



2019 EVENT PLANNING GUIDE

MINNESOTA'S PREFERRED MEETING
DESTINATION

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Condé Nast Traveler Magazine

MINNESOTA'S CLASSIC RESORT | Gull Lake | Brainerd, MN | 800.247.1040 | maddens.com



GUIDELINES

The following guidelines have been established to assure a smooth, seamless event for you and your attendees.

Please read carefully and address any questions with your Event Manager.

Agenda

A tentative meeting agenda should be provided to your Madden's Event Manager to ease the planning for both parties. Please include the following information:

- Starting and ending times for all events and activities.
- Meeting event titles along with all room set up styles and requirements.
- Audio visual requirements (sound/power, projectors, flipcharts, internet etc.); contact name and phone number for your company's onsite contact, if other than yourself.
- Contact information for outside vendor providing services you have contracted for your event.
- As outlined in your contract, meeting space is available from noon on arrival day to 1pm on departure day unless you've made arrangements in advance for extended meeting times.

Pre-Event Activity

Your Event Manager will be your main point of contact for all details. Should another department be required to assist you, your Event Manager will introduce you to the appropriate contact.

Please consider scheduling **immediately**: golf tee times, spa services, horseback riding, entertainment requests, pontoons, guided fishing, trapshooting, and any other recreation Madden's offers. **Activities are based on availability.**

Billing Instructions

Review all charges 10 days prior to arrival with your Event Manager.

Rooming List

It is the group's responsibility to collect the names and email addresses of all attendees (per your signed contract) and submit to your Event Manager by the deadline outlined on your contract. Attrition for rooms released after the deadline will be charged upon final billing.

Final Detail of Events

Required **nine business days prior** to arrival: Final details of events including menu selections, number of guests, room set ups and audio visual requirements must be received nine days prior to arrival. Additional fees may be assessed if information is not received or changes are made after the deadlines. Catered food requested after the guarantees are submitted will be charged at 1.5 times the menu pricing and based on availability. Please note that Madden's reserves the right to select a menu for your group should your selections not be made by the deadline for meals requiring private dining.

Once final details have been submitted to your Event Manager, you will receive Banquet Event Orders (BEO's) for each day of your event. A signed BEO for each day is required, including food and beverage guarantees for events requiring catering.

Changes

Guarantees are not subject to change after the deadline. Final billing will be based on this guarantee or the actual number of guests served, whichever is greater.

Events will not move forward without a signed Banquet Event Order and must be received prior to arrival.



GUIDELINES



Check-In

Guest rooms are available for check-in at **4:30pm**; however, guests may register early to use resort amenities. Check-out time is 11am. Check-outs after 11am are subject to a one-time late checkout fee. Requests for early check in and/or late check out **cannot** be guaranteed and fees may apply.

Private Function Spaces

Available on a first-come-first-served basis in accordance with your group guarantees. Madden's reserves the right to change function rooms with advance notice. You will be notified to discuss the change. Please note that public spaces, i.e., pool decks, Tennis & Croquet Club, and golf courses are available to all Madden's guests and will not be closed for private functions. Private dining will be assessed a setup fee of \$300-\$500 depending on the meal, location and number of guests. Private dining is based on availability. An Indoor space will be reserved as a weather backup for all outdoor events with catering. Rain calls will be made at least four hours prior to the event. Madden's reserves the right to make the final weather call.

Function Space

No materials may be taped, nailed or affixed to walls, furniture or fixtures of the resort. Madden's management must approve all signage prior to being displayed in public areas.

Food Regulations

In compliance with Minnesota Health Department regulations and Madden's company policy, it is required that all food and beverages consumed on the property be prepared and provided by Madden's. No food of any kind is permitted to be brought into any contracted event space by guests (with the exception of cakes from a licensed Minnesota vendor in which a cake cutting fee will be assessed). Minnesota Health Department regulations prohibit guests from removing any remaining food from an event (including "to-go" boxes).

Alcoholic Beverages

The sale and service of all alcoholic beverages is regulated by the Minnesota State Liquor Commission. Madden's is responsible for the administration of those regulations. It is policy therefore that no alcohol may be brought into the resort and served in public area for the purpose of hospitality entertainment. Last call for all private bar set ups is 12am. There are no exceptions. Minnesota state law prohibits anyone under the age of 21 to consume alcoholic beverage. All guests that appear under the age of 30 will be carded. I.D. is required for service.

Service Charge and Taxes

Current Minnesota state sales tax, 18% service charge, and sales tax on alcohol (9.875%) will be added to all items posted to your Master Account.

Transportation

Complimentary on-property. Fees would then be assessed based on the length of time. Other than airport shuttles, offsite transportation is not available by Madden's. We are happy to supply contact information for local transportation services.

Noise Ordinance

Outdoor entertainment (including bands, DJ's, etc.) is permissible 10am-10pm. Indoor entertainment may perform until midnight. Entertainment must be approved by Madden's. Madden's reserves the right to control noise volume in any function space. Bands and DJ's must contact Madden's two weeks prior to event to schedule A/V and electrical needs.

Security

Madden's shall not assume responsibility for damage to or loss of personal belongings. Meeting Planners assume full responsibility for the conduct of their attendees and for any damage done to persons or property.

Billing

Upon the group's departure your charges will be reviewed by Madden's event planner and sent to you once approved by Madden's Accounting Department (approximately 14 days). Final payment will be due within 30 days of receipt of final statement. Finance charges may apply per contract.

