



ALERUS CENTER  
WEDDING  
GUIDE



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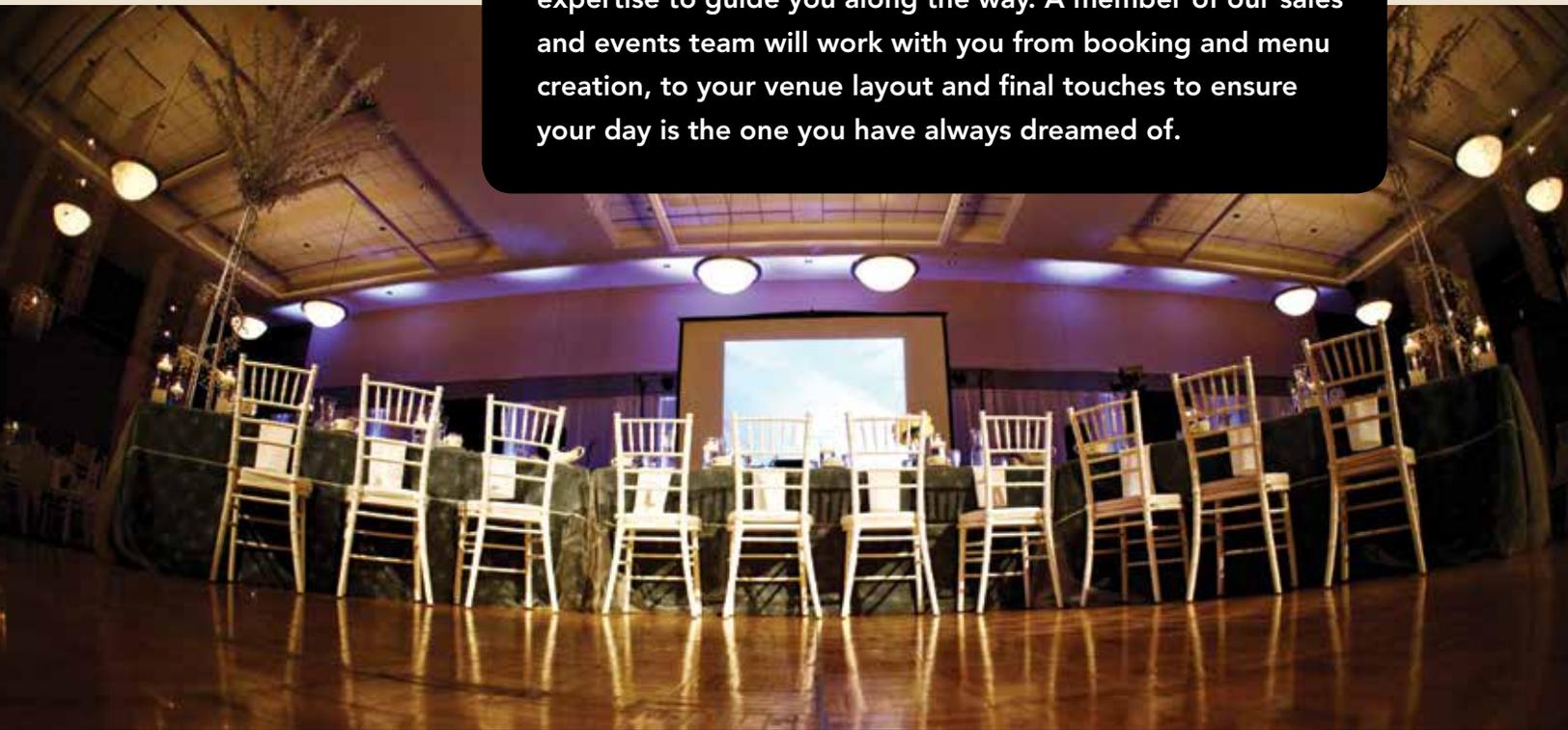
# *Your* DAY

## *Congratulations!*

Your wedding day is one of the most important days of your life and Alerus Center offers the perfect ambiance for your special day. Thank you for considering Alerus Center for your upcoming wedding. We look forward to providing a memorable event for you and your guests.

Alerus Center is the premiere facility for rehearsal dinners, ceremonies and receptions. With our experienced staff, world-class catering services and customizable spaces, your special day is guaranteed to be a success.

As you begin your planning journey, we wish to extend our expertise to guide you along the way. A member of our sales and events team will work with you from booking and menu creation, to your venue layout and final touches to ensure your day is the one you have always dreamed of.





## Rehearsal Dinner



### Let us give you an evening to remember!

A rehearsal dinner is the perfect opportunity to thank your guests for their involvement and assistance during the planning process.

Leave the cooking and cleaning to us as you celebrate your romance with a fun-themed menu or gourmet experience in a smaller, more intimate banquet space – set specifically for your guests.

When you host your reception at Alerus Center, we will waive your room rental fee for the rehearsal dinner with a purchased meal (valid for up to 60 people).



## Ceremony



Say **"I Do"** in front of your family and friends in one of our customizable ballroom spaces.

Alerus Center is the ideal venue for ceremonies of all sizes. Our venues provide unlimited space options and atmospheres.

Prices begin at \$750.



## Reception



**Alerus Center offers flexible spaces that adapt** flawlessly to your wedding reception needs.

Our ballrooms can accommodate up to 1,200 guests.



## Gift Opening Brunch



**Gather your closest family and friends** the morning after your celebration as you open wedding gifts.

This is a great "send-off" for special guests and the newly married couple.

When you host your reception at Alerus Center, we will waive your room rental fee for the gift opening brunch with a purchased meal (valid for up to 60 people).

# Wedding PACKAGES



## 50-150 Guests

Junior Ballroom 1-3 – 5,000 square feet  
**\$2,000**

## Up to 320 Guests

Ballroom 4 or Ballroom 5 – 10,000 square feet  
**\$2,400**

## 320-600 Guests

Ballrooms 1-4 or Ballrooms 4 and 5  
15,000 square feet or 20,000 square feet  
**\$2,800**

## 600-1,200 Guests

Ballrooms 1-5 – 25,000 square feet  
**\$3,200**

### All wedding packages include the following:

- Full-day room rental
- 10:00am – 1:00am (11:30pm bar close, 12:00am event over)
- Complete set up, tear down and cleaning of the ballroom
- Custom-designed room layout
- Cloth table linens, cloth napkins and skirting (extensive color selection available)
- Tables and banquet chairs, guest book table, gift table, high top tables, cake table and other specialty tables
- China, silverware and glassware
- Bar setup fee
- Elevated staging for head table
- Pipe and drape behind the head table
- Wireless microphone for wedding speeches
- Dance floor large enough for all guests to dance the night away
- Event staff and insurance
- Special invitation menu tasting for up to four guests

# Plan YOUR DAY

## Wedding Planning Checklist

### 10-12 Months

- Select wedding date and time
- Select ceremony venue
- Select reception venue at Alerus Center
- Book photographer, videographer and entertainment
- Create a budget to guide you
- Start planning the guest list

### 7-9 Months

- Reserve your rehearsal dinner and gift opening brunch at the Alerus Center
- Take engagement photos
- Send save-the-date notifications
- Book florist
- Purchase a wedding dress
- Register for gifts
- Reserve hotel blocks

### 3-5 Months

- Schedule menu tasting with your event manager
- Order wedding cake
- Rent men's formal-wear
- Arrange wedding day transportation

### 2 Months

- Finalize menu
- Mail invitations
- Turn in Alerus Center wedding questionnaire to your event manager

### 2 weeks

- Review final RSVP list
- Turn in final guarantee and payment due to Alerus Center

## Reception Timeline

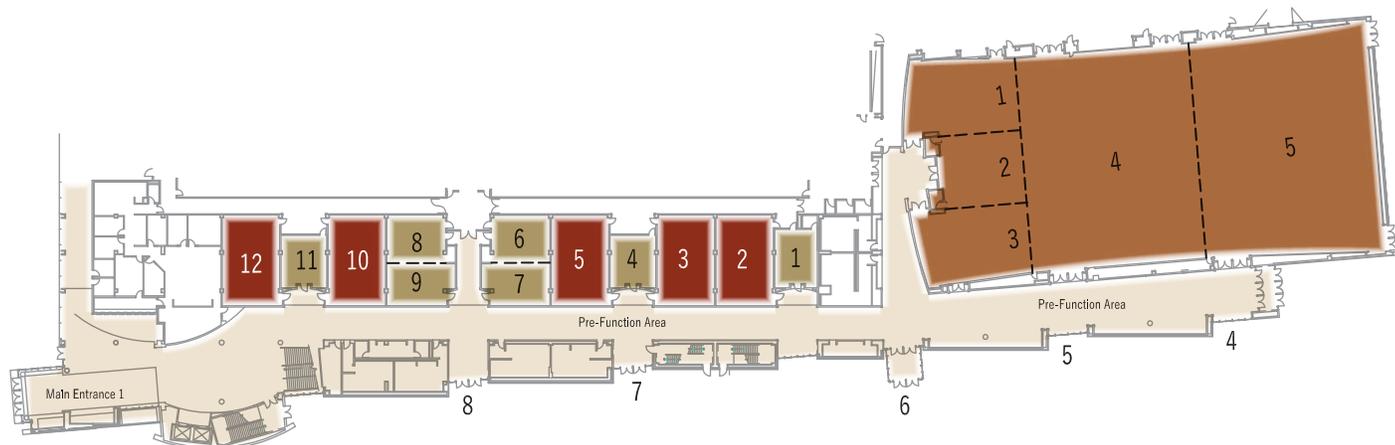
Planning a wedding can be overwhelming. With the help of our experienced event staff, your special day can be organized and stress-free.

Here's an example of what a reception at the Alerus Center could look like. The details below are only suggestions. If you have any concerns about timing, we would be more than happy to answer your questions and offer our experienced recommendations!

It will be very important that your wedding questionnaire is returned to your event manager, so we can assure your day runs exactly how you envision it!

_____	<b>Doors open to reception room</b>
_____	<b>Cocktail hour start time</b> (allow 45–60 minutes)
_____	<b>Arrival of wedding party</b> (30 minutes prior to introductions)
_____	<b>Introduction of wedding party</b> (10 minutes)
_____	<b>Bride and groom cut cake/take picture</b> (5 minutes)
_____	<b>Welcome/blessing prior to dinner</b> (5 minutes)
_____	<b>Dinner</b> (45 minutes)
_____	<b>Champagne toast</b>
_____	<b>Wedding cake to guests</b> (station or served)
_____	<b>Dance begins</b>
_____	<b>Late night snack</b>
_____	<b>Last call</b> (30 minutes prior to reception end time)
_____	<b>Reception end time</b>

# Floor Plan



 <b>Pre-Function Area</b>	 <b>Private Rooms</b>	 <b>Conference Rooms</b>	 <b>Ballrooms</b>
--	--	---	--

- |   |  |   |
|---|--|---|
|  1. Morning Dove |  7. Finch       |  1. Junior Ballroom 1 (50-150 Guests; 5,000 sq. ft.) |
|  2. Oriole       |  8. Cardinal    |  2. Junior Ballroom 2 (50-150 Guests; 5,000 sq. ft.) |
|  3. Pheasant     |  9. Hummingbird |  3. Junior Ballroom 3 (50-150 Guests; 5,000 sq. ft.) |
|  4. Robin        |  10. Eagle      |  4. Ballroom 4 (Up to 320 Guests; 10,000 sq. ft.)    |
|  5. Hawk         |  11. Canary     |  5. Ballroom 5 (Up to 320 Guests; 10,000 sq. ft.)    |
|  6. Bluebird     |  12. Meadowlark |   |

## Ballroom Combinations:

Ballrooms 1-4 • 320-600 Guests • 15,000 sq. ft.

Ballrooms 4 and 5 • 320-600 Guests • 20,000 sq. ft.

Ballrooms 1-5 • 600-1,200 Guests • 25,000 sq. ft.

# Event SPECIFICS

## **Deposit**

In order to secure the ballroom space, we require a 50% deposit of the chosen wedding package. This is a non-refundable deposit and the signed contract is due at the time of deposit. This deposit will be applied to the final bill.

## **Final Payment**

Final payment for your event must be received ten business days prior to the event. A credit card must be kept on file to guarantee all final charges. Should overpayment occur, Alerus Center will process refunds of the difference (to be issued by check).

## **Final Menu and Guarantees**

Your final menu must be submitted 30 days prior to the event to assure availability. A guaranteed number of guests is required 14 days before the event and is not subject to reduction. Alerus Center will prepare 5% overset for any unanticipated guests.

## **Management Charge**

All catered events are subject to a 20% Management Charge. This Management Charge is the sole property of the food/beverage service company or venue owner, as applicable, is used to cover such party's costs and expenses in connection with the catered event (other than employee tips, gratuities, and wages), and is not charged in lieu of a tip. The Management Charge is not a tip, gratuity or service charge, nor is it purported to be a tip, gratuity, or service charge, for any wait staff employee, service employee, service bartender, or other employee, and no part of the Management Charge will be distributed (as a tip, gratuity, or otherwise) to any employee who provides service to guests.

## **Insurance**

All events are required to carry liability insurance for each event. This insurance charge is included in your wedding package.

## **Cancellations Policy**

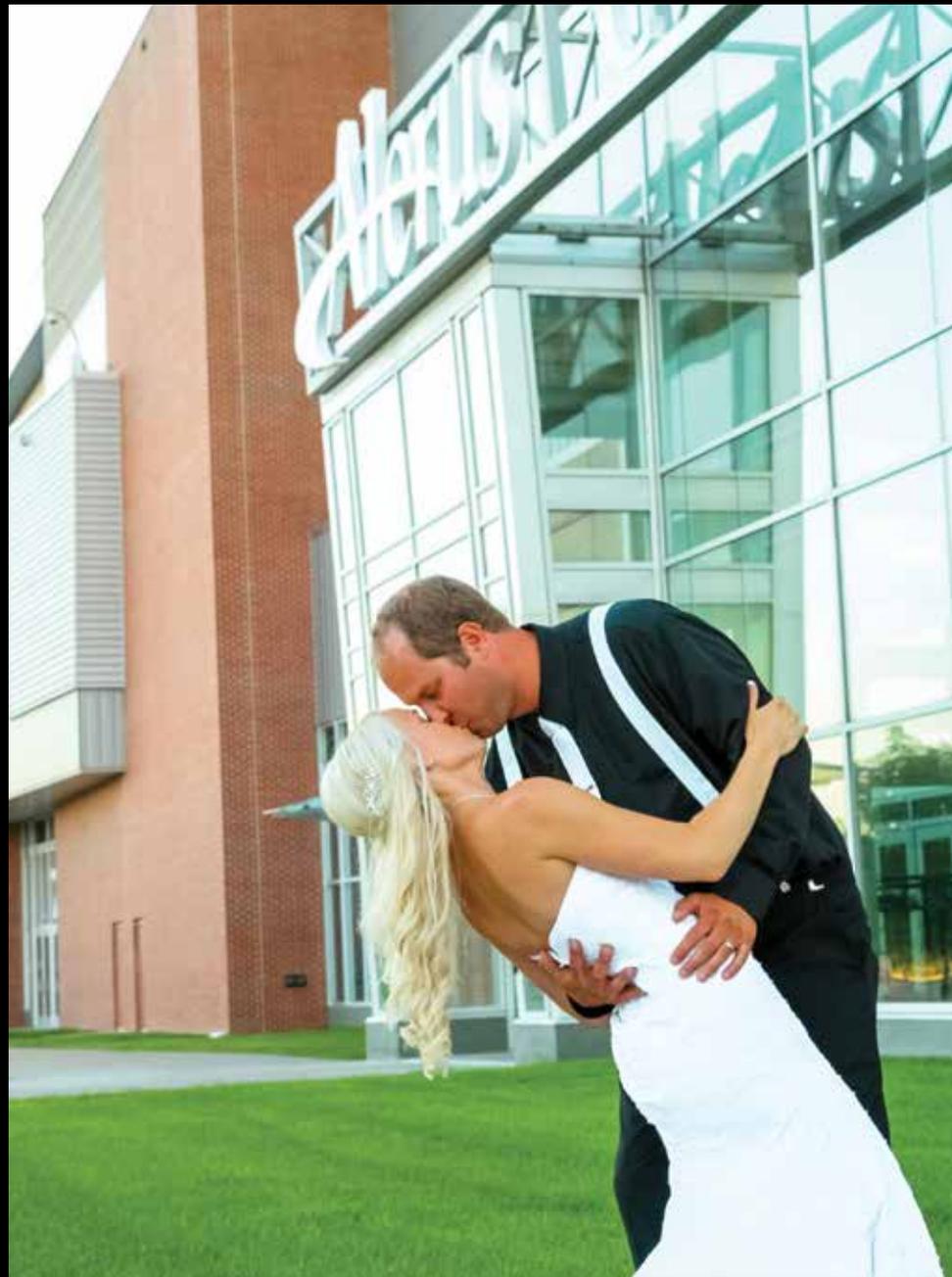
If you need to reschedule or cancel your wedding at Alerus Center, your event does need to be rescheduled within one calendar year. The deposit is non-refundable.

## **Additional Information**

All Spectra Venue Management listed menu prices are subject to change. Spectra Venue Management will not guarantee price quotes for more than six months prior to the event date.

In compliance with the North Dakota State Law, all alcoholic beverages must be supplied and served by Spectra Venue Management. In accordance with state regulations, we reserve the right to request a state issued photo ID of any person to verify their age and to refuse services to those underage or failing to produce a photo ID. Alcoholic beverages may not be removed from Alerus Center.

No outside food or beverage (with the exception of a wedding cake) will be permitted to be brought into Alerus Center facilities. Food items may not be taken from Alerus Center; however excess prepared food is donated under regulated conditions to agencies feeding the underprivileged at Spectra Venue Management's sole discretion.



# Testimonials

*We recently celebrated our wedding reception at the Alerus Center. The outstanding staff made wedding planning an enjoyable and stress-free experience.*

*We appreciated having the peace of mind knowing that everything was being handled with the utmost attention to detail. From the initial meeting to our last-minute requests, they gladly accommodated to make our wedding reception meet our expectations. Our guests continue to compliment the dedicated service, delicious food, and beautiful setup.*

*The commitment the staff showed and their drive to go above and beyond helped to create a truly memorable event.*

— Brooke Ladou, Bride

*The Alerus was a wonderful venue for our wedding reception.*

*The Alerus Center team provided 5-star service during the planning stage and worked to meet our vision perfectly! The room was beautiful and spacious, the food was delicious, and the sound quality for the band was amazing.*

*We would highly recommend the Alerus for a wedding reception venue.*

— Whitney Page, Bride

# Menu

## Hors D' Oeuvres

*Priced per 100 pieces/servings unless otherwise noted.*

### Cold Hors D' Oeuvres

Shrimp Cocktail.....	\$295/order
Cheese Board .....	\$295/order
Vegetable Board.....	\$275/order
Fruit Display .....	\$275/order
Tomato Herb Bruschetta.....	\$175/order
Artichoke and Olive Bruschetta.....	\$175/order

### Hot Hors D' Oeuvres

Brie En Croute.....	\$175/order
Meatballs (Swedish, BBQ or Honey Sesame)..	\$135/order
Bacon-Wrapped Scallops .....	\$295/order
Stuffed Mushroom Caps .....	\$175/order



Nutrition information available upon request.

# Plated Dinners

*We can customize any menu AND we can accommodate any special diet for your family and friends!*

## Salads (included in entrée price, choice of 1)

### Spring Mix Salad

Mixed Greens with onion, tomato, cucumber with choice of dressing

### Fall Harvest Salad

Mixed greens with candied walnut, raisins, blue cheese and choice of dressing

### Summer Salad

Mixed greens with lemon stilton, raisins, candied almonds and poppy vinaigrette

### Classic Caesar Salad

Chopped Romaine lettuce, onions, tomato, croutons, parmesan with traditional Caesar dressing

## Chicken

### Deconstructed Chicken Cordon Blue

Breaded chicken breast, melted provolone and frizzled prosciutto garnish with a creamy Mornay sauce, served with broccolini and herb-roasted red potatoes

.....\$21.95

### Chicken Marsala

With wild rice pilaf and green bean amandine

.....\$21.95

## Beef

### Beef Carbonade

Tender pieces of Certified Angus Beef braised with bacon, onions, and beer – served with garlic mashed potatoes and honey-glazed carrots

.....\$22.95

### Steak Madagascar

Grilled 6 oz. filet of sirloin with a robust Dijon and green peppercorn cream sauce with redskin mashed potatoes and steamed broccoli

.....\$26.95

## Pork

### Honey Dijon Pork Loin

With an apple pork veloute, light horseradish, mashed and petite haricot verts and red peppers

.....\$20.95

### Double Cut Bone-In Pork Chop

With an apple chutney, herb-roasted red potatoes and asparagus

.....\$22.95

# Desserts

- Carrot Cake
- Cheesecake (choice of 2 toppings)
- Lemon Mousse Melody Cake
- Chocolate Raspberry Duet Cake
- Dulce De Leche Cheesecake
- Strawberry Shortcake with White Chocolate Mousse





## Buffet Dinners

### Salads (Choose 2)

- Spring Mix Salad (with your choice of dressings)
- Tossed Caesar Salad
- Tossed BLT Lettuce Salad
- Steakhouse Potato Salad
- Sun-dried Tortellini Salad
- Summer Fresh Pasta Salad

### Sides (Choose 2)

- Green Bean Amandine
- Honey-Glazed Carrots
- Garlic Mashed Red Potatoes
- Herb-Roasted Red Potatoes
- Wild Rice Pilaf
- Penne in Smoked Gouda Béchamel



### Entrées (1 - \$17.95 • 2 - \$19.95 • 3 - \$21.95)

- Grilled Chicken Breast in Picata Sauce
- Grilled Chicken Breast in Chicken Veloute
- Grilled Chicken Breast in Yellow Curry Sauce
- Beef Tips
- Sliced Roast Beef
- Dijon Roast Pork Loin
- Baked Ravioli Florentine with a 4-Cheese Blend
- Cavatappi Pasta with Mushrooms, Spinach, Artichokes and Sun-dried Tomatoes with Smoked Gouda Cream Sauce



# Beverages

## Cash Bar

16 oz Soda.....	\$2.00
9 oz Premium Cocktail.....	\$4.75
9 oz Double Premium Cocktail .....	\$5.75

## Punch

Fruit Punch .....	\$6.90/liter
Clear Citrus Punch .....	\$6.90/liter

## Wine

House Wine (Columbia Crest, Riesling, Chardonnay, Cabernet, Merlot) .....	\$17.95/bottle
.....	\$6.00/glass

## Champagne

House Champagne (Asti) .....	\$17.95/bottle
.....	\$6.00/glass

## Beer

12 oz Domestic Bottled Beer .....	\$4.75/bottle
16 Gallon Domestic Beer Keg (approximately 120 – 16oz. glasses) .....	\$295.00
Drink Tickets (to provide limited complimentary beverages) .....	\$4.50/ticket

## Late Night Snacks

**Silver Dollar Sandwiches**.....\$155/order

### Pizza

Single Topping ..... \$14.50

Two+ Toppings ..... \$17.50

**Potato Chips and Dip** .....\$7.50/pound

**Nacho Chips and Salsa**.....\$8.50/pound

### Fresh Chocolate Chip Cookies and Milk

2 Cookies and 1-8oz Glass of Milk ..... \$2.50/person

**Pretzel Bites with Beer Cheese Dip**..... 19.95/pound

### Popcorn

Plain .....\$8.50/pound

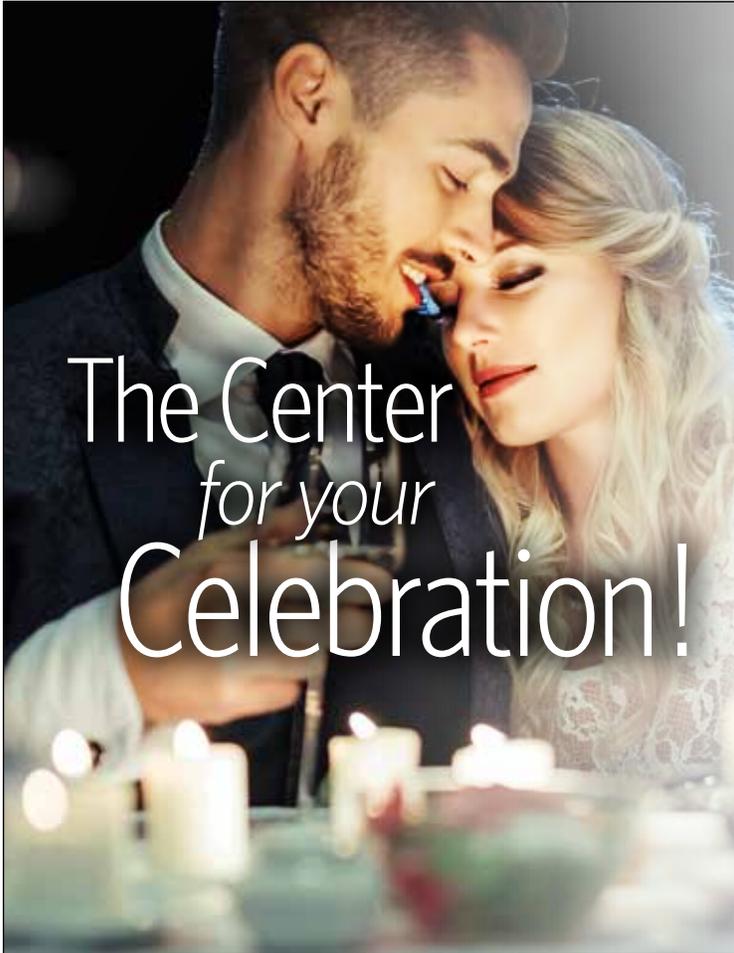
Seasoned.....\$10.50/pound

**Trail Mix** .....\$12.50/pound

**Mixed Nut** .....\$12.50/pound

**Ghardtts®** .....\$10.50/pound





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# Wedding Goals ...

- ✓ A venue that is beautiful and spacious for all of my guests
- ✓ A team that pays attention to every minute detail – ensuring an organized and stress-free experience.
- ✓ A delectable menu with a wide variety of options.



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A collage of six images showcasing party buses. From left to right: 1) A white party bus with "SPACE CRUISE" branding. 2) The interior of a party bus with vibrant green and blue lighting and a dance floor. 3) A black party bus with "SPACE CRUISE" branding. 4) The interior of a party bus with purple and blue lighting. 5) A black party bus with "SPACE CRUISE" branding. 6) The interior of a party bus with blue and white lighting and a dance floor.

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