

POLICIES

FOOD & BEVERAGE

All Food & Beverage must be purchased from and prepared by St. Croix National with the exception of wedding cakes or themed sheet cakes. Neither the event host nor their guests may remove food or beverages from the premises due to license and insurance restrictions.

FOOD & BEVERAGE MINIMUM

The event host must meet the food & beverage minimum purchase amount for their event. The minimum must be met prior to tax or service charge. Purchases made by your guests DO NOT apply to this minimum. If the minimum is not met, the difference will be an additional room rental fee applied to your invoice. The regular room rental fee still applies regardless of meeting this minimum and is not waived.

SECURITY

Security is required for all Wedding Receptions as well as other large group events. St. Croix National also has the right to require security for any event. The event host is responsible for this fee which is stated on the event contract. St. Croix National is contracted with a company that provides the security guard.

MENU SELECTION & GUARANTEES

To allow us to properly prepare and order for your event, menu selections are requested 30 days in advance. **Food & Beverage prices are subject to change until 60 days prior to your event due to fluctuations in the market.** To avoid problems and disappointments, please be sure to work with a current menu.

GUARANTEE AGREEMENT

A guaranteed number of guests must be received **10 days** prior to your event. This guarantee cannot be reduced and sets the minimum number that you will be charged for. For Plated Meals with more than 1 entrée, it is required that the event host provide place cards to designate what each guest has ordered.

PAYMENT, SERVICE CHARGE & TAX

All food and beverage prices are subject to applicable sales tax and an 17% service charge. Final payment is due on the day of the event unless prior arrangements are made. For Wedding Receptions, payment for the food & décor invoice is required the day before by cashier's check or credit card only. Personal checks will not be accepted. A deposit for your bar invoice must also be paid the day prior to the wedding. This deposit amount will be based on the hosted beverages that are ordered. A credit card must be used for this deposit and St. Croix National will retain the same credit card number to charge any remaining balance to. In the case that a credit is due, that amount will be credited to the same card number.

CAKE POLICY

St. Croix National has a direct bill with The Buttercream Collection for Wedding & Special Occasion Cakes. If you use Buttercream, you will be billed by St. Croix National. Please ask for the price per person which INCLUDES cake cutting & serving by St. Croix National staff. You are responsible for making an appointment at Buttercream for tasting and making your cake selection. Special Occasion sheet cakes can be ordered directly from St. Croix National. Another licensed bakery may provide your cake, however, it is required that St. Croix National cut & serve your cake at a fee of \$.75 per person.

LIQUOR

The bar revenue minimum is \$300.00 per bartender, which includes hosted as well as cash bar purchases. If the minimum is not met, there will be a \$50.00 set-up fee per bartender. All beverages must be purchased from St. Croix National and may not be removed from the premises. Any outside beverages that are brought in will be taken by St. Croix National staff. Unfortunately the abuse of alcohol can quickly ruin an event and we ask for the event host's cooperation and help in enforcing responsible drinking by your guests. All state laws pertaining to the drinking age will be enforced and ID's are required when asked for. Wedding parties are not excluded from having their ID's checked. Our Food & Beverage staff reserves the right to refuse service to anyone.

DÉCOR

St. Croix National offers full service decor and further information can be provided upon request. Anything brought in by the event host must be approved by St. Croix National. **CONFETTI & GLITTER ARE NOT PERMITTED.** Nothing may be attached to the walls or ceiling of the banquet rooms by the event host. There will be an additional fee for any damage and extra clean up that is necessary.

DEPOSIT

Deposits are required for all events and are considered non-refundable. The deposit amount will be applied toward the final bill.

TIMEFRAME

Each event will have a timeframe set on the contract. Bar service & entertainment must end at 12:00 a.m. with guests vacating the facility by 1:00 a.m. On Sundays, bar service & entertainment must end at 11:00 p.m. with guests vacating the facility by 12:00 a.m.

MUSICIANS/ENTERTAINERS

Set-up may begin 1 1/2 hours prior to event arrival time and must be completed before guest arrival. Further, musicians and entertainers have 1 hour after entertainment ends to be cleaned up and exit the premises.

SMOKE FREE ENVIRONMENT

St. Croix National is a smoke free facility. Smoking is allowed outside only.

LIABILITY & DAMAGES

St. Croix National shall not assume any responsibility for the loss of any personal items placed in our facility prior to, during or following your event by either event hosts or your guests. This includes cards and gifts. Further, the event host is liable for any damage to St. Croix National property during your event.