



*The Ramada Hotel & Conference Center wants to thank you for the opportunity to be part of your special day! In this packet, you will find information on the packages we offer, our menu, and some helpful wedding planning tips. Our staff is equipped to help you with anything you might need. Happy planning!*

**Our 2018 Wedding Package includes the following complimentary services:**

- ❖ *Honeymoon Suite the night of your reception*
- ❖ *Two Standard Rooms for the guests of your choice*
- ❖ *Gift Opening room on the following day with 10% off your food bill*
- ❖ *Cake Cutting Service*
- ❖ *Napkins, Linens, and Table Skirting in Black, White, or Ivory*
- ❖ *On-site wedding planner*

**The “Friday Wedding Package” includes the list above, as well as:**

- ❖ *Complimentary Lemonade or Punch for your Reception*
- ❖ *Complimentary White Spandex Chair Covers*
- ❖ *Complimentary Room Rental*

*Room Rental Information*

<b>Banquet Room</b>	<b>Min./ Max. Guest counts</b>
Woodland Square	225/625
Woodland North East & Woodland South	125/250
Birch & Walnut	75/175



# Wedding Reception Guidelines

## **Bar Service**

Kegs, Wine, Champagne and drink tickets are available for purchase through the hotel. North Dakota law prohibits the service of alcoholic beverages to persons less than 21 years of age. Alcoholic beverage service hours are in compliance with ND state laws. The Ramada of Fargo is the only licensee authorized to sell and serve liquor, beer or wine on our premises. Alcohol consumption must be completed by 12:45 a.m. An 18% service charge is added to beverages as they are consumed. ND sales tax is added to liquor charges where applicable.

## **Meal Counts**

A menu selection should be given to your Special Events Coordinator two weeks prior to your event. A guaranteed number of guests must be received 10 days prior to your event. If a guaranteed number is not given in time, food will be prepared in order to accommodate the highest figure proposed at the time of booking. All food & beverage prices are subject to a 18% service charge and the current North Dakota State tax rate. The Ramada is the only licensee authorized to sell and service food & beverage products on our premises. Prices are subject to change.

## **Decorating**

The Ramada offers complimentary mirror tiles, votive candles, and rose bowls to all of our wedding couples. One week prior to your reception date we will notify you when your room will be available for decorating. Glitter, Confetti & Candelabras are not allowed in the reception rooms. All decorations you would like to keep must be removed from the reception room by 2 a.m.

## **Safety & Security**

The patron(s) agree to be responsible for any damage done to the Ramada during the time period covered by the function contract. The Ramada is not responsible for the damage or loss of any articles left in the hotel prior to or following the function.

**\*No outside Food & Beverage except for wedding cake, cupcakes from a licensed baker, or nuts and mints.**

**\*Any leftover food cannot be removed from hotel per the Cass County health code.**

Thank you for considering our venue for your special day! We look forward to the opportunity to work with you!

*Leah Halvorson*

**Wedding Sales & Special Events Coordinator**

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