

Capitol Ridge Event Center

Information and Guidelines

The Capitol Ridge Building

161 Saint Anthony Ave Saint Paul, MN 55103

www.capitolridgebuilding.com

WELCOME - WE LOOK FORWARD TO HAVING YOU AND YOUR GUESTS AT OUR FACILITY

This document outlines our standard guidelines, rules and non-food pricing. Please review and let us know how we can customize the experience for you and your guests.

ROOM RENTAL – DEPOSIT REQUIRED

Reservations for room rental must be accompanied by a deposit of at least 50% of the rental rate to guarantee dates of use selected. Deposits are non-refundable.

MENU & BEVERAGE SELECTION

Menu selection is required two weeks prior to the event date. Events booked within two weeks of the event date must make menu selection at the time of booking. Reasonable substitutions of menu items are available.

GUEST COUNT

To insure a quality experience a final guest count must be received no later than 10 am, three business days prior to your event. Guest counts greater than 110% of your initial estimate may result in an additional charge. No refunds will be given if guest count is less than submitted.

BOOKING AGREEMENT, DEPOSITS, BILLING & PAYMENT

A written contract must be signed and returned when event is booked.

Deposits:

- Room Rental - 50% of the total room rental rate plus fees & taxes due to guarantee dates of use selected.
- Food & Beverage - 50% of estimated cost two weeks before event date

Remaining Charges:

- Room & Equipment Rental - Remaining balance due two weeks before event date
- Food & Beverage - Full payment of estimated charges 48 hours prior to event
- Other Charges - Day of event charges (if any) are due on the event day

Acceptable forms of payment are Cashier's Check, Credit Card or Debit Card.

Overpayment, if any, will be refunded by check through the accounting department.

CANCELLATION

Deposits are non-refundable. Cancellations within one week of event will be charged the full estimated cost of the event.

ADDITIONAL LABOR CHARGES

All prices quoted are based on an expected service time. If your function begins early, starts late or goes beyond the agreed time, the hotel reserves the right to add on appropriate charges to cover extra expenses. Labor rate is \$50.00 per hour plus tax. If room set-up is changed on the event date from specifications on event order an additional \$100.00 will be charged.

SERVICE CHARGES AND SALES TAX

All menu, beverage, audio-visual charges, and miscellaneous fees are subject to applicable Minnesota State Tax. A taxable 18% service charge (**not a gratuity**) is applied to all event charges. Room rental charges are tax exempt. By law, tax on food, beverage, audio visual and service charges must be assessed to all customers regardless of organization tax status.

FOOD, BEVERAGE AND CONDUCT RULES

1. We do not allow any food or beverage items to be brought on our property for consumption in any public meeting space. No outside food and beverage
2. Health Department Regulations prohibit us from allowing guests to take home extra food and beverages.
3. Consumption of alcoholic beverages is restricted to person of legal age as determined by the State of Minnesota. The hotel reserves the right to verify the age and/or the identification of any individual.
4. The hotel reserves the right to refuse service of alcoholic beverages at the discretion of the hotel staff.
5. In effort to control alcohol consumption, the staff may proceed as follows when a problem is developing: Ask the individual(s) to slow down or stop drinking, ask for cooperation from others in the party, ask problem individual to leave, cease serving a particular group, close the bar, halt the party, or call the police.
6. Client is responsible for the conduct of all persons in attendance, as well as any damages done to the banquet rooms and hotel property.
7. We reserve the right to refuse service to anyone. These procedures are followed to assure everyone attending the event has a safe & happy experience.
8. All members of your group agree to comply with all applicable government anti-terrorism laws and regulations. In addition, your group agrees to comply with all facility rules given in writing or verbally.
9. Violation of rules may subject you or members of your party to immediate dismissal from the property at facility's discretion.

INDEMNIFICATION AND INSURANCE

To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless the facility, its owner, and their respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs arising out of or connected with your function, except those claims arising out of the sole negligence or willful misconduct of the hotel. Proof of insurance may be required.

LIABILITY FOR LOSS

The Capitol Ridge Event Center is not responsible for any items or equipment left in the banquet rooms before, during or after the event.

LOUD NOISE ACTIVITIES

Please let us know three weeks prior to your event if the following is used: DJ's, bands, singing, cheering, etc. We reserve the right to control the volume during all functions. All events must conclude no later than Midnight.

SECURITY

Security is recommended for all events where alcohol is served. Depending on the size of the event the Event Center may require use of our security services. Additional charges will apply.

DAMAGE CHARGES

We reserve the right to charge an appropriate damage/cleaning charge if the conditions of the room/common area after the event exceeded usual and customary use. All interior spaces of the facility are smoke free. Designated smoking areas are available outdoors.

Confetti, beads, glitter are not allowed

VACATE & LAST CALL TIMES

Capitol Ridge Event Center closes at 12:00 A.M. Guests must leave the premises at this time. Supplies must be taken with you at this time. Vendors must vacate the premises by 12:30 A.M. or make prior arrangements. Last call is at 11:30 P.M. for all events.

PROMOTIONS AND ADVERTISING

We have the right to review and approve any advertisements or promotional materials in connected with your function that specifically refer to any name or logo of the Capitol Ridge Event Center or Radisson St. Paul.

EVENT SET-UP & TEAR DOWN

You are responsible for all setup of decorations for events such as table centerpieces, party favors, place cards, etc. unless otherwise arranged. Please remove all decorations, centerpieces, candles, or mirrors at the end of the function. Items left behind will be disposed of and an extra charge may apply. If you are using an outside vendor for any reason, please have them contact at least three weeks in advance of event date to coordinate set-up. All set-up times are subject to availability of room being rented.

CAPITOL RIDGE EVENT CENTER ENTRANCE & FACILITY ACCESS

Please notify guests to enter the building through the west entrance. We will have the door unlocked during your event up to 10 pm.

PARKING

\$2.00 per hour per vehicle guest paid at outside pylon, credit card only. Parking privileges at a cost of \$4.00 plus tax per vehicle can be added to your Event order based on estimated parking spots needed.

TABLE LINENS & SKIRTING

Black colored tablecloths and black napkins are provided at no additional charge. White or black skirting for serving tables is also included in our prices. Different colors are available for an additional charge.

AUDIO VISUAL AND FLIPCHARTS

AV and other presentation materials are available at an additional charge. HDMI, SVGA and 3.5mm stereo plug connections available. Guests responsible for providing adapters, etc. for any other type of connection. Connections other than **direct (no adapters)** HDMI or SVGA cannot be guaranteed to work correctly. We welcome testing of your equipment prior to your event date. No outside speaker systems allowed unless approved in advance.

SHUTTLE SERVICE

The hotel within the building runs a limited complimentary shuttle service Tuesday through Saturday. Priority is given to hotel guests with service to the Xcel Energy Center, local hospitals, government buildings and special events within 3 miles of the building. Dedicated shuttle service to locations within 3 miles of the building is available for event center guests. Shuttle has a maximum capacity of 12 riders per trip. \$450 per day.

ROOM RENTAL PRICES & INFORMATION - * DISCOUNTS AVAILABLE SEASONALLY

Capitol Hall - \$1,500 - 175 person capacity with 20 rounds of 9 or 180 theater style

Our private Capitol Hall is a room unlike any other in Saint Paul. A wall of floor to ceiling windows adjacent to a large outdoor patio creates the perfect venue for any occasion. Capitol Hall is equipped with the latest technology in audio visual. The room can accommodate events from 25 to 180 guests. From an intimate affair, to drinks and dining for a crowd, Capitol Ridge has space that works for you.

Capitol Hall 1 (West) - \$750 - 75 person capacity with 10 rounds

Capitol Hall 1 is the west side of Capitol Hall. This room includes a wall of floor to ceiling windows adjacent to a large outdoor patio, ideal for a group of 25 to 75 guests. Capitol Hall 1 is equipped with a drop-down projector screen and projector, as well as its own sound system.

Capitol Hall 2 (East) - \$750 - 75 person capacity with 10 rounds

Capitol Hall 2 is the east side of Capitol Hall. The Capitol Hall 2 room is perfect for events of 25 to 75 guests. This room is equipped with a drop-down projector screen and projector, as well as its own sound system.

Capitol Hall Patio - \$500

The patio is available for rent in conjunction with the Capitol Hall or Capitol Hall West. Set-up will be customized for your event. Ideal for an indoor/outdoor event in summer.

John Ireland - \$350 - 15 person capacity

John Ireland Room is the perfect location for a small reception or business meeting, the room can be set up to accommodate meetings of 5 to 18 guests. A large wall mounted LCD monitor with an HDMI connection is available for use at no additional charge.

Committee Room - \$350 - 10 capacity

Unique to the Capitol Ridge Building is the Committee Room. This room is located directly outside of our restaurant, Peddler's Pub. Furnished with a large boardroom table, this room is the perfect for a business meeting or private dining event of 4 to 10 guests. The Committee room features a large wall mounted LCD monitor with an HDMI connection. Bring your event to life by ordering directly from our restaurant menu or our catering menu.

Sibley Room - \$450 - Up to 50 people classroom style

The Sibley Room is located on the second floor of Capitol Ridge. This room offers a built-in counter and sink area, ideal for a buffet lunch or dinner display. The room can be set for family gatherings, business training sessions or meetings of 25 to 50 guests.

Ramsey Room - \$350 - 12 person capacity

The Ramsey Room is ideal for important and inspirational boardroom meetings. Located on the second floor of Capitol Ridge, this room has the perfect view of the beautiful Saint Paul Cathedral. The Ramsey Room is furnished with a large boardroom table and bar serving center. Private and quiet.

BARTENDER CHARGES

\$150 per bartender for all events where a bartender is required.

AUDIO VISUAL & EQUIPMENT PRICES

Microphone, use of sound system in Capitol Hall: \$50.00

Projector & Projection Screen: \$60.00

Flip Charts and Markers: \$10.00

Podium: \$25.00, Coat Racks: \$15.00

PICTURES



Capitol Hall Event Center



Capitol Hall #1



John Ireland Room



The Committee Room

For more pictures and additional information please visit our website

www.capitolridgebuilding.com/events