



Weddings, Banquets Meetings & More



Let us help you with your next event.

La Grand
AT GRANDSTAY®
CONFERENCE

WEDDINGS·BIRTHDAYS·REUNIONS·ANNIVERSARIES·CORPORATE BANQUETS

7083 153RD Street West – Apple Valley, Minnesota 55124

GrandStayAppleValley.com

Welcome



Thank you for your interest in the LaGrand Conference Center, located within the beautiful GrandStay® Hotel. Our friendly staff is eager to make your event exceptional in every way, whether planning a wedding reception, banquet, business meeting or special occasion.

GrandStay is located in the heart of Apple Valley and offers nearly 5,000 square feet of flexible meeting space, where successful meetings and events come together. From conventions to sales meetings, from company retreats to special occasions, events are more successful at GrandStay Hotel & Conference Center. It is truly an ideal place for family, friends and business associates to gather.

LaGrand Conference Center is comprised of three unique and versatile rooms: The *Wellington*, *Regent*, and *Cortland*; together designed to accommodate any special event, large or small. Plus, an extra Boardroom to host smaller meetings and breakout sessions. LaGrand Conference Center offers Food & Beverage service and A/V technology services.

GrandStay is the perfect setting to maximize your productivity. Sometimes getting away from the office is all it takes for you to spark your creativity and help you discover your next great idea. We have an on-site restaurant, Celts Craft House, offering lunch, dinner, happy hour and Sunday breakfast buffet.

We would be happy to reserve a block of rooms for your guests. Please inquire with our sales team for more information about hotel accommodations.

GrandStay® Hotel & Conference promises to make your event an enjoyable and memorable experience.

Our Guests Enjoy

Up to 3,822 sq. ft. of elegant and functional banquet space

25 x 18 sq.ft. dance floor

Banquet seating for up to 224 guests

Audio/Visual equipment

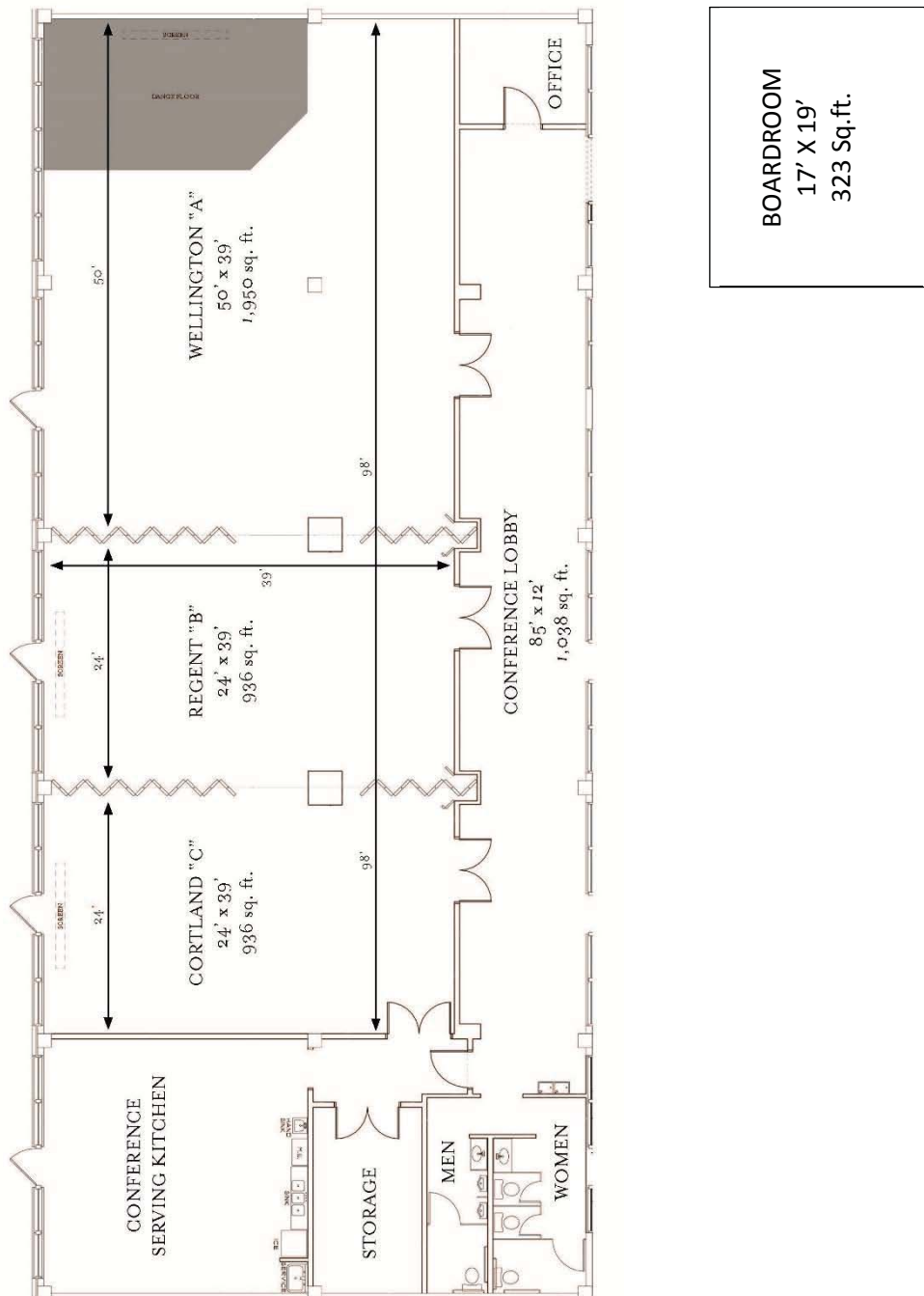
Complimentary parking

Spacious all-suite hotel accommodations

Room Layouts



LaGrand Conference Center is comprised of three unique and versatile rooms: The *Wellington*, *Regent* and *Cortland*; together designed to accommodate any special event, large or small. Plus, an extra Boardroom that can be set up to host smaller meetings and breakouts.



Audio/Visual & Rate Info



2018 Rates

<u>Conference Hall</u>	<u>Sunday-Thursday</u>	<u>Friday & Saturday November - April</u>	<u>Friday & Saturday May - October</u>
LaGrand (All 3 Rooms)	1/2 Day - \$500 Full Day - \$900	Friday - \$1,300 Saturday - \$1,600	Friday - \$1,800 Saturday - \$2,000
Wellington "A"	1/2 Day - \$300 Full Day - \$600	N/A	N/A
Regent "B"	1/2 Day - \$200 Full Day - \$400	N/A	N/A
Cortland "C"	1/2 Day - \$200 Full Day - \$400	N/A	N/A
Boardroom	1/2 Day - \$75 Full Day - \$150	1/2 Day - \$75 Full Day - \$150	1/2 Day - \$75 Full Day - \$150

Room Capacities

<u>Conference Hall</u>	<u>Square Feet</u>	<u>Theater</u>	<u>Classroom</u>	<u>Banquet</u>
LaGrand (All 3 Rooms)	3,822	286	100	224
Wellington "A"	1,950	100	70	80
Regent "B"	936	70	45	48
Cortland "C"	936	70	45	48
Boardroom	323	32	18	24

Equipment

- White Board (Includes Markers) \$25
- Flip Chart Paper (Includes Markers) \$15
- LCD Projector with Sound & Ceiling Mounted Screen (Available in A, B, and C rooms) \$50 each
- Wireless Microphone \$30 each
- Speaker Phone \$50
- 60" Flat Screen Monitor (Now featured in our Boardroom at no cost)

Packages

Business Package (1 Mic, LCD Projector & Screen, 1 Flip Chart and Portable White Board) \$100

Wedding Package #1 (1 Mic, 1 LCD Projector & Screen) \$75

Wedding Package #2 (1 Mic, 3 LCD Projectors & Screens) \$175

Prices subject to a 7.125% applicable sales tax. Please reserve your equipment well in advance. The prices on this form are subject to change.

Vendors



Initial below that there will be no outside food or beverages brought into the building by you or your guests.

Food/Beverage Provider

LaGrand Food & Beverage Service (952) 953-6111 ext 2

Alcohol/Beverage Provider

Celt's Craft House/Stacey (952) 683-1533

Any alcohol served MUST be served by our required liquor provider.

Initial

Recommended Vendors

Cakes/Desserts

Gail's Cakes	(952) 890-5247
Farmington Bakery	(651) 463-2242
Queen of Cakes	(952) 942-7628
Nothing Bundt Cakes	(651) 452-8292

Music/Disc Jockeys

Midwest Sound	(651) 644-4111
Adagio	(651) 319-5711
Paul Singn	(952) 649-2299
DJ Bill	(763) 557-6462
DJ D. Mil	(612) 803-0920

Florists

Tulips and a Kiss	(651) 295-8489
Hy-Vee	(952) 423-9341

Photographers

Anthologies – Dan Iverson	(952) 232-5830
Justin Mark Photography	(612) 306-9530

Decorators

Illumination by Lori Cole	(952) 250-7537
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Food and Beverage Options



Breakfast

Continental Breakfast

Assorted Breakfast Pastries, Bagels, Juice and Coffee
\$8.95/person

Continental Plus Breakfast

Assorted Breakfast Pastries, Bagels, Granola Bars, Assorted Yogurt Cups, Fresh Fruit Tray, Juice and Coffee
\$10.95/person

The Grand Start Buffet

Scrambled Eggs, Bacon or Sausage, Hash Browns, Juice and Coffee
\$12.95/person

Biscuits and Gravy

Scrambled Eggs served with Buttermilk Biscuits & Sausage Gravy, Juice and Coffee
\$12.95/person

Southwest Breakfast Buffet

Soft-Shell Tortillas, Spanish Eggs, Hash Browns, Salsa, Sour Cream, Guacamole, Juice and Coffee
\$13.95/person

Eggs Benedict Breakfast

Poached eggs and ham served on a half English muffin, topped with Hollandaise sauce served with, Hash Browns, fruit, Juice and Coffee
\$12.95/person

Creme Brulee' French Toast Breakfast

Creme Brulee' French toast served with Sausage and Bacon, Fresh berries, Syrup, Juice and Coffee
\$12.95/person

Prices are Subject to 7.125% State Sales Tax and 20% Service Charge

Food and Beverage Options



Lunch

Deli Buffet

Bread Assortment, Choice of Meat (Roast Beef, Ham, or Turkey), Assorted Cheeses, Relish Tray, Pasta Salad, and Chips, Iced Tea or Lemonade

\$12.95/person

Hot Sandwich Delight

Pub Buns, Roast Beef, Assorted Cheeses, Relish Tray, Pasta Salad and Chips, Iced Tea or Lemonade

\$12.95/person

Cobb Salad Buffet

Mixed greens, bacon, grilled chicken, hard boil eggs, tomatoes, cheese, onions, and cucumber (served with roll/butter and choice of dressing (Caesar, blue cheese, ranch and French), Iced Tea or Lemonade

\$12.95/person

Taco Bar

Soft-Shell Tortillas, Ground Beef or pulled pork or Shredded Chicken, Tomato, Lettuce, Sour Cream and Guacamole, Iced Tea or Lemonade

\$12.95/person Add \$1.00/person for each additional meat

Lasagna

Lasagna, Breadsticks and Fresh Caesar Salad, Iced Tea or Lemonade

\$12.95/person

Soup, Salad and Sandwich Buffet

Choice of Hot Soup (Tomato Basil, Chicken Noodle, or Vegetable Beef), Bread Assortment, Choice of Meat (Roast Beef, Ham, or Turkey), Relish Tray, Choice of Cheese (Swiss or Cheddar) and Fresh Garden Salad, Iced Tea or Lemonade

\$13.95/person

GrandStay Grill

Pub Buns, Grilled Beef Patty, Grilled Chicken, Bratworst, Relish, Assorted Cheeses, Pasta and Chips, Iced Tea or Lemonade

\$13.95/person

Waldorf Chicken Salad

Waldorf Chicken Salad served on a Flakey Croissant, Relish Tray, Fresh Fruit, Chips, Iced Tea or Lemonade *\$12.95/person*

Box Lunches

Choice of Roast Beef, Turkey, or Ham. Choice of Wheat, White Bread or Croissant. Choice of Cheese (Swiss, Cheddar, or Pepper Jack). Served with Chips, Fruit, and Cookie

\$9.95/person

Prices are Subject to 7.125% State Sales Tax and 20% Service Charge

Food and Beverage Options



Snack Break

Salty and Sweet Break

Chex Mix or Mixed Nuts, M&M's and Chips
\$4.95/person

Health Break

Granola Bars, Fresh Fruit Tray and Assorted Yogurt Cups
\$9.95/person

À la carte

Choice of Cookies or Brownies

\$15.95/dozen

Chips

\$1.75 each

M&M's

\$1.75 each

Granola Bars

\$1.75 each

Assorted Yogurt Cups

\$2.95 each

Chex Mix (up to 10 people)

\$7.95 each

Fresh Fruit Tray (up to 30 people)

\$25.00 each

Fruit Basket (Assorted Whole Fruits)

\$15.95/dozen

Bottled Water and/or Soft Drinks (Please specify)

\$1.50 each

Coffee

\$8.00/urn

Notes: _____

Prices are Subject to 7.125% State Sales Tax and 20% Service Charge

Food and Beverage Options



Appetizers

Artichoke Dip

Served with crusty bread.
\$16.95/serves up to 15

Pig in a Blanket

Smoked sausage wrapped in puff pastry.
\$16.95/dozen

Hummus with Garlic

Served with fresh vegetables.
\$16.95/serves up to 15

BBQ Meatball

Beef meatballs served in a mild barbeque sauce.
\$16.95/dozen

Vegetable Plate

Seasons choice served with Ranch and Blue Cheese dipping sauces.
\$25.00/serves up to 15

Stuffed Mushroom Caps

Sausage, garlic and herbs stuffed in large mushroom caps.
\$20.95/dozen

Balsamic Bruschetta

Toasted sliced baguette topped with fresh tomato, basil, parmesan cheese and a sweet balsamic glaze.
\$20.95/dozen

Waldorf Chicken Salad

Waldorf Chicken salad stuffed in mini cream puff shells. *\$20.95/dozen*

Kabobs

Choose from Chicken, Beef or Sausage.
\$20.95/dozen

Prices are Subject to 7.125% State Sales Tax and 20% Service Charge

Food and Beverage Options



Appetizers, cont.

Pizza Burgers

Pepperoni and beef in a rich tomato sauce topped with cheese.
\$20.95/dozen

Chicken Wings

Hot and spicy or mild and safe. Served with dipping sauce.
\$20.95/dozen

Island Rib

Ribs baked in a tangy ginger glaze.
\$20.95/dozen

Sirloin Tips

Served with blue cheese dipping sauce.
\$22.95/dozen

Prime Rib Sliders

Mini buns filled with roasted prime rib, mushroom and Swiss cheese.
\$21.95/dozen

Shrimp Cocktail

Large shrimp served with cocktail sauce and lemon.
\$22.95/dozen

Crab Cakes

Served with a dill sauce.
\$26.00/dozen

Honey Smoked Salmon

A large filet of fresh smoked Salmon served with condiments and crackers.
\$140.00/dozen

Prices are Subject to 7.125% State Sales Tax and 20% Service Charge

Food and Beverage Options



Dinner

Chicken Marsala

Sautéed Chicken Breast served with a light Marsala wine sauce and sautéed mushrooms.
\$20.95/person

Champagne Chicken

Sautéed Chicken Breast served with a Champagne cream sauce.
\$20.95/person

Chicken Cacciatore

Grilled Chicken Breast served in a savory tomato sauce.
\$20.95/person

Roast Turkey

Roasted Turkey Breast served with Cornbread Stuffing.
\$22.95/person

Prime Rib

Prime Cut Beef seasoned with thyme and slow roasted.
\$30.95/person

Beef Burgundy

Sirloin Tips sautéed in a rich Red wine sauce. May substitute for egg noodles.
\$26.95/person

Trio Italian

Chicken Parmigiana, Penne Pasta (choice of creamy Alfredo or red sauce), and Vegetable Scampi (served with bread sticks, and salad).
\$20.95/person

Roast Pork Loin

Slow Roasted Pork Loin with Savory Rosemary.
\$22.95/person

Baked Salmon

Atlantic Salmon Bake served in a dill sauce.
Market prices at time of function

Late Night Pizza

Choose from Pepperoni, Sausage, Cheese and Meat lovers
\$15.95/each

All entrées are served with a choice of potato, vegetable, salad, dinner rolls or breadsticks with the exception of Trio Italian. See next page for Potato, Vegetable, and Salad Choices. You may add an additional meat, vegetable, or potato to your buffet for an additional \$2.00 per person, per item. If plated, add \$3.00 per person.

Prices are Subject to 7.125% State Sales Tax and 20% Service Charge

Food and Beverage Options



Potato Choices

- Mashed potato, garlic or plain
- Baked potato served with butter, chives and sour cream
- Au-Gratin
- Roasted potato with rosemary

Vegetable Choices

- Broccoli with or without cheese sauce
- Corn
- Glazed baby carrots
- Green bean almandine

Salad Choices

- Mixed garden salad served with French and Ranch dressing
- Mandarin Orange Salad: Mandarin oranges, swiss cheese, candied walnuts and sliced red Onions tossed with a Poppy Seed dressing
- Caesar salad tossed with Caesar dressing

Prices are Subject to 7.125% State Sales Tax and 20% Service Charge

Terms and Conditions



Conditions of Use

The Renter wishes to use, and *GrandStay® Hotel & Conference* agrees to allow the Renter to use, the event space on the date and times set forth in the Rental Agreement. All events are required to have a police officer present for the last four hours of the event when alcohol is being served.

Catering and Alcohol

The LaGrand Conference Center kitchen is available only to the *GrandStay* staff. Any other use, including storage is strictly prohibited. The Renter is required to use LaGrand Conference Center Food & Beverage service and/or Celt's Craft House, the alcohol provider as designated by the *GrandStay® Hotel & Conference*. All alcoholic beverages must be consumed on the premises, and in designated area(s) only. Service of alcohol must cease at _____. Alcohol consumption shall cease at the conclusion of the activity or event. Serving alcohol requires the presence of a police officer that is coordinated by *GrandStay® Hotel & Conference* and paid for by the Renter. Apple Valley city laws and ordinances strictly prohibit any alcohol from being brought into our facility unless provided by the holder of the liquor license for 7083 153rd Street West, Apple Valley, MN 55124 (Celt's Craft House). All alcohol must be purchased from and provided by CCH LLC, DBA Celt's Craft House. If any outside alcohol is brought into the LaGrand Conference Center or any other public space, the host automatically forfeits their Renter Deposit and the local authorities will be contacted.

Deposits and Booking Procedure

To secure the event date, the Renter must pay 50% of the Rental Fee at booking, if booked more than 180 days prior to the event date. If the event date is 180 days or less from booking, the Renter must pay, in full, the Rental Fee, Renter Deposit, and Security Fee (if applicable). *GrandStay® Hotel & Conference* reserves the right to use any or all the Renter Deposit for overtime, theft damages to or destruction of any property located in or on the premises belonging to *GrandStay® Hotel & Conference*. The full amount of the Renter Deposit will be refunded no later than 30 days after the event if it is determined that no damage has occurred and that there are no claims or other outstanding obligations at the time involving the Renter. *GrandStay® Hotel & Conference* accepts checks, Visa, MasterCard, American Express and Discover.

Fees and Cancellation

All fees are non-refundable with the exception of the Renter Deposit as outlined in the Rental Agreement. Final payments for additional fees, such as equipment, are due 30 days prior to the date of use. It is the responsibility of the Renter to ensure timely payment. The Renter will lose use of the facility and void Rental Agreement if payment is not received in a timely fashion. The Renter is responsible for all payments to the vendors outside of *GrandStay® Hotel & Conference*. The fees are to be paid directly to the vendor, not *GrandStay*. The Renter will also pay a Renter Deposit to *GrandStay® Hotel & Conference* as outlined in the above Terms and Conditions. *GrandStay* reserves the right to keep the Renter Deposit for issues that require item replacement, non-compliance with Terms and Conditions or other issues deemed responsible by *GrandStay® Hotel & Conference*. The Renter will pay an additional cleaning fee of \$250 for excessive cleaning if required after the event. The Renter is responsible for the actions of all guests and hired vendors. The Renter is to check out with the conference attendant prior to departure to receive full refund of Renter Deposit.

If the Renter finds it necessary to cancel the event, the Cancellation Fee will be:

Notice of Cancellation Received

More than 180 days prior to the event
From 179 to 91 days prior to the event
90 days or less from event

Renter Will Receive

50% of total Rental Fee
25% of total Rental Fee
Full Rental Fee will be forfeited

Terms and Conditions



Rental Times

The activities shall cease at the time stated on the Rental Agreement. The Renter will forfeit their Renter Deposit for any time over the stated time on the Rental Agreement. The Renter shall organize its activities to fit the rental time indicated on the Rental Agreement, including set-up time. The rental area(s) will not be available to the Renter or any of the Renter's vendors before 9:00 a.m. on the day of the event. If the Renter wishes to setup the day before the event, the Renter and any of the Renter's vendors must setup only during the time agreed upon between the Renter and the Director of Sales & Marketing. If the setup interferes with another booking the Renter must pay the LaGrand Conference Center rate for the room(s) they wish to use. The Renter and all guests must vacate the LaGrand Conference Center no later than _____. All vendors must vacate the LaGrand Conference Center no later than _____.

Decorations

Decorating for the event must be done during the allocated rental period as the Renter will not have access to the room before the rental time. All decorations must be pre-approved by *GrandStay* Management prior to setup. **ABSOLUTELY NO confetti, glitter, sand, silly string, rice, birdseed or fresh flower petals are allowed in or on the property of the LaGrand Conference Center.** Candles are permitted when used in a safe, enclosed container. Any prohibited candle usage will be terminated by *GrandStay* staff. Use of prohibited decorations will result in the loss of the Renter Deposit. Decorations must be removed by the conclusion of the event. Any decorations left at the conclusion of the event may be discarded by the *GrandStay* staff. The Renter Deposit will be forfeited if any decorating is done without written approval of *GrandStay* Management.

Group Conduct Policies

Children must be directly supervised by an adult (18 years & older). There is no running or playing in the hallways of the *GrandStay® Hotel & Conference* at any time. The Renter shall be responsible for supervising the conduct of the members of its group. Disorderly conduct is behavior that is unsafe or harmful, behavior that is deemed disorderly by the *GrandStay* staff, behavior that is intrusive or offensive to other patrons of *GrandStay® Hotel & Conference*, and any behavior that could result in damage of the *GrandStay* Property and/or items owned by *GrandStay® Hotel & Conference*. The *GrandStay* staff will immediately notify the event host if such an incident occurs. It is the responsibility of the host to remedy the situation. If the situation is not resolved after notification, the *Grandstay* staff reserves the right to end the event and ask the entire group to leave the premises. *GrandStay® Hotel & Conference* will keep the Renter Deposit and all fees if this should happen.

Terms and Conditions



Policies

- Gambling of any nature is prohibited.
- Sound levels for DJs, bands and/or audio equipment will be controlled and maintained at a reasonable level, and a member of the *GrandStay* staff reserves the right to demand volume level adjustments. All music and/or audio displays will cease at _____. Any time over _____ will result in forfeiture of Renter Deposit.
- All visitors, vendors and entertainers are required to vacate LaGrand Conference Center, hotel lobby and parking lot by _____.
- LaGrand Conference Center furniture is for indoor use only.
- Absolutely no vehicles are allowed on the sidewalk or patio area.
- *GrandStay® Hotel & Conference* is a smoke-free facility. Smoking is only permitted outside the building in the designated areas.
- Audio/Visual equipment is available for an additional fee (see Audio/Visual & Rate info).
- All persons and any equipment associated with the rental must leave LaGrand Conference Center at the designated times stated in your contract. *GrandStay® Hotel & Conference* is not responsible for items that have been left on site by the Renter or any of the Renter's vendors.
- Only LaGrand Conference Center staff are allowed in the kitchen.
- Groups shall not exceed the number of attendees listed in the Rental Agreement and shall not exceed fire code limit of 533 persons or Renter Deposit will be forfeited.
- The Renter is responsible for informing all guests and vendors who are not contracted with *GrandStay® Hotel & Conference* about the Terms and Conditions.
- Renter and guests must abide by City and County signage ordinances. A copy of the ordinances can be obtained through the Director of Sales & Marketing.
- The Renter shall leave the facility in a clean and orderly fashion. With the exception of vacuuming and mopping, the Renter must leave the facility the way it was found or will forfeit the Renter Deposit. All garbage and food must be picked up off the floor.



Contact Information

Company/Organization/Individual Name: _____
Contact Person: _____ Email: _____
Address: _____
Phone: _____ Fax: _____
How did you hear about us? _____

Event Information

Event Date: _____ Room(s) Rented: _____
Setup: ___Rounds ___Classroom ___Theatre ___U-Shape ___Hollow Square
Notes: _____

Setup Time: _____ Event Start Time: _____ Event End Time: _____
Number of Guests: _____ Reader Board: _____

Fees

Room(s) Rental Fee: _____
Security Fee \$275 (Required for all events where alcohol is served): _____
Renter Deposit \$500 (Refundable if no damage is incurred): _____
F/B and A/V Fees (Pg 2): _____
Total Fee(s) Due, not including Renter Deposit: _____

I understand that I will be charged a fee of \$250 for excessive cleaning if required.



Food & Beverage

ALL food and beverage MUST be arranged and purchased through the LaGrand Food and Beverage Service. Food from home and/or food purchased by the host or their guests is strictly prohibited from being brought into the facility.

LaGrand Food and Beverage Service: Please select the items you would like from the Food and Beverage Options on the previous pages.

Alcohol Provider: Contact Stacey Lindstrom at Celt's Craft House (952) 683-1533

Notes: _____

A/V & Equipment

Please indicate the quantity of each item needed:

___ LCD Projector with Sound & Ceiling Mounted Projection Screen (\$50) ___ Microphone(\$30)
___ Portable White Board with Markers (\$25) ___ Post-It Flip Chart (\$15) ___ Speaker Phone (\$50)

___ Business Package (1 Mic, LCD Projector & Screen, 1 Flip Chart and Portable White Board) (\$100)
___ Wedding Package #1 (1 Mic, 1 LCD Projector & Screen) (\$75)
___ Wedding Package #2 (1 Mic, 3 LCD Projectors and Screens) (\$175)

By signing below, Renter affirms he/she has read the Rental Agreement and agrees to the Terms and Conditions of GrandStay Hotel & Conference. The Rental Agreement is not valid until approved and signed by the GrandStay Hotel & Conference staff and payment is received.

Renter's Signature

Date

GrandStay Representative

Date