**RADISSON HOTEL ROSEVILLE**

**2540 NORTH CLEVELAND AVENUE**

**ROSEVILLE, MN 55113**

Date Prepared: March 24, 2014

Group Name:

Group Contact:

Address:

Telephone:

Event Dates:

Radisson Contact:

**And**

**Radisson Hotel Roseville (Hotel) agree as follows:**

The Hotel agrees to hold the space listed below on a tentative basis until. If the Hotel and the Group do not have a fully executed contract on, the Hotel will release the space for sale to the public.

**FOOD AND BEVERAGE:**

The Hotel is holding function space based on the Schedule of Events. This is considered to be a firm commitment by the Group and any increase or decrease to that commitment may result in additional charges by the Hotel. All fees for meeting and function space are subject to appropriate federal, state and local taxes.

Function/Meeting room rental fees are assessed separately and are not in lieu of any liquidated damages for room revenue or food and beverage revenue set forth herein.

All food and beverage arrangements must be made through the Hotel. The Hotel reserves the right to cease food and beverage services in the event they would put the Hotel in violation of Government mandated regulations and laws.

There is a required food and beverage minimum for this function assessed at **$XXX.** The food and beverage minimum does not include tax or service charge.

**TERMS & CONDITIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Time | Event | Function Space | Att. |
|  |  |  |  |  |

**FUNCTION ROOM ASSIGNMENT**

Function rooms are assigned at the discretion of the Hotel. The Hotel reserves the right to change the room assignment due to business needs. The Hotel will notify the Group at the time of the guarantee, which function room the group has been assigned to.

**GUARANTEE POLICY**

Menus and details are due to your Catering Manager ten (10) business days prior to your groups arrival. It is the sole responsibility of the group to notify the Catering Department of the final guaranteed attendance for each meal function NO LATER than 2:00pm three (3) business days prior to the event. After that time, the Hotel will only accept increases to the guaranteed attendance number.

**CANCELLATION CLAUSE:**

The Group agrees that should they cancel this commitment the actual damages would be difficult to determine. The following schedule represents a reasonable effort on behalf of the Hotel to establish their actual damages to be paid by the Group for cancellation of this contract.

1. Cancellation of this agreement from date of signed contract up to six (6) months of the contracted event dates, the Group will be assessed 40% of the anticipated gross revenue (derived from food and beverage, meeting room rental and ancillary enterprises) if your event was held as scheduled.
2. Cancellation of this agreement less than six (6) months prior to the contracted event dates, the Group will be assessed 70% of the anticipated gross revenue (derived from food and beverage, meeting room rental and ancillary enterprises) if your event was held as scheduled.

When signed by representatives of both parties, this contract, which includes the schedule of events, and the Hotel policies and procedures which are incorporated by reference will constitute a binding agreement between the Group and the Hotel.

By the Group’s Authorized Representative By the Hotel’s Authorized Representative

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Danielle Sarro

**Catering Manager**

**Radisson Hotel Roseville**

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Date Date