



Clearwater Event Center Contract

5135 North Shore Drive Duluth, MN 55804 (218)-525-4826

Event Date: _____ Room: _____

NAME	ADDRESS	CITY	STATE	ZIP	PHONE
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Our Rental Fees includes:

Set up/Take down, Tables and Chairs, Black, White or Ivory Table Linens, Your choice of Napkin Colors, Table Skirting for Specialty Tables, Dinnerware, Glassware, and Silverware, Glass Mirrors and Candle Lamps, Decorative Lighting, Environmental Clean Up, Full Bar Set Up & Service.

- To hold your date we require the room rental price as a deposit that will go toward the rental fee.
- The "Hold the Date" deposit is non-refundable and non-transferable if your event is cancelled or your date is changed.
- Final numbers, final menu revisions, linen & napkin colors, cake topper, flowers, or ribbon and 50% of the total balance is due 17 days prior to the event date.
- Your liquor invoice is due in full 17 days prior to your event.
- Any remaining balance is due on or before date of service.
- Tax and an 18% service charge is added to all invoices. The service charge covers our staff to serve you through out your event.
- \$75 cutting and service charge is added for wedding cakes and/or specialty desserts that are brought in. This fee does not apply to Red Swan Cakes.
- No other outside food or alcohol may be brought in to the facility. There is a \$100 charge for delay of meal service by more than twenty minutes.
- Access to your room is available after 10:00 am on the day of your event.
- Decorating is allowed after 10:00 am on the day of your event. Any supplies needed to decorate will be supplied by the guest. Any decorating is allowed, with the exception of confetti, glitter, or anything smaller than a rose pedal as long as it does not cause any damage to the facility. A damage fee will apply.
- A \$50.00 cleaning fee will apply to any candy tables or candy buffets.
- Any candles MUST have an enclosed flame.
- Music and last call must end by 11:45 pm. Activities must end at midnight.
- All personal items must be removed from the room the evening of the event, unless you have the space rented for the following day.
- Red Swan Catering is NOT responsible for any lost, stolen, or damaged items.

Customer Signature: _____ Date: _____

Catering Director: _____ Date: _____

*Invoices and event details will be sent directly to the customer signing the guidelines and no one else. Any changes or adjustments to the event must be made by the person signing this document and only that person.