



*The following Rules and Regulations apply to all members and guests. We appreciate your cooperation in upholding the standards of the Club and ask that your guests be informed of the Club policies prior to their arrival.*

*Thank you  
Jim Jennings  
General Manager*

## **CELLULAR PHONES**

*Cell Phones must be maintained on silent mode and used only in emergency situations **OR** at courtesy phone locations. Cell phones are not to be used immediately outside of the Clubhouse or walking to and from the parking areas. Members or guests should go to courtesy phone locations, throughout the property to use their cell phone. Phone cameras, texting or emailing are permissible.*

## **DRESS CODE**

*Appropriate Clubhouse attire for men, traditional attire consisting of neatly pressed/fitted slacks along with appropriate collared sports shirts, dress shirts, sweaters, or sport coats with ties being optional.*

*What is considered inappropriate attire; blue denim of any style is not permitted, baggy, torn or tattered pants, shirts without collars, shirts with tails should be tucked in. Caps must be worn forward and removed inside clubhouse with the exception of the Porch. Tank tops, yoga or work out wear, flip flops are not appropriate clubhouse attire.*

*Appropriate Clubhouse attire for women, traditional attire consisting of either dresses, or skirts or pants with appropriate tops. Caps must be worn forward and removed inside clubhouse with the exception of the Porch.*

*What is considered inappropriate attire; blue denim of any style is not permitted, baggy, torn or tattered pants, tank tops, yoga or work out wear, flip flops are also not appropriate clubhouse attire.*

*Paddle Tennis House: Dress code is relaxed. Blue denim slacks are allowed. Tennis or athletic shoes are required to use the paddle courts.*



## CLUB PURPOSE

*Functions must be primarily social in nature. Use of the Club facilities for direct commercial use or for the solicitation of contributions for political purposes is not permitted. Commercial purposes include the solicitation to purchase or sell, or the sale of a product or service. Club facilities for political functions may be used only if no monies are collected on the Club premises. No proms or fraternity/sorority parties will be held at the Club.*

## RESPONSIBILITY FOR LOST & DAMAGED PROPERTY

*The Club will not be responsible to a member or guest for loss of or damage to property left at the Club or entrusted to the care of an employee; nor will the Club be responsible for the error or mistake of an employee.*

## SMOKING POLICY

*In accordance with Minnesota State Law, The Minikahda Club is a smoke-free facility.*

## SIGNAGE & REGISTRATION

*The Minikahda Club will create and display signage for room location at front entrance. Additional signage is allowed inside the room where the event is taking place. This includes all areas outside the clubhouse. No signage or decorations can be "attached" to the building exterior or to the interior surfaces of the Club*

*Registration tables are allowed inside the room where the event is taking place. Note; The Living Room is a member space and would require additional room charges to use this space for private party registration or guest reception. The Living Room rental rate is an additional \$250.00.*



## FOOD AND BEVERAGE POLICIES

### FOOD SAFETY

*Due to Health Department regulations and liabilities and State Liquor Laws, food and/or beverage consumed on the property must be provided by The Minikahda Club. The Health Department regulations prohibit the removal of any food and/or beverage from the premises. The Club must provide all alcoholic beverages.*

### MENU

*Menu selections should be arranged 14 business days prior to the event date.*

*All food prices are per person unless otherwise noted otherwise. All food and beverage prices are subject to applicable taxes and service charges.*

*All prices are subject to review three months prior to the function.*

*You may provide your guests with a choice of entrée selections for dinner, in which a \$2.50 per person (plus tax) and surcharge would be applied.*

*Final Entrée Selections numbers (limit to three final selections for choice) are required 72 hours (3 business days) in advance.*

*Guarantees: Final guest attendance guarantees are required no later than three (3) business days prior to the function. Your event will be charged for guaranteed count or the actual count served, whichever is higher. Once a guarantee is confirmed, it cannot be reduced but may be increased with appropriate notice to the Catering Department.*

### TASTINGS

*Optional menu tastings can be done as time permits, please allow 30 days notice to schedule. Tasting menus start at \$49.00 ++ per person and are limited to 4 people. . Tastings include up to 3 starter courses and 3 entrees courses. The Club does not provide tasting for hors d'oeuvres. Tastings can be accommodated on Tuesday, Wednesday or Thursday evenings between 2:00 - 5:00 pm All alcoholic beverages consumed during a tasting will be charged on consumption basis. The charges for the tasting will be processed at the time of the tasting and added to the event bill*



## ALCOHOLIC BEVERAGES

*The host is responsible for the appropriate behavior of the guests while on club property. We request that you assist the club in requiring responsible behavior with regard to service of alcoholic beverages.*

*Club policy is not to serve "shots" at all private events*

*Minnesota State Law and The Minikahda Club policy are to not serve alcohol to anyone under the age of 21 years of age. The club reserves the right to refuse service and ask to leave the premises to any guest who appears to be intoxicated or who provides alcoholic beverages to minors.*

*All alcoholic beverage service will end at **12:00 am** (policy also applies to the Paddle House rental). The Club must provide all alcoholic beverages (only exception is at the paddle house).*

## BANQUET POLICIES

### DAMAGES

*The host agrees to be responsible for any damage to the function areas or any other part of the Club used for the event. Minikahda reserves the right to charge the host an appropriate cleaning fee if the condition of the room after the event deems this necessary. Please take note that confetti, glitter, rice, and taper candles are not allowed. Damage to table cloths from candles or other reasons can result in a \$95.00 replacement fee per tablecloth.*

### IRS FORM/TAX EXEMPT

*As a private country club, we are required to comply with the provisions of the Tax Reform Act of 1959.*

*Therefore the sponsoring member is required to sign an IRS Member Function Form prior to the function to determine if the member will personally pay for the function or if an organization or business will reimburse them.*

*The Club does **NOT** accept Tax Exempt Forms.*



## OUTDOOR EVENTS

*For any functions scheduled in outdoor facilities, The Minikahda Club reserves the right of final decision to move the event to an indoor location based on weather conditions. This decision will be made no later than two hours prior to the starting time of the function.*

## PHOTOGRAPHY/SPECIAL LIGHTING

*All photographs are to be taken in the rooms that are being use for the specific event. No photographs are to be taken in the member only areas including the Grill, Dining Room, Ladies Card Room, Men's and Women's locker rooms, Front Entry and Terrace. Lighting is to be used in scheduled function rooms only.*

## ROOM CHANGE

*The Club reserves the right to change the room or rooms assigned to your group if the number of guests should decrease. Should additional space be required, the Club may charge additional room rental fees.*

## SERVICE CHARGE & TAX

*All food and beverage charges are subject to a 22% service charge and sales tax as follows: 7.778% on food, non-alcoholic beverages and service charges; 10.275% on liquor, beer and wine. The club retains the service charge for food and beverages and a predetermined portion is allocated to the service staff. The automatic service charges are not gratuities and are not the property of the employees.*

## STAFFING

*Staffing of personnel is dependent upon the size and type of function. Management will determine staffing requirements. Should additional staffing be requested, a \$25.00 per person/per hour fee with a four hour minimum will be charged. Chef's Attended Carving Station or Action Buffet is \$75.00 each.*

## VENDOR SET UP & TEAR DOWN

*Vendors supplying floral arrangements, rental items, entertainment, etc. are permitted on the property 4 hours before the scheduled guest arrival time with the Catering Manager approval. If vendors require entering the rental space earlier than permitted, an additional staffing charge would be applied to the event. Rental items must be picked up by 9:00 am the day following the event. The Club is not responsible for items left at the Club over night.*