestic and imported
cheese and gourmet crackers

enhancements

dry snacks to include potato chips, pretzels
or tortilla chips

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ESSENCE

- salads
- hamburgers
- fish
- beef
- pasta
- desserts
- beverages
- sandwiches

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desserts – choose one

brownies or cookies

entrees

tier #1

lunch entrees are served with fresh baked rolls, butter, coffee, tea or milk

chicken caesar salad

hearts of romaine, freshly grated asiago cheese, croutons sliced cucumbers, grape tomatoes & creamy caesar dressing topped with grilled chicken breast

tuna salad

fresh ahi tuna salad served on a bed of mixed salad greens, grape tomatoes cucumbers and black olives

crab mango salad

F=fresh lump crab meat served over romaine lettuce, topped with grape tomatoes, fresh diced mangoes and served with lemon thyme vinaigrette

vino salad

bibb and red leaf lettuce, topped with fresh papaya, blue berries, granny smith apples, blue cheese crumbles, candied pecans and red grapes, served with house made honey mustard vinaigrette

farfelle primavera

bow tie pasta and fresh vegetables tossed with marinara sauce, topped with asiago cheese

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entrees

tier #2

lunch entrees are served with fresh baked rolls, butter, coffee, tea or milk

chicken supreme

italian seasoned boneless breast of chicken, served with asiago garlic cream sauce

chicken marsala

pan seared boneless breast of chicken sautéed with fresh garlic, shallots, mushrooms, marsala wine and veal demi glaze

boston baked cod

herb bread crumb and butter crusted cod loin served with lobster basil cream sauce

asian bbq flank steak

beef flank steak marinated for 2 days in our house made asian bbq sauce, grilled and served with thai peanut sauce

vegetable lasagna

layered pasta sheets with garlic cream sauce and roasted vegetables served with marinara sauce and asiago cheese



starters – choose one

side house salad, spinach salad or soup of the day

desserts – choose one

german chocolate cake or carrot cake

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entrees

tier #3

lunch entrees are served with fresh baked rolls, butter, coffee, tea or milk

chicken cordon bleu

Italian bread crumb crusted boneless breast of chicken stuffed with cured ham and gruyere cheese, served with mornay cream sauce

chicken parmesan

Italian bread crumb crusted boneless breast of chicken topped with fresh marinara sauce and asiago cheese

new york strip loin

slow roasted new york strip loin sliced and served with garlic demi glaze

atlantic salmon

seared atlantic salmon, baked and served with cucumber salsa

mediterranean pasta

sautéed garlic, shallots, sun dried tomatoes, asparagus, onion, kalamata olives, mushrooms, feta cheese, marinara sauce and penne pasta



starters – choose one

side house, spinach salad, caesar salad or soup of the day

desserts – choose one

double chocolate torte or new york cheesecake

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buffet #1

italian buffet

marinated fresh mozzarella ciliegino salad

tossed caesar salad, vegetable lasagna, meat lasagna with italian rope italian sausage

grilled breast of chicken farfelle and fettuccini pasta

fresh vegetable medley

alfredo and marinara sauces

garlic bread

tiramisu torte

buffet #2

artisan sandwich buffet

ham and swiss

shaved black forest ham with swiss cheese on wheat ciabatta

asiago cordon bleu

sliced breast of turkey, shaved black forest ham, baby swiss chesse, lettuce and tomato on a herb baguette

grilled vegetable

grilled fresh vegetables, with spinach and goat cheese on a rustic baguette. Sandwiches served with sliced fresh fruit, farfelle pasta salad with fresh vegetables and country style potato salad. Fresh baked cookies and bars

add \$2.00 per person on groups less than 30 people
and a \$45.00 service charge

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buffet #3

sizzler buffet – build your own “sizzler”

fresh sliced fruit and berries

fresh cabbage

grape and pineapple slaw

marinated fresh mozzarella ciliegino salad

italian rope sausage

grilled breast of chicken and burger sliders

sautéed peppers, onions and mushrooms served sizzling in a cast iron skillet with whole grain ciabatta and rustic baguette breads

provolone, swiss and cheddar cheese

vine ripened tomatoes, mayonnaise, mustard, ketchup, kosher dill pickles and kettle chips

apple cobbler with whipped cream

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and a \$45.00 service charge

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box lunches

box lunches include pasta salad, fresh fruit, cookie and chips

ham & swiss

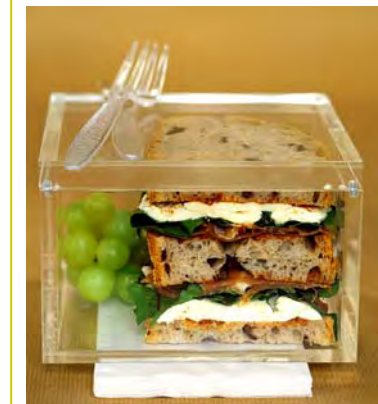
shaved black forest ham with swiss cheese, lettuce, tomato and dijon mustard on a whole grain ciabatta bread

grilled vegetable

grilled fresh vegetables with spinach and goat cheese on a french rustic baguette

asiago cordon bleu

sliced breast of turkey, shaved black forest ham, baby swiss cheese, lettuce and tomato on a herbed asiago baguette



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ESSENCE

canapés

shrimp

wraps

sushi

bruschetta

tenderloin

dim sum

oysters

cheese

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hors d'oeuvres

cold tier 1

priced per person

stuffed cherry tomatoes with boursin cheese

assorted finger sandwiches, a combination of egg, tuna and chicken salads

bruschetta martini with olive oil brushed toasted baguette

ham and cheese pinwheels, black forest ham, shredded asiago and spicy mustard in a flour tortilla

genoa salami cornets filled with herb garlic cream cheese

belgium endive filled with valfraise cheese and a raspberry garnish

tri-colored cheese tortellini skewers drizzled with basil pesto

pineapple, honeydew, cantaloupe and strawberry kabobs with cinnamon cream cheese dip

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cold tier 2

priced per person

black forest ham, smoked turkey, roast beef, cheddar, swiss and dijon mayo on a silver dollar roll

house made guacamole in a martini glass with tri-colored tortilla chips

roasted garlic grilled asparagus spears wrapped in prosciutto ham

caprese shooters – fresh mozzarella, chopped basil, diced tomato, balsamic glaze, garnished with a tasted baguette

duck breast grilled on a toasted baguette with raspberry and pear sauce

vegetable sushi rolls

california sushi rolls

greek salad martini with kalamata olives, diced tomatoes, diced red onion, diced cucumber, lemon vinaigrette & romaine spear

grilled vegetable shooters with grilled asparagus, zucchini, yellow squash red bell peppers served with a demitasse spoon

antipasto salad on extra virgin olive oil brushed toasted baguettes

cold tier 3

priced per person

cucumber rondolettes with ahi mango salsa

shrimp shooters – jumbo shrimp with house made cocktail sauce, lemon and parsley

smoked salmon shooters – smoked salmon lox, cream cheese, capers, diced red onion, pimentos and parsley

seafood sushi rolls (choice of two): tempura shrimp, tuna, salmon or crab

creamed smoked trout martini with carr crackers



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hot tier 1

priced per person

roasted garlic, sun dried tomatoes and crumbled bleu cheese, melted on a toasted baguette

meatballs – swedish, bbq or caribbean style

creamy artichoke dip in martini glass, garnished with pita chips

hot tier 2

priced per person

mushroom caps stuffed with italian sausage or crab

sesame seed chicken strips with honey teriyaki sauce

egg rolls with shrimp or vegetables with sweet and sour sauce

crab rangoon with sweet and sour sauce

assorted mini quiche

spanikopita – pastry dough stuffed with chipped spinach and feta cheese

chicken quesadilla with sour cream and pico de gallo

chicken sate served with a thai peanut sauce

coconut shrimp with parrot bay pina colada dip

grilled shrimp and andouille sausage skewers with cajun orange marmalade dip



hot tier 3

priced per person

teriyaki beef brochettes with thai peanut sauce

pineapple chicken brochettes with sweet and sour sauce

mini beef wellington with black peppercorn demi glace

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hors d'oeuvres

station tier 1

priced per person

vegetable crudité – crisp seasonal vegetable display including celery sticks, carrots, broccoli, cauliflower, cucumbers, radishes with ranch dressing

fresh seasonal fruit display – regional and tropical fruit including cantaloupe, honeydew, watermelon, pineapple, grapes, strawberries, papaya, mango, blackberries, raspberries and chef's cinnamon honey cream cheese dip

antipasto display – pepperoncini, cherry peppers, pepperoni, roasted garlic cloves, marinated mushrooms, genoa salami, sliced provolone cheese, artichoke hearts, whole black olives, stuffed queen olives

ny deli meats and cheese display – deli meats with assorted cheese and crackers

domestic cheese display – pepperjack, swiss and cheddar, cubed and garnished with gouda brie, fruit and assorted crackers

grilled vegetable display – asparagus, red and green bell peppers, mushrooms, artichokes and garlic cloves

station tier 2

priced per person

house cured fresh atlantic salmon sliced and served with grilled vegetables and flavored cream cheeses, bagels and assorted crackers

station tier 3

priced per person

imported and domestic top tier artisan cheese display from our popular wine bar VINO, including a selection of crusty breads, carr crackers, grapes, fig jam and almonds



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FLAVOR

- salads
- salmon
- poultry
- scallops
- filet
- lamb
- desserts
- beverages

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entrées

tier #1

chicken supreme

italian seasoned boneless breast of chicken, served with asiago garlic cream sauce

chicken marsala

pan seared boneless breast of chicken sautéed with fresh garlic, shallots, mushrooms, marsala wine and veal demi glaze

boston baked cod

herb bread crumb and butter crusted cod loin served with lobster basil cream sauce

asian bbq flank steak

beef flank steak marinated for 2 days in our house made asian bbq sauce, grilled and served with thai peanut sauce

vegetable lasagna

layered pasta sheets with garlic cream sauce and roasted vegetables served with marinara sauce and asiago cheese

starters – choose one

side house salad or caesar salad

desserts – choose one

baked fruit or cream pie



entrée are served with choice of starter, dessert and include fresh baked rolls, creamery butter, coffee, tea or milk

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entrées

tier #2

chicken cordon bleu

Italian bread crumb crusted boneless breast of chicken stuffed with cured ham and gruyere cheese, served with mornay cream sauce

chicken parmesan

Italian bread crumb crusted boneless breast of chicken topped with fresh marinara sauce and asiago cheese

new york strip loin

slow roasted new york strip loin sliced and served with garlic demi glaze

atlantic salmon

seared atlantic salmon, baked and served with cucumber salsa

mediterranean pasta

sautéed garlic, shallots, sun dried tomatoes, asparagus, onion, kalamata olives, mushrooms, feta cheese, marinara sauce and penne pasta

starters – choose one

spinach or house salad or soup of the day

desserts – choose one

carrot cake or german chocolate cake

entrée are served with choice of starter, dessert and include fresh baked rolls, creamery butter, coffee, tea or milk

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entrées

tier #3

boursin chicken

house made boursin cheese stuffed boneless breast of chicken served with chardonnay garlic cream sauce

mediterranean chicken

Airline chicken breast pan seared with kalamata olives, tomatoes, fennel, garlic cloves, parsley, lemon juice and thyme, topped with feta cheese

mahi mahi

grilled mahi mahi with pineapple-mango glaze

stuffed pork loin

Pork loin stuffed with garlic roasted red bell peppers and spinach, served with apple demi glaze

starters – choose one

house, spinach or caesar salad

desserts – choose one

double chocolate torte or new york cheesecake

entrée are served with choice of starter, dessert and include fresh baked rolls, creamery butter, coffee, tea or milk

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entrées

tier #4

petit filet and prawns

seasoned and seared petit filet mignon paired with two large salt water prawns, served with pinot noir beurre blanc and a garlic thyme butter sauce

new york strip

8 oz choice new york strip, seasoned, seared and served with sun-dried tomatoes, garlic, basil and bordelaise

diver scallops

pan seared with garlic and cilantro served with apple butter blanc

halibut and duck

broiled Alaskan halibut steak with pineapple mango chutney, paired with seared duck breast served with spicy Asian BBQ sauce

ahi tuna

seared rare ahi tuna topped with fresh tomato bruschetta and balsamic glaze

starters – choose one

house, spinach, caesar or vino salad

desserts – choose one

chocolate diablo or berries sabayon

entrée are served with choice of starter, dessert and include fresh baked rolls, creamery butter, coffee, tea or milk

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international buffet

baby spinach salad with hot bacon dressing
grilled radicchio salad with balsamic dressing
fresh ciliegino and tomato salad
fresh cut fruit and berries
domestic and imported cheeses
mashed fresh root vegetables
steamed fresh asparagus
roast prime rib of beef with fresh horseradish
crab crusted walleye filet
grilled asian breast of duck
chocolate decadence torte
vanilla bean cheese cake
chocolate brulee

dinner buffets

rochester buffet

tossed field greens, assorted dressings
sliced fresh fruit
rotini pasta salad
red-skin potato salad
broiled lemon pepper cod
breast of chicken supreme
roast loin of pork
garlic mashed potatoes
fresh steamed vegetables
chocolate cake, carrot cake and new york cheesecake

minnesota buffet

tossed field greens with assorted dressings
fresh vegetable crudite
fresh sliced fruit and berries
farfelle pasta and vegetable salad
ambrosia fruit salad
broiled salmon with cucumber-cilantro salsa
grilled asian breast of chicken
roast sirloin of beef bordelaise
herb roasted red potatoes
sautéed fresh vegetables
tiramisu torte
chocolate bread pudding

buffets under 30 people, add \$2.00 per person and a \$45.00 service charge to the prices

ROCHESTER MARRIOTT MAYO CLINIC AREA

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507.280.6000 | www.rochestermarriott.com

events by Marriott

beverage

breakfast

breaks

lunch

reception

dinner

BEVERAGE

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ENJOY

- martinis
- champagne
- cordials
- margarita
- red wine
- white wine
- tonics
- beer
- non-alcoholic

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white wines

blush and champagne

salmon creek chardonnay

salmon creek white zinfandel

tott's brut champagne

beaulieu vineyard (BV) sauvignon blanc coastal california 1999

beaulieu vineyard (BV) chardonnay coastal estates cal 2002

robert mondavi coastal chardonnay central coast 2001

georges duboeuf chardonnay macon-villages 2001

meridian vineyards pinot grigio california 2003

kendall-jackson chardonnay vintner's reserve cal. 2000

gloria ferrer blanc de nois sonoma county nv

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red wines

salmon creek cabernet sauvignon

salmon creek merlot

beaulieu vineyard (BV) pinot noir coastal estates california 2004

beaulieu vineyard (BV) cabernet sauvignon coastal cal 1998

beaulieu vineyard (BV) merlot coastal california 2000

robert mondavi coastal cabernet sauvignon central coast 1998

robert mondavi coastal merlot central coast 1999

kendall-jackson merlot reserve alexander valley 2003

beringer pinot noir founders' estate california 1999

estancia cabernet sauvignon california 1998

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cocktails

bar brands

canadian club
beefeater gin
maker's mark
grants scotch
smirnoff vodka
jose cuervo gold tequila
korbel brandy
bacardi superior

premium brands

canadian club
beefeater gin
maker's mark
grants scotch
smirnoff vodka
jose cuervo gold tequila
korbel brandy
bacardi superior

beer

miller genuine draft
miller light
heineken
budweiser
bud light
amstel light
bass ale
beck's
corona
guinness

wine

we feature salmon creek
wines:
chardonnay
cabernet sauvignon
merlot
white zinfandel

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hosted bar service

mixed drinks

premium drinks

martinis and manhattans

domestic beer

imported beer

wine

soft drinks

cash bar service

mixed drinks

premium drinks

martinis and manhattans

domestic beer

imported beer

wine

soft drinks

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SMART

- granola
- yogurt
- nuts
- salad
- fruit
- salmon
- vegetables
- pita



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breakfast

egg white frittata

egg whites, spinach, tomatoes and onions

*carb conscious and low in cholesterol

crunchy grilled french toast

whole wheat bread dipped in cholesterol free eggs and corn flakes

served with sliced bananas, strawberries and reduced calorie syrup

mixed grill

scrambled eggs, crisp bacon, link sausage and grilled sirloin served with grilled tomatoes

beverages

fresh fruit smoothies

pepsi one

lipton diet green tea

slim-fast

fresh brewed coffee and tea



These items have been selected to meet the diverse dietary needs of our guests. We would be happy to supply any nutritional information necessary upon request

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plated Lunch

fresh fruit plate

fresh cut melons, golden pineapple, grapes and seasonal berries, served with plain yogurt

*low fat, low cholesterol, low sodium

seared atlantic salmon

fresh atlantic salmon, lightly seasoned, pan seared and broiled. Topped with cilantro-cucumber salsa

* carb conscious

shrimp & vegetable salad

marinated tomatoes, cucumbers and peppers served over bibb lettuce topped with three cocktail shrimp

* low cholesterol

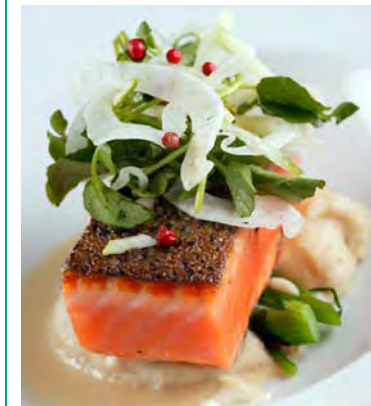
enhancements

clear chicken consommé

low fat, low cholesterol, carb conscious

angel food cake

with sorbet and fresh berries



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dinner entrees

prosciutto wrapped pork tenderloin

pork tenderloin wrapped with fresh basil and prosciutto ham, served over wild mushroom orzo topped with kalamata olive sauce

*low fat

spa breast of chicken

steamed breast of chicken served with leeks, baby carrots, celery and red potatoes

* low fat, low cholesterol, low sodium

grilled sword fish

grilled sword fish topped with shrimp and tomatoes

* low cholesterol, low fat, low sodium

reception items

deviled eggs with bacon

* carb conscious

vegetable crudite

served with black bean hummus

* carb conscious, low fat, low cholesterol

angel food cake

served with sorbet and fresh berries

* low cholesterol



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lunch / dinner buffet

rustic herb bread with olive oil, shredded asiago cheese and herb butter

classic caesar salad

fresh mozzarella, tomato and pepper salad with olive oil and balsamic reduction

lemon pepper chicken with mushrooms, artichokes and tomatoes

seared atlantic salmon with cucumber-cilantro salsa

*carb conscious

wild mushroom orzo

balsamic green beans with toasted almonds

angel food cake with sorbet and fresh berries

request buffets under 30 people, add \$2.00 per person and a \$45.00 service charge to the prices



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FLAWLESS

lights
camera
action

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breakfast breaks lunch reception dinner beverage healthy TECHNOLOGY info

equipment

- computer / data projection
- LCD high bright video projector
- Laptop
- 35 mm slide projector kodak III
- 35 mm bright light projector III
- 35 mm cart with skirt
- 35 mm audio viewer with screen
- Over head projector
- 6' tripod screen with skirt
- 8' tripod screen with skirt
- 10' cradle screen
- 7 1/2' x 10' front / rear screen
- 7 1/2' x 10' dress kit
- 10' x 10' front / rear screen
- 10' x 10' dress kit



video

- 1/2" video cassette recorder
- 27" monitor with cart
- 36" monitor with cart
- Video camcorder
- DVD/VCR combo

sound

- VHF wireless hand held
- VHF wireless lavalier mic
- UHF wireless hand held
- UHF wireless lavalier mic
- Pro wired microphone
- 4 channel mixer
- 8 channel mixer
- Powered mixer
- Powered speaker/stand

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over head package
over hear projector
6' tripod screen with skirt
projection stand
* LCD projector added

video package
1/2" VHS / DVD player
27" monitor
projection stand with skirt
* 36" monitor upgrade added

video package
1/2" VHS / DVD player
27" monitor
projection stand with skirt
* 36" monitor upgrade added

high bright 35mm Package
kodak III slide projector
projection stand and slide tray
4" to 9" zoom lens
6' tripod screen with skirt

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TECHNOLOGY info



audiovisual accessories

wired internet connection

wireless internet router

CD player

projection safe lock stand

portable AV cart or roll cart

laser pointer

flip chart with markers

additional flip chart paper

tripod easel

tripod speaker stand

speaker phone (line charge extra)

teleconferencing unit (line charge extra)

incoming/outgoing line charge

long distance charges billed accordingly

audio patch fee

extension cable, power strips; etc.

additional outlet needs billed accordingly

pipe and drape (per linear foot)

white board

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Banquet Event Policies

Guarantees on all food and beverage:

We need your assistance in making your function a success. Please confirm your attendance at least 3 business days in advance. This will be considered your minimum guarantee and is not subject to reduction. If no guarantee is received, the original expected attendance on your Banquet Event Order will be used. Charges are predicated upon factors pertaining to the entire program. Revisions in your group counts, times, dates, or meal functions may necessitate renegotiating the charges

Payment policy

Cash, check and credit card payments: All functions must be paid in advance unless direct billing has been approved by our credit manager.

Functions may be guaranteed for payment or paid for by the following credit cards:

American Express, Diner's Club, Mastercard or Visa. Credit card may not be used when direct billing has been approved, without approval from the credit manager.

Billing: if credit has been extended payment of the hotel balance due should be made upon receipt of the bill. All accounts not paid with 25 days are subject to a finance charge of one and one half percent (1.5%) per month of the unpaid balance, which is an annual percentage of eighteen percent (18%).

Cancellation Policy

If the hotel is advised that a definite booking is cancelled, a cancellation fee will be charged. The following policy is in effect in the absence of a cancellation clause in the catering or sales confirmation agreement.

The cancellation fee for your function is one hundred percent (100%) of the total estimated food, beverage and room rental charges. The cancellation fee will be charged if this function is cancelled less than 30 days from the event date.

Confirmation of Set-up Requirements

Final menu items, room arrangements and other details pertaining to this function are underlined on the enclosed Banquet Event Order. Unless otherwise stated in the Banquet Event Order, the hotel reserves the right to change the function rooms at any point should the number of attendees decrease, increase, or when the hotel deems necessary.

Tax and service charges

All food, beverage, room rental and audio/visual equipment prices are subject to a 17.5% hotel service charge. All charges, including food, beverage, audio/visual equipment and hotel service charges are subject to the applicable Minnesota state sales tax.

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Labor Charges / Services

Resetting of meeting rooms from previously agreed upon set-ups per your Banquet Event Orders, may result in additional cost to the group in the form of meeting room rental.

\$40.00 per hour with a two (2) hour minimum. Handling and \$ processing fee of \$7.00 will apply on all outgoing parcels.

Tax Exempt Status

The state of Minnesota requires a completed tax exemption form from the tax exempted organization prior to their arrival. If this form is not received and verified before arrival, the organization will not be put on tax exempt status and must file a return with the state of Minnesota to receive a refund.

Food and Beverage outside the hotel

All food and beverage will be provided by the hotel and will be consumed within the time frame of the event as stated in the Banquet Event Order.

The hotel reserves the right to confiscate food or beverage that is brought into the hotel in violation of this policy without prior arrangements with the catering department.

Audio / Visual

An audio / visual quote will be submitted to the organization, upon receipt of their audio/visual needs. Should the in-house audio/visual provider not be selected to handle audio/visual and production requirements, a 30% service charge will be added to the total audio/visual and production cost of the event.

Guest Responsibility

The organization scheduling an event agrees to assume full responsibility for the conduct of its members. The organization assumes liability for charges (labor, storage, etc.) incurred as a result of materials (i.e. literature, audio/visual etc.).

Alcohol and Minors

The hotel does not permit the serving alcoholic beverages to anyone under the age of twenty-one (21), or under the influence of alcohol, in accordance with

the Minnesota state beverage control regulations. The organization understands and agrees to abide by this policy and to uphold the laws of the state of Minnesota.

Security

Routine security services are provided by the hotel. However, the guest or organization will be responsible for ordering and paying for any additional security required by the organization to protect exhibits, merchandise or to monitor attendance of an event. In the event that additional security is deemed necessary to protect the hotel as a result of this event, arrangements will be made by the organization or guest.

Signs / Displays / Decorations

All signs, displays or decorations proposed by the client are subject to the hotel's approval. All registration, directional or advertisement signs must be printed in a professional manner. No signs, banners, or exhibits will be permitted in public areas of the hotel without prior hotel approval.

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All decorations must meet approval of the Rochester Fire Department. Flammable substances are not permitted in the building or anywhere on the hotel's premises.

The hotel will not permit the affixing of anything to the walls, floors or ceiling with nails, staples, adhesives or any other substance without prior hotel approval.

Conditions of Agreement

The organization agrees to begin function at its scheduled time and to have guests and invitees vacate the designated function space at the departure time. In the event the organization is to corporation, partnership, association, club or society, the person signing the agreement for such entity represents to the hotel that he/she has full authority to sign such contract and in the event that he/she is not so authorized, that he/she will be personally liable for the faithful performance of the contract.

Materials Shipping and Receiving

Due to the layout of the hotel, it is not possible to store display materials and /or show materials. In the event a small amount of materials are to be shipped to the hotel in advance of your function, please follow the instructions below:

- The hotel must be notified in advance that materials are being sent. The hotel must be informed of the quantity, arrival date and shipper, at least one business day in advance of the delivery.

Each piece received must be numbered and labeled with the name of the function, date of function, name of the event manager and name of meeting rooms for the event.

- Groups must make arrangements to ship their materials out of the hotel.
- The guest of organization is responsible for sealing and labeling boxes and contacting the shipping company to make the shipping and billing arrangements.
- The hotel will store properly sealed and labeled materials for up to three (3) days

following the function.

Shipping Rates and Service Charges

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Complimentary Parcel (Receiving) for Meeting Planners:

Peak Rooms	Complimentary
10 - 50	5 boxes
51 - 250	10 boxes
251 - 500	1 pallet

If no sleeping rooms are booked the following rates apply:

0 - 10 boxes	\$15.00
11- 20 boxes	\$25.00
21- 30 boxes	\$35.00
31- 40 boxes	\$50.00
41+ boxes (pallet rate)	\$175.00