

SAINT PAUL RIVERCENTRE

Saint Paul RiverCentre, consistently ranked among the Twin Cities' most distinguished convention, meeting and special event venues, is conveniently located in the heart of the arts and entertainment district of downtown Saint Paul near the Ordway Center for the Performing Arts, James J. Hill Library, Landmark Center, Science Museum of Minnesota, 317 on Rice Park Event Center and Xcel Energy Center. Saint Paul RiverCentre provides an unmatched opportunity to combine a convention or trade show with a wide variety of quality entertainment experiences. In addition, this unique venue offers a distinctive setting for corporate meetings and events, memorable celebrations, extravagant galas and elegant wedding receptions.

A passion for food. An obsession for detail. MHC Culinary Group has developed a specialty for planning and executing premier events. Food is what people remember, and more importantly is a key ingredient in creating wonderful memories. At MHC Culinary Group, we understand the importance of your special event. From consistently fine cuisine to professionally delivered service, MHC Culinary Group's experienced staff will help you design a dining experience that will accentuate your event.

GENERAL INFORMATION & POLICIES

The Space

Designed for flexibility and comfort, the contemporary décor, versatile space and floor to ceiling windows in the lobby and meeting rooms provide ample natural light with beautiful views of the Mississippi River. The etched glass artistry, radiant terrazzo floor and airy, three-story exhibit hall rotunda help create a sense of arrival that is beautiful and welcoming. The cornerstone of Saint Paul RiverCentre is flexibility. The space is abundant yet intimate and offers a unique setting to host conventions, trade shows, meetings and special events. The space is easily configured to accommodate varied sizes of events comfortably, from a meeting for a dozen associates to a gala for thousands. Saint Paul RiverCentre offers more than 100,000 square feet of flexible exhibition space, a 27,000 square-foot grand ballroom and fifteen distinctive meeting rooms from 886 to 1,364 square feet.

Menu Selection

Our menus offer a vast selection of food and beverage options in a wide range of price points. Please select your favorite menu from the varied options or, if you have something specific in mind, your Catering Sales Manager along with our Executive Chef will be happy to tailor a menu to your preferences.

Special Dietary Accommodations

Arrangements can be made with your Catering Sales Manager to accommodate special dietary needs.

Food with a Conscience

Our dedication to doing things right carries through to offering sustainable catering at your event. We can create menus using food that is sourced locally and grown and raised naturally without antibiotics or hormones. Our Culinary Team will utilize these fresh and delicious ingredients to create farm to table offerings. Sustainable menus and pricing are based upon seasonal market conditions and the availability of products.

Sustainability

With programs designed and implemented to recycle and compost most waste, Saint Paul RiverCentre has been recognized as a regional leader in sustainability. Items recycled on our campus include cardboard, plastic bottles, cans, glass, mixed paper, food waste and much more. To learn more about our efforts and how your event can contribute, contact your Catering Sales Manager or visit our dedicated sustainability site at www.rivercentre.org/sustainability.

Prices

Prices are quoted in advance of the event but are subject to change due to fluctuating market prices. Menu prices will be guaranteed for a maximum of sixty days. All prices are subject to a 22% service charge and applicable sales tax. When requesting a multiple entrée selection, a multiple entrée fee of \$2.50 per person will apply. We request that the same accompaniments be selected for all entrées.

Confirmation of Event/Deposit

To confirm the event, a non-refundable deposit of 100% of estimated charges is required with the signed catering contract and catering event orders fourteen days prior to your event in order for services to occur.

Host bars will require an estimated bar deposit based on industry standards. Should the actual consumption exceed the deposit amount, the contract holder will be billed accordingly. In the event actual consumption falls below the deposit amount, a refund will be issued within thirty business days. To secure replenishment privileges, a credit card authorization form must be on file in our office prior to your event. No billing will be processed to the credit card on file unless authorized or final payment is not received within ten days of being invoiced.

All checks for food and beverage are to be made payable to MHC Culinary Group. MHC Culinary Group accepts Mastercard, Visa, Discover and American Express for up to a maximum of five thousand dollars (\$5,000.00) per event. The above policies may not be modified without the written consent of an Executive Officer of MHC Culinary Group.



YOUR HOSPITALITY PARTNER

GENERAL INFORMATION & POLICIES

Guarantees

So that proper planning and execution of the event may occur, the client is required to guarantee the number of attendees. The client is responsible for payment of the final guaranteed number even if fewer guests actually attend the function. The client assumes the responsibility to establish guaranteed attendance. Any change in the guaranteed number of guests is also the responsibility of the client. Guarantee changes must be communicated in writing and must meet the time constraints specified below. In the event time constraints are not met, charges will be based on the original estimated attendance on the catering event orders.

It is necessary that the guaranteed number of guests be confirmed by 10:00 a.m., three business days prior to your event. For example, an event scheduled on a Monday must be confirmed by 10:00 a.m. the preceding Wednesday. MHC Culinary Group will allow for numbers greater than the guarantee by preparing seating, place settings and meals for 3% over the guaranteed attendance to a maximum of thirty. The 3% overage will be a vegetarian selection. When requesting additional seating above and beyond MHC Culinary Group's standard for meal functions, an over-set fee of \$2.50 will apply for each additional seat provided and a fee of \$7.50 will apply for each additional place setting provided.

Special Events

Functions of 2,000 guests or more are considered "special events". These events require customized menus due to the logistical planning involved, as well as additional labor and equipment needed to successfully orchestrate such events. Due to these requirements, special events may be subject to earlier guarantee dates and equipment rental charges. Please contact your Catering Sales Manager for more information.

Catering Event Orders

Please be sure that your signed catering event orders are received by the catering office fourteen days prior to the event date in order to ensure the availability of all items.

Water Service

Your Catering Sales Manager would be pleased to coordinate all water service needs for your speakers, staff and attendees based on the fee schedule outlined in the menu.

Coat Check

MHC Culinary Group is pleased to offer coat check service. One attendant per 100 guests will be provided for a fee of \$35.00 per hour, per attendant. A four hour minimum is required. In addition, a fee of \$1.00 per item checked will apply. The \$1.00 per item checked may be paid in cash by the individual or hosted by the client.

Catering Service

Due to staffing requirements, the following charges and minimums apply to all catering services. Catering services will be provided free of labor charges if sales (exclusive of applicable taxes and service charge) exceed \$250.00 per three hour period. If sales are not reached, a labor fee of \$160.00 will be applied for each period the minimum is not met.

Bar Service

Due to staffing requirements, the following charges and minimums apply to all bar services. A bartender will be provided free of labor charges if sales (exclusive of applicable taxes and service charge) exceed \$450.00 per bar, per three hour period. If sales are not reached, a labor fee of \$180.00 will be applied for each period the minimum is not met.

For cash bar service, one bartender will be scheduled for every 125 guests. For host bar service, one bartender will be scheduled for every 75 guests. If requested, additional bartenders can be provided for a fee of \$180.00 per bartender, per three hour period.

Last Call for Alcohol

Bar service will conclude at least fifteen minutes prior to the building vacate time contracted with last call occurring at least thirty minutes prior to the bar closing.

Alcoholic Beverages

No alcoholic beverages shall be brought into the facility for sampling or consumption without approval from an Executive Officer of MHC Culinary Group.

For select events, donated wine and champagne will be permitted provided the following criteria are met:

- Written requests shall be submitted to the Catering Department thirty days prior to the event — stating the event, event date, selection, number of cases and delivery date.
- If approved, a corkage fee of \$20.00 per bottle (750ml) will be charged for all wine and champagne brought on the premises. Corkage fees are subject to the 22% service charge and applicable sales tax.
- All donated product that is unopened must be removed from the property at the conclusion of the event. No opened bottles shall be removed from the property.
- MHC Culinary Group will not be responsible for spoilage, uncorked bottles not consumed, nor any bottles left on premise after the event.

Minnesota State Law states: Persons under the age of twenty-one are not permitted to purchase or consume alcoholic beverages. Persons who appear to be intoxicated are not permitted to purchase or consume alcoholic beverages.

MHC Culinary Group reserves the right to refuse service to anyone at any time.



GENERAL INFORMATION & POLICIES

Off Premise Service

A transportation fee and a per person set-up fee will apply to all full service off premise catering events. Food & beverage minimums apply to all off premise catering events based on the type and scope of the event.

Exclusivity

MHC Culinary Group retains the exclusive right to provide and control the sale of all food and beverage catering services requested for the Saint Paul RiverCentre.

Health and Insurance Regulations

The Minnesota Department of Health does not allow the removal of food from the premise once it has been prepared, served, displayed or held for service.

Liability

MHC Culinary Group does not assume responsibility for the damage to or loss of any merchandise, equipment or personal belongings left in the facility prior to, during or following the event.

Sampling and Serving of Food and Non-Alcoholic Beverage

Saint Paul RiverCentre retains the exclusive right to provide, control and retail all food and beverage services throughout the facility for events including catering, concessions, novelties, the sale of alcoholic and non-alcoholic beverages and retain any revenues. The exclusive rights may be waived in case of trade/exhibit shows or conventions that are of a food and or beverage nature and are not open to the general public. Waivers must be made by Saint Paul RiverCentre in advance of the show.

Exhibitors may exhibit only merchandise which they normally serve or produce in the ordinary course of their business and may only distribute such quantities that are reasonable in regards to the purpose of promoting the merchandise. Food service exhibitors may distribute food sampling in the contracted areas only and must not be competitive with the food and beverage services offered for sale by the facility's food and beverage providers. All sampling must be approved in advance by Saint Paul RiverCentre.

Exhibitors or show managers are not permitted to bring food, beverage and or alcoholic beverages for use in their hospitality or backstage areas.

If exhibitors require food to be cooked or heated at one of their exhibits, they must contact the Catering Department for arrangements. No one is to use the kitchen or any of the service areas without direct approval and involvement of MHC Culinary Group.

Any exhibitors giving away and or selling food and beverage products must have a permit and all appropriate fees on file with the Minnesota Department of Health. Exhibitors will also be fully responsible for any and all liabilities that may result from the consumption of their products and not MHC Culinary Group nor the City of Saint Paul.

About MHC Culinary Group

Created by the same team of hospitality professionals at Morrissey Hospitality Companies that developed notable hospitality brands like The Saint Paul Hotel, The St. Paul Grill, Pazzaluna Urban Italian Restaurant and Tria Restaurant, Bar & Event Center; MHC Culinary Group is committed to providing a dining experience that enlivens the senses, anticipates the unexpressed service needs of our guests and accentuates any event regardless of size or location.

We take great pride in providing the same outstanding products and services found at our upscale restaurants here at Saint Paul RiverCentre. See for yourself why so many companies, foundations and associations trust MHC Culinary Group with their important events. More than just a caterer, we are your hospitality partner.

Morrissey Hospitality Companies

345 Saint Peter Street, Ste. 2000, Saint Paul, MN 55102
(651)221-0815 morrisseyhospitality.com

The Saint Paul Hotel

350 Market Street, Saint Paul, MN 55102
(651)292-9292 saintpaulhotel.com

Crossing Inn & Suites of Parkers Prairie

211 West Main Street, Parkers Prairie, MN 56361
(218)338-3380 crossingsparkersprairie.com

GrandStay Hotel & Suites of Luverne

908 South Kniss Avenue, Luverne, MN 56156
(507)449-4949 grandstayluverne.com

The St. Paul Grill

350 Market Street, St. Paul, MN 55102
(651)224-7455 stpaulgrill.com

Pazzaluna Urban Italian Restaurant

360 Saint Peter Street, St. Paul, MN 55102
(651)223-7000 pazzaluna.com

Tria Restaurant, Bar & Event Center

5959 Centerville Road, North Oaks, MN 55127
(651)426-9222 triarrestaurant.com

Hillcrest Golf Club

2200 East Larpenteur Ave. St. Paul, MN 55109
(651)774-6088 hillcreststpaul.com

Bunker Hills Golf Club

12800 Bunker Prairie Road, Coon Rapids, MN 55448
(763)951-7276 bunkerhillsgolf.com

