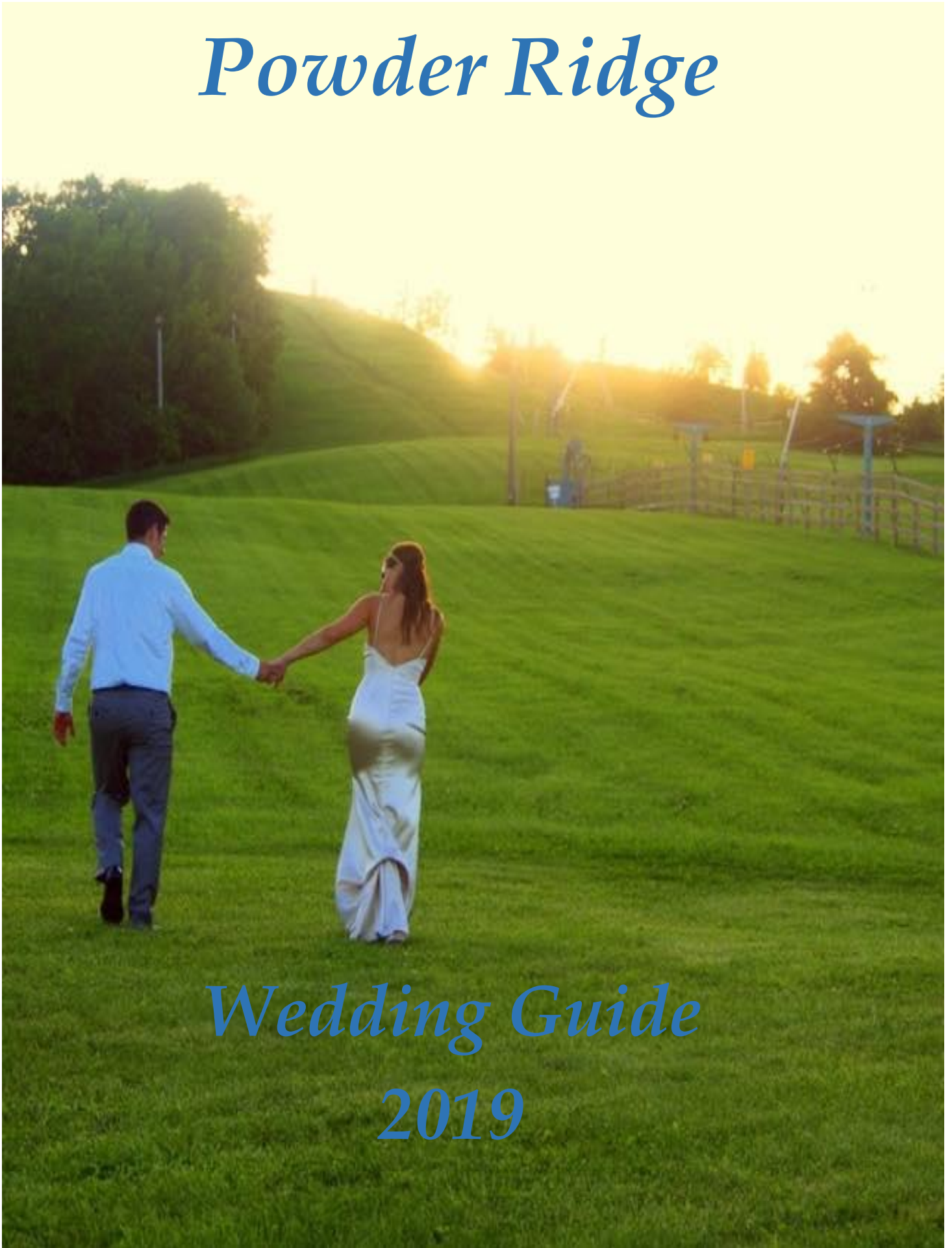


Powder Ridge

Wedding Guide
2019



Thanking you for your inquiry...

Thank you for your interest in using Powder Ridge for your upcoming reception. We offer an affordably elegant facility to help you create a unique and memorable experience for you and your guests. Should you have any questions after reviewing the attached information, please call or email us. We will be happy to answer them for you. Your event is very important and if you decide to hold it at Powder Ridge be assured that we will work with you to make it a memorable occasion.

from

The Powder Ridge Reception Staff



WEDDING RECEPTIONS

Receptions at Powder Ridge: Standard Package \$695.00

What's Included:

- *Main staircase lighted and decorated*
- *Lighted and decorated white archway entering reception hall*
- *Lighted white drapery behind the head table*
- *Lighted white drapery behind cake table*
- *White linens and skirting on: head table, cake table, buffet table, gift table and picture table*
- *Decorations over main entrance / exit door (inside)*
- *Outdoor seating on large patio with overhead Edison bulb lighting*
- *Private facility – no other events interfering with yours*
- *China plates and cups, glasses, silverware, cake plates, and punch glasses*
- *Staff to serve head table and clear head and guest tables*
- *Picturesque setting away from highways with no street traffic*
- *Free Wi-Fi*
- *Large windows with panoramic view of the ski hills*
- *Air-conditioned facility*
- *Handicap accessibility*
- *Wireless sound system for your toasts and speeches*
- *Spacious dance floor*
- *A relaxed and inviting atmosphere*

Additional Options

- | | |
|---|--------------------------|
| • <i>Bridal Suite</i> | <i>\$100</i> |
| • <i>Elegant white ceiling drapery</i> | <i>\$175</i> |
| • <i>Linen table coverings for guest tables. Available in Black, White and Ivory</i> | <i>\$0.75 per person</i> |
| • <i>Linen napkins. Available in: White, Ivory, Gold, Sea Foam, Royal Blue, Navy, Forest Green, Red, Maroon, Purple, Black, Brown, Lilac, Pink, Tan, and Yellow</i> | <i>\$0.35 per person</i> |
| • <i>Cake service (we cut and serve the sheet cake or cup cakes)</i> | <i>\$0.50 per person</i> |

FILL OUT AND RETURN RECEPTION DEPOSIT FORM TO HOLD YOUR DATE (located at the back of packet)

WEDDING CEREMONIES

Ceremonies at Powder Ridge: \$375.00

What's included:

- *Bridal Suite – Elegantly decorated (available options i.e. coffee, water, mimosas, snacks, etc.)*
- *A choice from multiple picturesque outdoor ceremony locations*
- *Underground sprinkler system in main ceremony location so the grass is always green*
- *Ability to shift ceremony inside in case of inclement weather*
- *A Powder Ridge attendant on duty the entire time you are here*
- *Area open until 8 p.m. for wedding practice the night before*

Ceremony Guidelines:

- *Wedding practice may be held the evening before your event up until 8pm.*
- *Pictures are allowed on the hill or inside the chalet.*
- *Any assembly of gazebos, arches, tents, etc. should take place on the day before your ceremony. Sometimes it takes longer than one thinks and you want it ready on time.*
- *Chairs for the ceremony are not provided and will need to be rented from a rental center.*
- *Sparklers, fireworks, fire pits, or any kind of fire related items or activities are not allowed on the Powder Ridge premises without prior approval from management.*
-

INCLEMENT WEATHER:

In case of inclement weather, you now have two choices of areas for your ceremony.

One – You may set up your chairs or benches on the main floor of the chalet

Two – The upstairs North Chalet reception area

Here at Powder Ridge we pride ourselves on trying to be accommodating. If you have any special requests, please let us know. We will make every effort to work with you to make your day as special as you've envisioned it.

Banquet Menu

Please note: menu options are suggestions only. Feel free to mix and match menu items to create the perfect meal for your event.

Seasoned Baked Chicken \$14.95

*Seasoned Baked Chicken, Homemade Stuffing, Mashed Potatoes
House-made Chicken Gravy, Buttered Sweet Corn, Coleslaw w/Creamy Dressing
Relish Tray, Dinner Rolls*

Parmesan Chicken & Penne Pasta \$14.95

*Seasoned Grilled Chicken Breast and Penne Pasta served with an Parmesan Cream Sauce
Caesar Salad, Green Beans Almondine, Relish Tray, Garlic Bread Sticks*

Spaghetti Dinner \$13.95

Spaghetti & Meatballs, Caesar Salad, Green Beans, Relish Tray, Garlic Bread

Classic Picnic \$11.95

*Ham and Turkey Sandwiches, Potato Salad, Fresh Fruit,
Seasoned Kettle Chips, Sweet Creamy Coleslaw and Relishes*

Pork Shoulder \$14.95

*Hearty Chunks of Pork Shoulder that's Dry-Rubbed & Slow Cooked for 16 Hours
Served with Brioche Buns, Creamy Coleslaw, Seasoned Kettle Chips
Baked Beans, Buttered Sweet Corn, Vegetable Tray, Relishes*

Grilled Chicken Breast \$14.95

*Large 6oz Grilled Chicken Breast topped with a Butter Sauce, Garlic Mashed Potatoes
Green Beans Almondine, Caesar Salad, Relish Tray, Dinner Rolls*

Slow Roasted Beef \$15.95

*Hearty chunks of beef, braised for 8 hours until it's melt in your mouth tender
in a Peppercorn Cream Sauce or Beef Pan Sauce
Mashed Potatoes, Green Beans, Garden Salad, Coleslaw w/Sweet Creamy Dressing
Relish Tray, Dinner Rolls*

Cranberry or Apple & Wild Rice Stuffed Chicken \$16.95

*Large 6oz Chicken Breast stuffed with an Apple & Wild Rice Blend then topped with a Butter Cream Sauce
Garden Salad, Garlic Butter Baby Red Potatoes, Amaretto Glazed Carrots, Dinner Rolls*

Grand Feast - Chicken Ramano, BBQ Ribs & Butterfly Shrimp \$18.95

*Asiago Chicken, St. Louis Style BBQ Ribs and Butterfly Shrimp, Garlic Butter Baby Red Potatoes,
Buttered Sweet Corn, Coleslaw w/Sweet Creamy Dressing, Garden Pasta Salad, Dinner Rolls*

Applewood Chicken \$15.95

*Large 6oz Chicken Breast topped w/Applewood Smoked Bacon and Monterey Sauce
Seasoned Red & Gold Potatoes, Key Largo Blend of Vegetables, House Salad, Dinner Rolls*

Tenderloin Tips \$17.95

*Marinated Tenderloin Tips with Peppers & Onions in a Mushroom & Brandy Cream Sauce
Garlic Butter Baby Red Potatoes, Green Beans Almondine, House Salad, Relish Tray, Dinner Rolls*

Prime Rib - market price (usually \$23.95)

*USDA Choice Prime Rib served with Au Jus & Creamy Horseradish Sauce
Baked Potato w/Butter, Sour Cream & Chives, Vegetable Medley, Caesar Salad
Relish Tray, Dinner Rolls*

Add a second meat option for slightly more

All prices are subject to change.

General Information

OUR AREA

Powder Ridge offers a unique, private, country setting just one mile off the main highway. The air-conditioned reception area, large atrium windows and patio area, overlook the luscious green ski hills. The reception hall is handicap accessible, with a lift just inside the main entrance.

CAPACITY

The maximum seating capacity is 340 which includes the main banquet room and the adjoining lounge area. There can also be main level seating for another 75 and outdoor patio seating for an additional 50 (weather permitting).

DEPOSIT/RENTAL FEE

A \$500 deposit/rental fee is required to book your date and to use our reception area for your event. This deposit will be applied to your final bill.

CANCELLATION POLICY

If you cancel your booked date for any reason, you may receive a refund of your deposit/rental fee only if we can rebook that date.

PAYMENT

Payment in full is required the day before the event. Payment may be made by cash, check or a major credit card. If a major credit card is used as payment, a 3% convenience fee will be added to your bill total. If a check is returned, you are responsible for a \$50 service charge.

GRATUITIES AND TAXES

Any menu item you choose for your event is subject to a 6.875% Minnesota Sales Tax. All menu and beverage items are subject to a 15% gratuity charge.

MEAL PREPARATION

All meals are prepared in-house by our Powder Ridge banquet chef. He graduated with honors from Le Cordon Bleu and has over a decade of banquet experience. The meals are served buffet style except for the head table which is served family style by our staff.

LATE SNACK AVAILABLE

Later in the evening our chef can provide your remaining guests with a light snack. Depending on the time of your meal, guests do work up an appetite dancing and visiting and will welcome this gesture on your part.

Sample of Late-Night Options

- Cold Sandwiches (Ham, Turkey) \$25.00 a dozen
- Hot Sandwiches (Pulled Pork, Shredded Beef) \$4.95 per person
- 12" Pizzas (Cheese, Pepperoni, Sausage, etc.) \$12.95 each
- Side Options - Chips, Fruit, Pasta Salad, Potato Salad \$1.95 per person/per option (with purchase of sandwiches or pizza)

You can discuss your options and prices with our banquet chef at the time you plan your meal. (We do not allow you to bring food in for this purpose.)

Other Options: Ask about options and pricing for:

Rehearsal lunch

Rehearsal Dinner

Wedding day lunch

MENU

150 meal minimum. Menu selection and approximate number is required two weeks prior to your event with final meal count due the week prior to your event.

SNACK BAR

We can provide snacks for your event or you can bring in snacks for a snack bar during your open bar, i.e. Pub Mix, Chex Mix, crackers/cheese, candy, etc.

CAKE

We will cut sheet cakes and serve it for \$0.50 per person. We do ask you to provide a person to cut a real display cake. We furnish the cake plates. Your bakery can deliver the day before your event or after noon on the day of your event.

TABLES

The head table has a maximum seating capacity for 14 people. Six large round guest tables which seat eight each are placed in front of the head table with the rest of the guest tables being 6' banquet style.

MUSIC

You are welcome to use the DJ or band of your choice. We provide a permanent 14x30-ft. dance floor. The music should end by 12:30 a.m. or any time prior to that. The DJ or band can setup after noon on the day of your event.

ACCESS TO BUILDING

Powder Ridge is open from 8am-4pm the day before your event for you to decorate, for cake delivery, D.J. set-up, etc.

LIABILITY & DAMAGE

You will be held responsible for any damage or loss incurred to the building, equipment, decorations, or fixtures because of the activities of your guests or contracted entertainers. Any expense, damage or loss incurred will be billed to you at our replacement costs. Powder Ridge will not be held accountable for damage or loss of gifts, decorations, special equipment, personal items or articles left at the area prior to or after the scheduled function. Management must be notified if you plan to leave such items at the area.

FIRE RELATED ACTIVITIES PROHIBITED

Fireworks or any kind of open flame candles are not allowed on the Powder Ridge premises without management approval. Candles in a glass holder are ok.

DECORATING

You may decorate the day before your event between the hours of 8 a.m. and 4 p.m. Please let us know what time you plan to be here. Candles must be contained in votive holder so they do not drip onto the tablecloths or tip and cause fire. (Tall tapered candles are not allowed)

Hanging decorations from the lights or ceiling is not allowed

Confetti or loose decorations smaller than a quarter should be discussed with management before using. If these are used there may be an extra charge for cleanup.

UNDECORATING

You can remove decorations at the end of the reception or they may be removed between 8 a.m. and noon on Monday. We are not open Sundays.

Bar & Beverage Service

We offer a full-service bar with your choice of an Open Bar, Cash Bar or a Combination. For the Open Bar, you may choose either a dollar limit or a time limit and you select what you wish to have served. We can provide you with ideas.

BEVERAGE LIST (Full Service Bar)

| | |
|---------------------------------------|--------|
| Bottled Beer (domestic)..... | \$4.50 |
| Bottled Beer (specialty)..... | \$5.00 |
| Keg (domestic beer)..... | \$350 |
| Keg (specialty beer)..... | \$425 |
| Mixed Drink (rail pour)..... | \$4.50 |
| Mixed Drink (call brands)..... | \$5.50 |
| Misc. Specialty Bottled Products..... | \$5.00 |
| Wine (glass)..... | \$5.00 |
| Soda (16 oz. glass)..... | \$1.50 |

(Unlimited soda is \$1.00/glass x the number of meals ordered, Maximum \$250)

| | |
|------------------------------|-------------|
| Champagne..... | \$19/Bottle |
| Non-alcoholic Champagne..... | \$12/Bottle |

PUNCH

Punch is available for \$18.00 per batch (plus sales tax and gratuity). A batch is 2 gallons. Punch glasses are provided and included in this price.

CHAMPAGNE

Wedding champagne (both alcoholic and non-alcoholic) must be ordered two weeks in advance. Champagne glasses are provided for head table. (If you wish to bring in your own "special" champagne or wine, you will be charged a \$10 per bottle corkage fee and we ask that you check bottles in with us the day before your event.)

Prices include the 9.375% Minnesota Liquor Sales Tax (for the alcoholic beverages).

- *A 15% Gratuity will be added to your open bar total.*
- *Prices subject to change.*
- *There is a \$600 bar minimum which includes the combination of the open bar, cash bar, champagne, soda and punch purchases.*
- *Full payment is required the evening of the event.*
- *Proof of valid ID required for all guests wishing to purchase and consume alcoholic beverages.*
- *Outside beverages are not allowed on the premises.*
- *No liquor will knowingly be sold to (or is to be consumed) on the premises by individuals who under 21 years of age or who appear to be intoxicated.*



Contact Information

Powder Ridge Event Center

15015 93RD Ave., P. O. Box 339

Kimball, MN 55353

Phone: 320-398-7200 ext. 13

E-mail: joel@powderridge.com



Powder Ridge - Reception Deposit Form

(RETURN WITH PAYMENT TO HOLD DATE)

Thank you for considering Powder Ridge for your reception. To book your reception at Powder Ridge, we require a \$500 deposit/rental fee to be paid at the time of booking. This \$500 fee should be sent to Powder Ridge with this form to permanently hold your desired date. Please note that your date will not be reserved until this payment is received by us. A receipt will be issued to you upon our receiving it.

This deposit/rental fee, for the use of our facility for your event, is nonrefundable upon cancellation unless this date is rebooked by another party.

Amount Enclosed \$ _____ How to be applied _____

Reception in honor of _____

Address _____

City _____ State _____ Zip _____

Phone numbers: Home () _____, Cell () _____, Work () _____

Email address _____

Type of event you are booking Powder Ridge: _____

Day and Date of your event _____ 20 _____ Number of guests you will invite _____

All food charges must be paid the day before your event and all bar charges are to be paid in full at the end of the evening on the day of your reception. (If you choose to pay the bill with a major credit card, an extra charge of 3% of your total cost will be added to your bill.) To acknowledge that you understand and agree with the terms on this page and with those stated in the "Wedding Guide" you received, please read the next paragraph, sign and date below.

I agree to pay all fees associated with this event on the date of this event and to not do so will be considered in default with the balance due subject to an interest rate of 21% annually plus any collection fees and expenses associated with the collection of this amount due.

Signed _____ Date _____, 20 _____

For office use only

Date Payment Received _____ Amount _____ Check # _____

Other Information: _____

Powder Ridge - Ceremony Deposit Form

(RETURN AT LEAST TWO WEEKS PRIOR TO CEREMONY)

A fee of \$375.00 is requested, along with this form, filled out, signed and dated, at least two weeks in advance of your wedding date for the use of the Powder Ridge area for a wedding ceremony. (This is in addition to the deposit/rental fee charged for the use of the facility for a reception.)

The Event: The wedding of _____ and _____

Time and date of ceremony: _____ p.m., on Day: _____ Date: _____

Will there be wedding practice held? _____ What time? _____ to _____

Time wedding party will arrive day of event _____ Time guests will arrive: _____

Will pictures be taken here? _____ If yes, approximate time: _____ to _____

Exact lawn location desired for ceremony: _____

Time, day and date of set-up: _____

Who is doing the set-up? _____

What is being set up? _____

Will electricity be needed? _____ For what & where? _____

What are your plans in case of inclement weather? _____

Who will be doing the tear-down? _____ When? _____

Please return to: Powder Ridge, PO Box 339, Kimball, MN 55353 along with payment of \$375 no later than two weeks before your wedding; or email the form to (joel@powderridge.com) or call us with your credit card information.

This verifies that you have read the Ceremony Information page and that you certify the information filled out on this form.

Your Signature _____ Date _____

Phone Number: (_____) _____

POWDER RIDGE - Reception Order Form

(RETURN AT LEAST TWO WEEKS PRIOR TO RECEPTION)

Kind of event _____ Date _____

Your Names _____ Phone number _____

If a wedding: Time of ceremony _____ Location of ceremony _____

Approximate time guests will start arriving at Powder Ridge _____

MENU INFORMATION

Number of meals _____ (Include the head table also.) Time serving is to begin _____

If you do not have the final count at this time, estimate it but do call us with the final number no later than one week prior to your event.

How many chairs should we set for? (include the head table, children and then add 6 extra) _____

(We need this number so we can order the table linens and/or napkins 2 weeks before your event)

YOUR MEAL ORDER

Entree choice from the information menu sheet: _____ Choice of potato/starch: _____

Choice of salad _____ Choice of vegetable: _____ Other _____

If "Special" meal choice, list here:

Price per meal as discussed \$ _____

LATE NIGHT MEAL? Yes ___ No ___ Time _____ Menu: _____

CAKE INFORMATION

Will you be having a cake? Yes No If yes, kind: Fake display _____ Real display _____ Sheets _____

If you are having a real display cake YOU must furnish a person to cut the cake. We will cut sheet cakes in the kitchen.

If no wedding cake, what other dessert are you serving?

Do you want us to serve the cake or dessert or will it be self-serve?

Reception form continued

MISC. INFORMATION

Will you be having a head table? Yes No Number of people to be seated at it (max. of 14) _____

Do you want to use our P.A. system at the head table? Yes No

Do you want to have a picture display table on the landing at top of stairs? _____

Will you be having Punch? Yes No How many batches _____ (One batch makes 2 gals)

Should we arrange for Toasting Champagne? Yes No For which tables? _____

Alcoholic - # of bottles _____ Non-Alcoholic - # of bottles _____

(You will get charged for the number of bottles you order and can take home unopened bottles.)

LINENS

Color of Napkins _____ Color of table cloths _____

BAR INFORMATION

Do you want to have an Open Bar (where you pay for your guests' beverages) Yes _____ No _____

Do you want a time limit or a price limit? _____ (You can check with us at any time to see what \$ amt. you are at.)

Time limit of open bar: _____ to _____ or Price limit of \$ _____

Continue during the meal: _____

Select open bar choices with an X:

_____ Tap Beer by-the-keg - Number of Kegs _____ Flavor of Keg _____

_____ Fountain Pop by the glass (\$1.50 each) OR _____ Unlimited Pop all night at \$1 per glass per # of meals ordered

_____ Mixed Drinks (rail pour), _____ Mixed Drinks (call brands), _____ Wine by-the-glass,

_____ Bottled Domestic Beer, _____ Bottled Specialty Beer, _____ Non-alcoholic Beer (O'Doul's),

Personalized Choices _____

Other notes _____

NOTE: Before another keg is tapped, you will be asked for permission and once a keg is tapped you will be charged for it.

It will be served out until it is gone or until the reception ends, whichever comes first.

Signs are posted for your guests indicating Open Bar Choices

Reception form continued

MUSIC

Will it be: during the meal _____ after the meal _____ Approx. time: _____ to _____ DJ or Band? _____

Day & time they will set up _____

The D.J. may set up no sooner than two hours prior to when you say your first guests will arrive as someone will be here then to have the building open. If your ceremony is being held here also, the building will be open at the time you and your wedding party plan to arrive. However, if you are having 300 or more guests, there won't be room for him to set up until after the meal as the dance floor will be full of guest tables until after the meal is served. Tear down is done immediately after.

PAYMENT

Person responsible for paying food bill _____

Address: _____ City _____ State _____ Zip _____

Phone # () _____ Relation to wedding party? _____

Person responsible for paying bar bill _____

Address: _____ City _____ State _____ Zip _____

Phone # () _____ Relation to wedding party? _____

Day and time that you will be arriving to decorate? _____

Please sign and date as acknowledgement that you filled out the information and that it's all correct.

_____ 20_____

Your Signature

Date

Mail to:

Powder Ridge

15015 93rd Ave., P. O. Box 339

Kimball, MN 55353