

## **WEDDING FAQ**

Congratulations on your engagement! Now it's time to get down to business. We have put together a list of our most frequently asked questions to help you begin planning the wedding of your dreams!

### **Who is my initial contact?**

Call 612-436-9351 or email at [weddings@cpminneapolis.com](mailto:weddings@cpminneapolis.com) for a wedding professional to assist your wedding details.

### **How much is my catering deposit?**

A catering deposit of 30% of the Food & Beverage Minimum and Rental Fee is due at the time of the contract signing.

### **What are my payment options?**

Any payments you would like to make throughout the months leading up to the wedding are welcomed. The final payment is due fourteen days prior to your wedding date. Personal Checks, cashier's checks, and credit cards are acceptable for the initial deposit. Cashier's checks and credit cards are acceptable for the final payment.

### **Do you allow outside caterers?**

We allow outside caterers for wedding cakes and groom's cakes only. All other food and beverage must be purchased from, prepared and served by the Crowne Plaza Northstar Hotel.

### **Is gratuity included in the price, and what are the additional tax percentages?**

No, gratuity is not included in the price. There is a service charge of 22%. The food tax percentage is 10.78% and liquor tax percentage is 13.28%

### **Is there a set-up and clean-up fee?**

No, set-up and clean-up fees are included in the package prices.

### **When is my final headcount due?**

Your final headcount and food split are due 72 hours prior to the wedding date.

### **Do you provide tasting consultations/menu tasting?**

Yes, once the contract is signed, we will hold a complimentary menu tasting, typically two months prior to the wedding date. Up to four entrees may be tasted.

### **Is there an extra charge for bartenders?**

There is a \$100 bartender fee only if \$500 in bar revenue is not met. Both host and cash bars count toward this amount.

**Do you provide cake cutting/serving services?**

Yes, we provide complimentary cake cutting/serving.

**Is there a dance floor available?**

Yes, a dance floor is available for a fee of \$100.

**Are linens, china, glassware, flatware and serving accessories included in the price?**

Yes, table linens, china, glassware, flatware and serving accessories are included in the package price.

**Do you have Audio/Visual Equipment available?**

Yes, we can provide a complete list of equipment and pricing upon request.

**Where do my guests park?**

Guests may park in the Northstar Ramp which is connected to the hotel. Daily parking rates do apply, and there is no valet parking available at the hotel.

**Do you allow candles to be lit in the reception room?**

Yes, however the candles must be enclosed in glass.

**Do you offer a discount for out of town guests staying at the hotel?**

We can assist you with room rates, which will vary depending on your wedding date.

**What are check-in and check-out times for overnight rooms?**

Check-in time is 3:00 pm and check-out time is 12:00 pm.

**Are there restrictions on the length of time music may be played?**

Music may be played in the Skygarden until 10:00 pm and in the Great Lakes Ballroom until 1:00 am. All music vendors must provide proof of insurance.

**Are there restrictions on photography or videotaping?**

No, however your photography or videotaping vendor must provide proof of insurance.

**Are there any flowers or centerpieces provided?**

You may choose to use our complimentary centerpieces consisting of a Gerbera Daisy, of the color of your choice, floating in a lilybowl vase set atop a mirror with three votive candles.

**Can we use an outside decorator?**

Yes, an outside decorator may be used for your event. Your decorator must also provide proof of insurance.

**Can my outside decorator/DJ/Band set-up equipment prior to the reception?**

Yes, outside vendors can begin setting up at 4pm on a Friday and 2pm on a Saturday. Vendors may only setup earlier than 4:00 pm provided that no other event has been booked earlier in the day. \*Outside vendors must provide proof of insurance.

**Are there time restrictions on my event?**

The time slot for an evening wedding reception in the Great Lakes Ballroom is 4:00 pm to 1:00 am and 4:00 pm to 10:00 pm in the outdoor Skygarden. An ending time of 2:00 am in the Great Lakes Ballroom is permitted for an additional \$100.00 rental fee.

**Who will be in charge the day of my event?**

Our Catering Event Manager, will be on-site through dinner service and the Banquet Captain will be available through the duration of your event.

**Are children's meals available?**

Yes, children's meals are available for \$17.

**Is Security required for my event?**

No, the hotel provides complimentary Building Security.

We are thrilled to work with you! Please let us know if there are any other questions or concerns.