

Park Point Marina Inn
Duluth's Award Winning Waterfront Hotel

"Our goal is to exceed your expectations and then some."

Event Guidelines

Welcome to the Park Point Marina Inn. In order to better serve you and ensure a successful event we have provided an outline of our policies and procedures. This will provide important information to help you plan your event in conjunction with your upcoming conference, meeting, or social gathering.

We look forward to always be striving to exceed your expectations and then some.

Meeting Room Events

Details for your event, held in the hotel meeting room(s), will be coordinated with the General or Executive Manager.

Meeting room details should include:

- Room Set-up
- Audiovisual Needs
- Phone/Internet Requirements
- Food and Beverage
- Electrical Requirements
- Day and Time of Event
- Number of Participants
- Type of Event

Banners/Signs

All banners and signs must be professionally printed or computer generated and placed on easels. Hand-lettered signs or banners are not allowed in the public areas of the hotel. A limited number of easels can be arranged throughout the hotel. Banners and signs are only permitted in the banquet space and must be pre-approved by the hotel. Signs are not permitted in elevators or on guestroom floors.

Our Executive Manager will be happy to recommend companies that will assist you with producing banners and signs for your meeting.

If your organization intends on using a banner(s), please advise the Executive Manager so that they may reserve ample space for your banner(s) to be hung. Please note that our in-house Maintenance is required to hang all banners and signs for safety reasons, and there is a fee charged.

Nothing should be taped on, posted on, nailed, screwed, or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited.

Billing and Payment

In order to expedite the billing and payment process, the Park Point Marina Inn requires that proper credit information be established prior to your event or conference. Your organization may establish a master account for expected total bills over \$5,000.00.

- A non-refundable deposit is due on the day of signing your meeting room contract.
- Six months prior to the event, an additional payment of 25% is due for your meeting room costs only. This does not include any vendor food and beverage costs.
- Food and beverage costs from outside vendors are not subject to hotel tax.
- The hotel does not accept payment terms upon conclusion of an event for any event over \$4,000.00. 50% of the total estimated charges must be paid prior to the event, unless a direct bill and a credit card authorization have been established.
- Cash, credit card, or direct bill are optional forms of payment.
- Direct billing privileges can be granted to approved applicants and/or for those groups whose estimated charges are over \$1,000.00.
- Groups wishing to direct bill are required to complete a credit application. The application should be received at the hotel at least 60 days prior to the function. The group need to have at least two good references within the past year. A good reference is one that has been paid within 30 days, and is a similar dollar amount to the requested credit.
- For a group that wants to establish credit, but has no previous hotel references, a Credit Card Authorization form may be completed as backup to establish an account and begin a credit history with us.
- If the client is not able to provide the necessary references, the hotel will ask for 50% prepayment of the estimated charges.
- The hotel credit terms are 30 days, and are not negotiable.
- Direct bill applications need to be updated once a year.

Tax Exempt Status

In order for an organization to be considered tax-exempt, they must have a certificate of exemption from the state of Minnesota and/or the city of Duluth. Please review your potential tax-exempt status with our Executive Manager.

Smoking and Tobacco

The Park Point Marina Inn is 100% smoke, tobacco, and electronic vape free. A \$250.00 environmental cleaning charge will be assessed to the group if any guests of the group are smoking in the meeting room or on the outside deck.

Catering

The hotel General Manager can provide banquet vendor menus if you wish to have an outside catered food service company for your function. Printed menus are only guidelines. Our catering vendors will gladly customize menus to meet your specific needs. All prices are subject to change, based on market fluctuations. Your catering vendor will confirm menu prices, taxes and fees.

The Park Point Marina Inn is dedicated to providing your event with exceptional services and facilities. To ensure the finest quality of service and cuisine, we require that all menu and beverage selections be finalized with the catering vendor, and General Manager, at least 2 weeks prior to the event.

Due to liability and legal restrictions, there is a fee for outside food or beverage of any kind to be brought into the hotel. You must receive permission in your signed contract and have the fee prepaid. Check with the General Manager on the fee charge.

Minnesota law requires persons to be a minimum of 21 years of age to consume alcoholic beverages. The Park Point Marina Inn reserves the right to refuse alcohol service to anyone.

Guarantees

The final attendance of your event needs to be received by the General Manager no later than 11:00am, 3 working days prior to the function. This number will be considered a guarantee, not subject to reduction, and charges will be made accordingly. Please provide the guarantees on the following days:

Day of Function:	Guarantee Due on the Preceding:
Saturday, Sunday or Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

*National holidays are not considered working days and should be taken into consideration when submitting guarantees. The hotel will be prepared to serve 3% more than the guaranteed number of attendees, and cannot be responsible for service to more than 3% over the guarantee for groups up to 50 persons. Check with your food and beverage vendor for their guidelines.

Labor, Staff and Reset Charges:

- Should you request the hotel staff to totally change the physical setup of a room that varies from the original instructions or diagram; a \$75 reset charge will be added to your billing.

Contracted Meeting Room Times

Due to the number of events in the hotel, it is important that you adhere to the contracted times of your event. Functions may be scheduled before or after your event in the same location, or the room may need to be cleaned by staff before the next event. Please consult with the Executive Manager immediately if additional time is needed in your function space.

Décor

All drapes, curtains, table coverings and skirts, carpet, or any materials used for décor, must be flame retardant and be tagged as such. All material is subject to inspection and flame testing by the Fire Marshall. The use of confetti, sparklers, feathers and helium balloons is not permitted. Open flame devices of any kind are prohibited.

Basic Meeting Room Guidelines

- Doors may not be propped open with chairs.
- Inside chairs and tables cannot be taken outside.
- Meeting room closes at 11:00pm unless stipulated on your contract.
- Sports equipment of any kind is not allowed in the meeting room and/or on the deck at any time.
- We suggest all individuals who are planning on using our audiovisual projector come in the day before, or the early morning on the day of your event, to verify your equipment works with ours because of various ages of computers and/or compatibility formats. We cannot be held responsible if your equipment is not compatible with ours without a pre-test.
- Outside food is not allowed to be brought in without it listed on your contract. A fee is charged for any outside food and beverage brought in. Check with your hotel representative for the specific fee.

- The hotel is required to request proper identification for all guests who appear under 35 years of age, and may refuse alcohol to anyone who appears intoxicated.
- If the group uses any equipment (projector, screen, monitors, podium, etc.) not listed in the contract, they will be charged accordingly at final billing.

Outside Food and Beverage

The following vendors are available:

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|------------------------------|---------------------------|
| Bellisio’s— (218) 727-4921 | (Food and Liquor License) |
| Duluth Grill— (218) 726-1150 | (Food License) |
| Blackwood’s— (218) 724-1612 | (Food and Liquor License) |

Other catering companies may be used with pre-approval from the General Manager in accordance with their proper insurance forms, liability insurance coverage, city, county, and state licensing and health requirement forms and certificates, having been received by the hotel 14 days in advance of your event.

Timelines-Advance Orders:

All hotel food and beverage arrangements should be finalized with the hotel a minimum of 7 business days prior to arrival. Check with your outside vendor on their exact guidelines.

Service Fees and Sales Tax

The following fees may accompany guest rooms, hotel services and amenities, food and beverage service, bar service, meeting room rental, and audio-visual rental based on the final arrangements in the meeting room. Check with your vendor to see if your liquor tax is already included in your beverage purchase price.

Guest Rooms

- 6.875% MN State Sales Tax
- 1.000% Duluth Sales Tax
- .500% St. Louis County Transit Tax
- 5.500% Duluth Lodging Tax

13.875% Total Tax

Meeting Room

- | | |
|--|---------------------------|
| Equipment Rental, Food and Beverage Provided | 6.875% MN State Sales Tax |
| | 1.000% Duluth Sales Tax |

.500% St. Louis County Transit Tax
8.37% Total Tax

Hotel Amenities & Services

Air Bed, Cribs, Safe Rental, 6.875% MN State Sales Tax
DVD Rental, Bike Rental, Gift 1.000% Duluth Sales Tax
Shop Sales, Service Charges, .500% St. Louis County Transit Tax
Add-On Packages
8.37% Total Tax

Liquor

6.875% MN State Sales Tax
1.000% Duluth Sales Tax
.500% St. Louis County Transit Tax
2.500% MN State Liquor Tax
10.875% Total Tax

Signs/Easels

Signage and easels are not permitted on guestroom floors.

Noise

When entertaining co-workers, guests, and clients in the meeting room, we kindly ask that all operations cease by 11:00pm to insure an enjoyable stay for the surrounding guest rooms.

Parking

The hotel has free parking for meeting attendees. Attendees should see the front desk for a parking pass and put it on the dashboard of their vehicle before going to their meeting.

Security

Park Point Marina Inn cannot be responsible for the safekeeping of equipment, supplies, written materials or any other items left in the function rooms by the group or its attendees.

Accordingly, the group acknowledges that it will be responsible to provide security for any such above-mentioned items if it feels warranted and assumes any responsibility of loss. Professional security supervision may be arranged through your Park Point Marina Inn representative at the

advance pricing rate of \$35.00 per hour, per guard. Off-duty Duluth police officers are available at \$60.00 per hour. Arrangements should be confirmed 30 days prior to your event.

Shipping

The hotel can accept shipments. Please direct all shipments through the Concierge Service Center when applicable.

Please notify your Park Point Marina Inn representative of anticipated deliveries. Due to limited storage capabilities, please do not ship materials more than 2 business days prior to your event. A handling fee of \$10.00 per box, for more than 5 packages, and up to \$200.00 per pallet for incoming and outbound shipments will be assessed. Fees are for delivery only and do not include unpacking or assembly. Shipments received on pallets cannot be delivered to hotel sleeping rooms or suites.

Materials sent to the hotel should be labeled as follows:

Hold for: Guest Name & Arrival Date, Organization Name
Park Point Marina Inn
1033 Minnesota Avenue
Duluth, MN 55802
(Box 1 of 2, Box 2 of 2, etc.)

Please make sure a complete return address is also clearly labeled on the box.

The hotel does not have designated storage for empty boxes or containers. Make sure to bring tracking numbers with you to the hotel in the event your shipment cannot be located.