

Throwbacks

Grille & Bar

Where Tradition Never Ends...

Event Information Fall/Winter 2008

For more information, please call 651.379.9211 and ask for:
Rachel Markie, Event Manager (rmarkiel202@hotmail.com)

BOOKING YOUR SOCIAL EVENT AT THROWBACKS

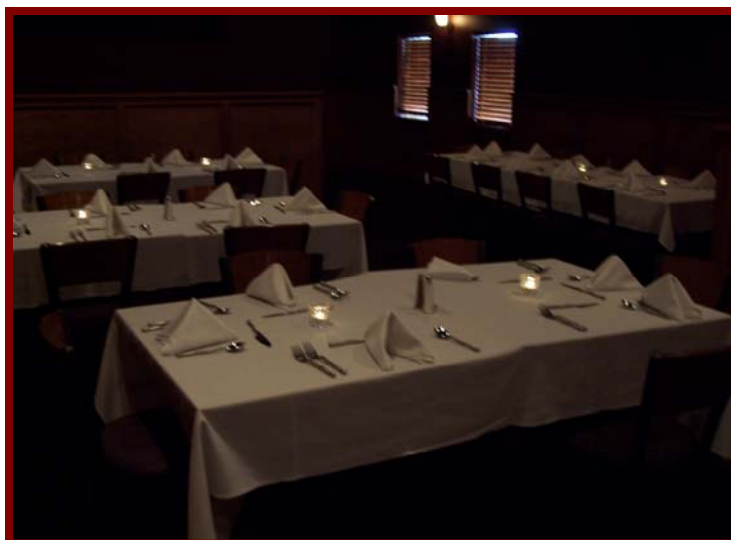
When you take a look at the Tamarack Room, the Hillside Room and other party areas, you know that the search for the perfect venue to host your gathering is over. The spaces are inviting and our fans will tell you that the Throwbacks team is a staff of professionals that will do everything to ensure your event is a smashing success! Throwbacks in Woodbury offers three different areas to host the needs of any sized party!

The Tamarack Room

Our largest event space accommodates 30-100+ and features the listed amenities:

Seating for 80; Reception-Style for 100+.	
Windows facing the north	LCD Projector (subject to rental fee)
High Speed Wireless Internet	130" Presentation Screen with Easy Laptop Hook Up
Microphone (subject to rental fee)	Sound System
The Room has Warm, Inviting, Earth Tones	If Food/Beverage minimums are met; complimentary linen is included

**A Group Minimum of 30 People is Required to Obtain the Tamarack Room at No Fee.
A Food and Beverage Minimum of \$10 for AM (\$300) and \$12 (\$360) for PM Events is Required to Obtain the Tamarack Room at No Fee. If F/B Minimums Can Not be Met, a Room Fee is Applicable (page 4).**



The Hillside Room

Host your perfect business meeting in this spacious, yet cozy room. The Hillside Room features the listed amenities:

Seating for 35 People; Reception-Style for 50+ People	
Fireplace	Three Televisions
High Speed Wireless Internet	If Food/Beverage minimums are met; complimentary linen is included

**A Group Minimum of 20 People is Required to Obtain the Hillside Room at No Fee.
A Food and Beverage Minimum of \$10 for AM (\$200) and \$12 (\$240) for PM Events is Required to Obtain the Hillside Room at No Fee. If Minimums Can Not be Met, a Room Fee is Applicable (page 4).**

ROOM RENTAL

Room Rental

All group or private events require a food and beverage minimum that is arranged with your event planner at the time of booking. Per space reserved, person minimums and food and beverage minimums are:

Tamarack Room:

- 30 Person Minimum
- Day Rental: \$10.00 per person food and beverage minimum
- Evening Rental: \$12.00 per person food and beverage minimum
- Minimum amounts do not include: Tax, 18% service fee, equipment fee or any other additional charges.

**If minimums cannot be met, the Tamarack Room may be rented at the cost of \$50 an hour for an AM event (10 am - 3 pm) and \$100 an hour for a PM event (5 pm - 10 pm).
Staffing of event is negotiable.**

Hillside Room:

- 20 Person Minimum
- Day Rental: \$10.00 per person food and beverage minimum
- Evening Rental: \$12.00 per person food and beverage minimum
- Minimum amounts do not include: Tax, 18% service fee, equipment fee or any other additional charges.

**If minimums cannot be met, the Hillside Room may be rented at the cost of \$50 an hour for an AM event (10 am – 3 pm) and \$100 an hour for a PM event (5 pm - 10 pm).
Staffing of event is negotiable.**

Bar:

- \$10.00 per chair requested food and beverage minimum
- This minimum amount does not include: Tax or gratuity

Due to our busy happy hour, bar reservations are accepted for no later than 5:00 pm. If a group is late for their reservation, the table will be given away.

**If you are going to be late for your reservation, please call and ask to speak with a manager.
We will gladly hold your table if unforeseen circumstances arise.**

Dance Floor & Stage:

- 100 Person Minimum
- Day Rental: \$10.00 per person food and beverage minimum
- Evening Rental: \$12.00 per person food and beverage minimum
- Minimum amounts do not include: Tax, 18% service fee, equipment fee or any other additional charges.

**If minimums cannot be met, the Dance Floor & Stage may be rented at the cost of \$50 an hour for an AM event (10 am – 3 pm) and \$200 an hour for a PM event (5 pm - 10 pm).
Staffing of event is negotiable.**

Entire Restaurant:

Sunday – Wednesday, the entire restaurant may be rented out after 5:00 pm at a food and beverage minimum of \$12,000.00 (Tax and Gratuity would be added on).

Thursday – Saturday, the entire restaurant may be rented out after 5:00 pm at an all-inclusive price of \$25,000.00. (Tax and Gratuity would be added on).

TERMS, CONDITIONS AND CONTRACTS

SITE VISITS:

- We want to show off our event spaces. Because these spaces are being used at various times throughout the day and we are giving these events our full attention, we require that you schedule a site visit with our catering office in advance. We want to be prepared for your visit!

WHEN A CREDIT CARD IS SECURED:

- Group reservations for parties of over 75 persons will be required to sign a contract and a credit card number must be secured and left on file to reserve an event area.

MENU/FOOD:

- Menu selections must be made seven days prior to the function. This allows an appropriate amount of time for our chefs to prepare for your event. If this timeline cannot be met, a 10% surcharge on the total food will be added. For groups over 25 people, a pre-order must be given.
- A final guaranteed guest count is required at a minimum of three days prior to the event. You will be charged for this number or the number served; whichever is greater. If a guaranteed guest count is not given within two days prior to the function, the guest count on the signed contract will be used as the guarantee.
- Health department regulations hold Throwbacks responsible for all food and beverage that we serve on premise. Therefore, with the exception of wedding cakes we do not allow any food or beverage to be brought in or to leave the property of Throwbacks.

TERMS OF EVENT BILLING AND CANCELLATION POLICY:

- Current sales tax, an 18% service fee and a 1% gratuity tax will be added to the final bill. Minnesota tax on food and non-alcoholic beverages is 6.5% and 9% on alcoholic beverages.
- Full payment is required at the conclusion of your function. Groups are billed on a "one check" basis only for most occasions. Separate checks require advanced notice and take extra time to prepare.
- **Throwbacks does not invoice customers.**
- A **THREE DAY** advanced notice of cancellation is required for parties who have pre-ordered food. Failure to do so will result in a service charge of \$250.00.

DAMAGE/DECORATING GUIDELINES:

- Decorating is encouraged. However, because they are hard to clean up, we do not allow: Metallic glitter, streamers or paper confetti. If these items are used, a \$250.00 cleaning charge will be added on to your bill. **NO EXCEPTIONS.**
- Throwbacks reserves the right to charge an appropriate damage/cleaning charge if the condition of the room after the event deems it necessary. Possible items that would be subject to a damage charge are: Cake/food ground into the carpet, damage to walls that necessitates painting, theft of any items; including candles, centerpieces, etc.

EVENT START TIMES:

- Rooms are set up and ready 1/2 hour before the event start time. Any early arrivals to set-up decorations or A/V equipment, must be communicated with the catering office.

VACATE TIMES:

- Throwbacks closes at 2 am Thursday-Saturday. Guests must leave at this time.

MUSIC, ENTERTAINMENT, FLOWERS & CAKES:

- All vendors must contact the catering office regarding set-up time and/or delivery details for your event.

Merchandise or articles left in the restaurant during, after or before your event are not the responsibility of Throwbacks. Throwbacks is not responsible for stolen or lost items.

PRIVATE ROOM OVERVIEW

Name of Room(s)	Reception Style	Banquet Seated	Theatre (Chairs Only)	"U" Shaped
The Tamarack	100+	80	110	25
The Hillside	50+	35	N/A	15
Bar	10-100+	10-100+	N/A	N/A

EQUIPMENT AND OTHER FEES:

Throwbacks is fully outfitted for audio/visual presentations. Due to the money that is spent in keeping our technology up-to-date and working properly, the following minimal fees are applicable for the listed equipment:

Internet Access	No Charge
Unlimited Wireless Microphone Usage	\$25.00
Unlimited Use of Projector	\$50.00
Podium	Complimentary
Tripod Easel	Complimentary
Fax Machine	.50 Per Copy
Copies	.10 Per Page Copied

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