



## GROUP TOUR CONTRACT

Thank you for considering the Water Street Inn for your Tour Group. Included you will find your contract and menu options for your upcoming event. Read thoroughly through the regulations before signing the contract. Please specify the number of desired meals in the appropriate section of the menu. Also indicate if you would like two complimentary meals. The signed documents must be received before any definite bookings are made. For any additional information you can view our website at [www.waterstreetinn.us](http://www.waterstreetinn.us) or contact me at 651-439-6000 or [catering@waterstreetinn.us](mailto:catering@waterstreetinn.us)

- 1) A credit card is required at the time of booking to hold the space. This credit card will not be charged under any circumstances until given the approval by the client.
- 2) To ensure product availability please determine the menu selection at least three weeks prior to the event.
- 3) A final guarantee is required five business days prior to the event. If the sales department does not receive verbal or written notification within this time frame, the expected number of guests noted in the contract will be considered the final guarantee and is not subject to reduction; increases are based upon approval by the food and beverage department.
- 4) Final payment is due 5 business days prior to the event after the final guarantee is received.
- 5) The catering prices listed on our catering menus are current, but due to market conditions, are subject to change at any time. A price can be confirmed to you 30 days prior to your event. Prices does include state sales tax, currently at 7.125%, and service charges, currently at 20%.
- 6) All food, beverage and meeting/banquet room cancellations are required no later than 14 business days prior to your arrival. You will be responsible for payment of food, beverage and meeting/banquet room arrangements after the deadline.
- 7) In accordance with the Minnesota Clean Indoor Air Act, lit tobacco products are allowed only in designated sections of the restaurants and lounges, as well as in meeting or guest rooms NOT designated as smoke free. Hallways and restrooms are considered public areas, thus smoke free.
- 8) Please contact your sales manager for room set up options. The Hotel reserves the right to relocate a function location and back-up space based on final guarantees and set-up specifications to better service your guests.
- 9) Audio/Visual equipment may be ordered through the Sales/Catering Office. We ask that requests be made at least 5 business days prior to the event. Requests for equipment of events on Sunday, Monday or Tuesday must be received by the preceding Friday. The Water Street Inn will not handle, transport, store or be responsible for audio/visual equipment not rented through our Sales/Catering Department.
- 10) No food of any kind will be permitted to be brought into or removed from the Water Street Inn by any customer. Food safety and licensing laws dictate these policies.
- 11) We will do our best to cater to your needs. If you or any of your guests have any special dietary needs or requests please inform us as soon as possible. We are able to substitute entrée selections for any meal. Some substitutions may alter the price of the meal.

**Tour Group** \_\_\_\_\_

**Contact Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_ **Fax** \_\_\_\_\_

\_\_\_\_\_ **Email** \_\_\_\_\_

**Credit Card #** \_\_\_\_\_ **Exp.** \_\_\_\_\_ **Security Code** \_\_\_\_\_

**Name on Card** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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## PRIVATE DINING TOUR GROUPS

*Beverages included: Brewed Coffee, Regular and  
Decaffeinated, Selection of Revolution Teas*

### LUNCHEON OPTIONS

**SOUP & SANDWICH BUFFET** – Soup of the Day, Garden Greens with Choice of Dressing Turkey Breast, Honey Baked Ham, Swiss and Cheddar Cheeses, Sliced Tomatoes and Onion, Leaf Lettuce, Pickles, Condiments and Selection of Breads served with Assorted Cookies and Bars

**\$15.00**  
*(Minimum  
of 25 people)*

**Number of  
Desired Meal**

\_\_\_\_\_

**Soup**-Chef's Choice

**\$4.00**

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### SOUP

### SALADS

*Choose one Salad Selection  
for your entire group*

**Caesar Salad**-Crisp Romaine Lettuce Leaves served with Shredded Parmesan Cheese and Fresh Baked Croutons and choice of Caesar or Housemade Creamy Garlic Dressing

**\$11.00**

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**Grilled Chicken Salad**-Grilled Chicken Breast, Fresh Crunchy Apples and Grapes and Candied Pecans served over Mesclum Greens with Strawberry Vinaigrette Dressing

**\$15.00**

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### LUNCH ENTRÉES

*Choose one Lunch Entrée  
Selection for your entire  
group & please pick a dessert  
below*

**Chicken Supreme**– Grilled Chicken Breast with a Fresh Herb Cream Sauce

**\$17.00**

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**Roasted Pork Loin**-Slices of Maple Glazed Pork Loin with a Cranberry-Apple Chutney

**\$19.00**

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**Baked Walleye Almondine**-Filet of Walleye marinated in White Wine and Lemon Juice with a coating of Toasted Sliced Almonds

**\$21.00**

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### DINNER ENTRÉES

*Choose one Dinner Entrée  
Selection for your entire  
group & please pick a dessert  
below*

**Chicken Parmesan**– Lightly Breaded Boneless Breast of Chicken with Marinara Sauce and Shredded Parmesan Cheese

**\$20.00**

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**Baked Salmon**-Baked Salmon Filet served with Lemon Caper Cream Sauce

**\$22.00**

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**Grilled Steak**-Grilled Marinated Steak with a Mushroom Demi Glace

**\$24.00**

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### DESSERTS

*Choose one Dessert Selection  
for your entire group*

**Berry Crisp**

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**Chocolate Mousse**

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### COMP MEALS

**2 Complimentary Meals**

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*All menu items are inclusive. Prices are subject to change and will  
be confirmed at time of booking*