

WEDDINGS · BIRTHDAYS · REUNIONS · ANNIVERSARY · CORPORATE EVENTS

Thank you for your interest in the **LaGrand Conference Center**, located within the GrandStay® Hotel and Conference. 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 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 for gathering.

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 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.

Banquet Seating for up to 224 guests

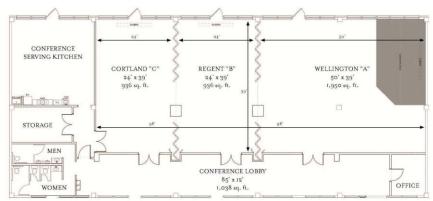
Audio/Visual Equipment

Dance Floor

Complimentary Parking

Spacious All-Suite Hotel Accommodations

LaGrand Conference Center is comprised of three unique and versatile rooms. The <u>Wellington, Regent</u> <u>and Cortland</u>; 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.





Conference Hall	Sunday-Thursday	Friday & Saturday November - April	Friday & Saturday May - October
LaGrand	1/2 Day - \$500	Friday - \$1,300	Friday - \$1,800
(All 3 Rooms)	Full Day - \$900	Saturday - \$1,600	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

Conference Hall	Square Feet	Theater	Classroom	Banquet
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 with Markers	\$25
•	Flip Chart Paper with Markers	\$15
•	LCD Projector with Sound & Ceiling Mounted Screen (Available each rooms)	\$50 each
•	Wireless Microphone	\$30 each
•	Speaker Phone	\$50
•	Complimentary 60-inch Flat Screen Monitor at the Boardroom	

PACKAGES

a. Business Package (1 Mic, LCD Projector & Screen, 1 Flip Chart and Portable White Board) \$100
b. Wedding Package #1 (1 Mic, 1 LCD Projector & Screen) \$75

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

Fees above is subject to 7.125% applicable sales tax.
Fees above may vary on availability and subject to change.



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 11:30pm. 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

RENTAL LENGTH OF TIME

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 Midnight. All vendors must vacate the LaGrand Conference Center no later than 12:30am.

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



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 11:30 pm of Renter Deposit, anytime over 11:45 pm will result forfeiture.
- All visitors, vendors and entertainers are required to vacate LaGrand Conference Center, hotel lobby and parking lot by Midnight.
- GrandStay® Hotel & Conference is a smoke-free facility. Smoking is only permitted outside the building in the designated areas.
- Absolutely no vehicles are allowed on the sidewalk or patio area.
- 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. Apart from 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

Type of Event	
Company Name	
Contact Person	
Email Address	
Home/Company Address	
Mobile/Company Phone Number	
Fax Number (optional)	
How did you hear about us?	
	FORMATION
Event Date	
Room(s) Rented	
Setup: (Rounds, Classroom, Theatre, U-Shape or Hollow Square)	Rounds Classroom Theatre U-Shape Hollow Square
Setup Time	Total Capacita
Event Start Time	
Event End Time	
Number of Guests	
Reader Board	
Additional Notes:	
F	EES
Room(s) Rental Fee	
Security Fee \$320 (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), not including Renter Deposit:	



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	r: Contact Stacey Lindstrom at Celt's Craft House (952) 683-1533	
Additional Notes	s:		
Please indicate t	AUDIO VISUAL & E the quantity of each item needed:	<u>QUIPMENT</u>	
# ITEN	MS / PACKAGES		
LCD	Projector with Sound & Ceiling Mounted Projecti	on Screen (\$50)	
Mic	rophone (\$30)		
Port	Portable White Board with Markers (\$25)		
Post	Post-It Flip Chart (\$15)		
Spe	aker Phone (\$50)		
Wed	dding Package #1 (1 Mic, 1 LCD Projector & Screer	1) (\$75)	
Wed	Wedding Package #2 (1 Mic, 3 LCD Projectors and Screens) (\$175)		
Busi	Business Package (1 Mic, LCD Projector & Screen, 1 Flip Chart and Portable White Board) (\$100)		
of GrandStay Ho	v, Renter affirms the client has read the Rental Agretel & Conference. The Rental Agreement is not vance staff and payment is received.	_	
Renter's Signatu	ure Date Gra	andStay Representative Date	



VENDORS

Food & Beverage Service Provider

LaGrand Food and Beverage Service 952-953-6111 ext 2

Alcohol and Beverage Provider

Recommended Vendors

Anthologies-Dan Iverson

Justin Mark Photography

Illumination by Lori Cole

Decorations

Celt's Craft House – Stacey 952-683-1533

ATTENTION: There will be no outside food and beverage brought into the building by you and your guests.

952-232-5830

612-306-9530

952-250-7537

Any alcohol served must be served by our liquor provider.

Initials

Cake & Desserts Gail's Cakes 952-980-5247 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 DJ Liz Oswood 651-455-7244 Paul Singn Dj 952-649-2299 Bill 763-557-6462 DJ D. Mill 612-803-09-20 Florist Tulips and a kiss 651-295-8489 Hy-Vee 952-423-9341 Photographers



DÉCOR OPTIONS

ITEM /CLASSIFICATION	PRICE
Ceiling Draping White or Ivory with White Lights Accent colors of draping available for an extra charge	\$400
Back Drop Head Table	\$250
Chair Covers White, Ivory or Black Sashes available in multiple styles/color Prices includes setup and tear down	\$3 per chair
Led Up Lighting UP LIGHTING LED Lights can be any color to match your décor	\$12 per spot
Ceiling Décor Hanging Crystals or Mirror Tiles Lanterns	\$4.50 each \$6.50 each
Accent Draping & Linens	Price is variable