

FOR A

*Wedding*

AS

ORIGINAL

AS

**YOU**

*Radisson*<sup>®</sup>

***Congratulations!*** Let us help make your wedding day all you've dreamed of and more!

### **Our Services and Amenities**

Unique to any other area hotel, the Radisson offers an intimate, urban setting. Our Cityscape Ballroom, with spectacular views of downtown Fargo, provides seating for up to 280 guests; additional set-up requirements could alter this number. Additional banquet rooms are available on the same floor for parties exceeding 280 guests. We offer a state-of-the-art sound system which is synced in all banquet rooms. Our goal is to ensure that Bride and Groom, along with their guests, experience a special and lasting memory.

### **Decorations and Set-up**

We offer many decorating options that add a dramatic look to your reception. We will provide your choice of white or black linen and white skirted tables for your guest book, gift table, punch table, DJ and others you may require. With windows that overlook downtown Fargo, the Ballroom provides a picturesque setting. Complimenting your wedding design, all tables will be dressed in your choice of linens and set with lovely centerpieces. Club furniture is available and adds elegance to the atrium, as well as a comfortable sitting area for your guests to relax and visit. The Ballroom features beautiful chandeliers, warm up-lighting is available (in your choice of color) at an additional charge. Chair covers and colored linens are a few special touches available at an additional cost.

### **Menu Selection**

The Radisson offers extensive menu options from hors d'oeuvres to main entrées. For special requests, our Executive Chef will create a unique menu to suit any need. Menu samplings are available upon request. The Radisson will prepare all food - with the exception of your wedding cake, nuts and mints, no outside food is allowed to be brought in. For an extra touch of class, butler service is available for various hors d'oeuvre's, wine and champagne options. A tentative menu is due to your Sales Consultant two months prior, and full item menu changes must be made no later than 14 days preceding your event. Menu prices will be guaranteed no earlier than 90 days prior to your scheduled event. Current menu prices are subject to change. In the event of a price increase you will be assured of no more than a 10% increase from our current menu prices. Children's meals are available upon request.

### **Bars**

Numerous options are available when choosing your bar service. A variety of wine and champagne services are available and signature drinks will add a touch of personalization to your bar. The Radisson will provide all beverage services; no outside beverages are allowed. Any persons not following the City of Fargo beverages laws by bringing in outside beverages will have them confiscated, and will be asked to leave. Radisson recognizes all state and federal laws in serving alcoholic beverages; proper ID is required when purchasing such items. Minimum bar sales are required.

### **Entertainment**

Whether you choose a DJ or live music, we will accommodate the appropriate space necessary; keep in mind certain requirements could alter your guest count. Smoke and fog machine use is not permitted.

### **Security**

The Radisson Hotel Fargo will not assume responsibility for the loss or damage of any merchandise or articles left in the banquet rooms prior to or following an event. Security is required when having a dance.

Planning Beyond Your Reception ...

### **Bridal Shower**

Looking for a casual, social environment to join with friends in celebrating your upcoming wedding? Our event and private dining rooms can accommodate groups from 8 to 60.

### **Rehearsal Dinner**

Let the Radisson help you thank your family and wedding party, by inviting them to a relaxing dinner following your wedding rehearsal. Receive a minimum of a 10% discount off food and beverage (excluding bar charges) when you hold your wedding reception at the Radisson Hotel Fargo.

### **Saturday Wedding Reception Package**

- ◆ Receive 10% off Wedding Rehearsal Dinner  
\$7,000 Food and hosted alcoholic beverage minimum

### **Friday Wedding Reception Package**

- ◆ Complimentary Punch service and Cake cutting (\$75.00 value)
- ◆ Receive an additional 5% off Wedding Rehearsal Dinner for a total of 15%
  - \$5,500 Food and hosted alcoholic beverage minimum

### **Wedding Reception Package for Sunday through Thursday**

- ◆ Complimentary Punch service and Cake cutting (\$75.00 value).
- ◆ Receive an additional 5% off Wedding Rehearsal Dinner for a total of 15%
  - \$3,500 Food and non-alcoholic beverage minimum (bar sales are not included in this minimum)

### **\$500 Facility Fee For All Wedding Packages**

- ◆ One-night stay for the Bride and Groom in our Bridal Suite
- ◆ One-night stay on couple's 1<sup>st</sup> anniversary (based on availability, advance reservations required and are responsibility of the couple, and certificate must be kept and surrendered upon arrival)
- ◆ Champagne and Chocolates delivered to the Bride and Groom's room
- ◆ Breakfast certificate for two in our restaurant to be used during your stay
- ◆ Cocktail service at your head table during dinner
- ◆ Gift opening room (based on availability) the morning following your reception. Food and beverage for those attending can be arranged through the catering office and will be charged accordingly
- ◆ Discounted rate offered on king and double rooms for your guests with Select Comfort Sleep Number Bed<sup>®</sup>
- ◆ Customized complimentary website with your wedding information which gives your guests the ability to make reservations online, see where you're registered and link to those sites, as well as see the agenda for the day and all that Fargo has to offer, including airport information, car rental and weather forecast
- ◆ White or black table linens and napkins, dishware, stemware, and flatware
- ◆ Silver punch bowl & glasses, cake knife sets
- ◆ Wireless microphone for toasts and discounted projector and screen rental for slideshows
- ◆ Dance floor and risers for head table
- ◆ Mirror tiles, tea light candle holders (couple must provide candles), marbles and 5 different vase styles for your decorating needs plus more varieties for candy stations or your display needs
- ◆ \$250 bar sales minimum, if that amount is not met, the difference is charged to the master bill
- ◆ Butler service is available; an additional 15% service charge is assessed on each item being butlered
- ◆ \$200 Security guard fee for the evening
- ◆ Minimum \$1,000 Clean up fee for the use of confetti or an excessive mess
- ◆ \$1,000 Non-refundable and non-transferable deposit paid when reserving your reception room, which will be credited to the final bill.

*\*\*Estimated balance due and guaranteed numbers for guests are required 2 weeks prior to your reception. The bill and deposit can be paid by cash or check; however, a credit card number is due at the time of booking to hold the reception balance. Damage or extensive cleaning of/for to the Ballroom or reception area will result in the added charges.*

### **Cancellation Policy**

All cancellations require a written notice. Fees that apply are as follows:

Upon Cancellation	Loss of Deposit
7 to 10 Months Prior	Loss of Deposit plus 50% of the Catering Minimum Amount
5 to 6 Months Prior	Loss of Deposit plus 75% of the Catering Minimum Amount
4 Months or Less Prior	Loss of Deposit plus 100% of the Catering Minimum Amount

In the event that the original date booked is able to be re-sold by the Radisson Hotel Fargo for the same expected revenue you will be refunded any percentages paid to the hotel less the \$1000 deposit.