

POLICIES & PROCEDURES

ROOM RENTAL. ROOM RENTAL RATES APPLY TO ALL EVENTS. RATES VARY DEPENDING ON THE DATE AND TIME. PLEASE CONTACT OUR SALES OFFICE FOR A PERSONAL QUOTE.

CONTRACTS AND DEPOSITS. THIS AGREEMENT MUST BE SIGNED AND RETURNED TO THE CASTLE LOUNGE & VENUE TO CONFIRM THE RENTER'S EVENT (THE "EVENT"). A 50% DEPOSIT IS REQUIRED FOR ALL EVENTS AND ARE NONREFUNDABLE AND NONTRANSFERABLE. DEPOSITS WILL BE QUOTED TO THE RENTER AT THE TIME OF THE BOOKING THE EVENT. DEPOSITS WILL BE APPLIED TOWARDS THE FINAL BALANCE OF THE BILL.

BILLING AND PAYMENT. ALL RENTERS WILL BE PROVIDED WITH AN ESTIMATE FOR FULL PREPAYMENT 10 DAYS PRIOR TO THE SCHEDULED EVENT. A FINAL INVOICE WILL BE EMAILED WITHIN 3 BUSINESS DAYS FOR ANY ADDITIONAL A LA CARTE ITEMS AND BAR CHARGES OUTLINED PER THE AGREEMENT. FINAL PAYMENT WILL BE REQUIRED WITHIN 7 DAYS FOLLOWING THE EVENT. A \$20 LATE FEE WILL INCUR, PER DAY, FOLLOWING THE 7TH DAY. PAYMENT CAN BE MADE IN CASH, CHECK OR CREDIT CARD FORM. CREDIT CARD SURCHARGE: AS APPROVED BY MINNESOTA STATUTES TRADE REGULATIONS, CONSUMER PROTECTION (CH. 234-241) 325G.052, THE CASTLE LOUNGE & VENUE WILL ASSESS A 3% SURCHARGE ON ALL CHARGES PAID BY CREDIT CARD.

CANCELLATIONS; FORCE MAJEURE. ALL CANCELLATIONS MUST BE RECEIVED BY THE CASTLE LOUNGE & VENUE IN WRITING AND ALL DEPOSITS ARE NONREFUNDABLE. ANY CANCELLATIONS WITHIN 90 DAYS PRIOR TO THE EVENT ARE SUBJECT 50% OF THE BEVERAGE MINIMUM. CANCELLATIONS WITH 7 DAYS OF THE EVENT ARE SUBJECT TO THE FULL ESTIMATED COST OF THE EVENT. THE CASTLE LOUNGE & VENUE WILL NOT BE RESPONSIBLE FOR FAILURE TO COMPLY WITH THIS AGREEMENT IF SUCH FAILURE IS DUE TO ACTS OF GOD, ACTS OF WAR, STRIKES OR LABOR DISPUTES, EPIDEMIC OR PANDEMIC, OR ANY OTHER EXTRAORDINARY CIRCUMSTANCES BEYOND THE CASTLE LOUNGE & VENUE'S CONTROL. IN THE VENTS OF ANY FORCED CANCELLATION, THE CASTLE LOUNGE & VENUE WILL OFFER AN ALTERNATIVE DATE ACCEPTANCE TO BOTH PARTIES AT THE SOLE DISCRETION OF THE CASTLE LOUNGE & VENUE. NO REFUNDS AND NO RESCHEDULES OTHERWISE.

FOOD AND BEVERAGE MINIMUMS. FOOD MINIMUMS ARE AT THE DISCRETION OF OUR PREFERRED CATERERS, WHO ARE LICENSED AND IN COMPLIANCE WITH STATE LAW, COUNTY AND LOCAL ORDINANCES. A BEVERAGE MINIMUM IS REQUIRED FOR ALL ROOMS. BEVERAGE MINIMUMS VARY PENDING THE ROOM SELECTED, DATE AND TIME OF THE EVENT. BEVERAGE MINIMUMS DO NOT INCLUDE APPLICABLE SALES TAX. IN ADDITION, THE CASTLE LOUNGE & VENUE WILL APPLY A PRE-TAX 21% SERVICE CHARGE. IF THE RENTER DOES NOT MEET THE BEVERAGE MINIMUM, A BARTENDER FEE OF \$50 PER HOUR, PER BARTENDER WOULD BE APPLIED.

GUARANTEES. TWO WEEKS PRIOR TO THE EVENT THE RENTER SHALL CONTACT THE SALES OFFICE BY NOON WITH FINAL EVENT DETAILS AND A GUARANTEED NUMBER OF GUESTS ATTENDING. ONCE THE FINAL DETAILS AND GUARANTEED NUMBER OF GUESTS ARE SUBMITTED TO THE CASTLE LOUNGE & VENUE, IT MAY NOT BE DECREASED. HOWEVER, UPON SUBMISSION THE RENTER MAY SUBMIT ADDITIONAL GUESTS AND WILL BE BILLED AN ADDITIONAL SET UP FEE OF \$100. IF THE RENTER DOES NOT PROVIDE THE CASTLE LOUNGE & VENUE WITH A GUARANTEED NUMBER WITHIN 3 BUSINESS DAYS PRIOR TO THE EVENT, THE CASTLE LOUNGE & VENUE WILL CONSIDER THE LAST NUMBER OF GUESTS PROVIDED BY THE RENTER TO BE THE GUARANTEED NUMBER. THE CASTLE LOUNGE & VENUE RESERVES THE RIGHT TO SUBSTITUTE AN ALTERNATE ROOM IF THE RENTER'S GUARANTEED NUMBER FALLS BELOW THE ORIGINAL ESTIMATE.

FOOD AND BEVERAGE REGULATIONS. THE CASTLE LOUNGE & VENUE IS BOUND BY ALL STATE AND FEDERAL LAWS CONCERNING THE SERVICE OF FOOD AND LIQUOR, FIRE CODES, AND ALL OTHER APPLICABLE GOVERNMENT REGULATIONS. ALL FOOD MUST BE PROVIDED BY A LICENSED PROVIDER AND THEIR ASSOCIATES. FOOD LEAVING THE PROPERTY IS AT THE DISCRETION OF THE LICENSED PROVIDER. THE CASTLE LOUNGE & VENUE ASSUMES NO LIABILITY FOR FOOD CONSUMPTION. ALL BEVERAGES MUST BE PROVIDED BY THE CASTLE LOUNGE & VENUE AND SERVICED BY THE CASTLE LOUNGE & VENUE ASSOCIATES. ALL BEVERAGES MUST BE CONSUMED DURING THE EVENT AND MAY NOT BE REMOVED FROM THE PROPERTY.

MENU AND PRICING. THE RENTER SHALL SUBMIT FINAL MENU DETAILS AT LEAST TWO (2) WEEKS PRIOR TO THE EVENT. ALL PRICES ARE SUBJECT TO CHANGE WITHOUT ADVANCE NOTICE. ALL BEVERAGES ARE SUBJECT TO APPLICABLE SALES TAX, INCLUDING 8.125% SALES TAX, 10.625% ALCOHOL TAX AND A PRE-TAX SERVICE CHARGE OF 21%. TAXES ARE SUBJECT TO CHANGE WITHOUT ADVANCE NOTICE. ALL PRICES IN THE MENU ARE PRICED PER PERSON UNLESS OTHERWISE STATED.

ALCOHOL CONSUMPTION POLICY. AS THE HOST, THE RENTER IS RESPONSIBLE FOR THE BEHAVIOR OF ITS GUESTS. THE RENTER AGREES TO COOPERATE WITH THE CASTLE LOUNGE & VENUE IN ENFORCING RESPONSIBLE DRINKING BEHAVIOR. THE RENTER SHALL PAY EXPENSES INCURRED BY THE CASTLE LOUNGE & VENUE TO ENFORCE THIS POLICY DURING THE EVENT. THE RENTER AGREES TO BE BOUND BY THE FOLLOWING ALCOHOL CONSUMPTION POLICY:

A. NO ALCOHOL WILL BE KNOWINGLY SOLD TO OR CONSUMED ON THE CASTLE LOUNGE & VENUE PROPERTY BY ANY PERSON UNDER THE LEGAL DRINKING AGE OF 21. THE CASTLE LOUNGE & VENUE WILL REQUIRE VALID PHOTO IDENTIFICATION FROM ANY PERSONS WHO APPEAR UNDER THE AGE OF 21.

B. NO ALCOHOL WILL BE KNOWINGLY SOLD TO OR CONSUMED ON THE CASTLE LOUNGE & VENUE PROPERTY BY ANY PERSON WHO, IN THE OPINION OF AN APPOINTED STAFF MEMBER OF THE CASTLE LOUNGE & VENUE, IS OR APPEARS TO BE INTOXICATED.

C. THE CASTLE LOUNGE & VENUE RESERVES THE RIGHT TO TAKE ANY OF THE FOLLOWING ACTIONS IT DEEMS NECESSARY IN ITS DISCRETION IF A PROBLEM ARISES AT THE EVENT.

1. ASK INDIVIDUAL(S) TO SLOW DOWN OR STOP DRINKING;
2. ASK FOR COOPERATIONS FROM OTHERS IN THE PARTY;
3. ASK PROBLEM INDIVIDUAL(S) TO LEAVE;
4. REFUSE SERVICE;
5. CLOSE THE BAR;
6. HALT THE PARTY; AND/OR
7. CALL THE POLICE

THE CASTLE LOUNGE & VENUE RESERVES THE RIGHT TO REFUSE SERVICE TO ANYONE.

PATRON RESPONSIBILITY AND DAMAGE CHARGES. THE RENTER AND ITS GUESTS AGREE TO ABIDE BY ALL THE CASTLE LOUNGE & VENUE RULES AND REGULATIONS AS STATED IN THIS AGREEMENT. THE RENTER IS RESPONSIBLE FOR THE CONDUCT OF, AND THE DAMAGE CAUSED BY ITS GUESTS. THE RENTER IS RESPONSIBLE FOR ENSURING ITS GUESTS ARRIVE AND DEPART AT THE AGREED TIME. THE RENTER SHALL PAY THE CASTLE LOUNGE & VENUE FOR ANY EXPENSES INCURRED BY THE CASTLE LOUNGE & VENUE AS A RESULT OF DAMAGES OR OTHER UNFORESEEN CONSEQUENCES CAUSED BY THE RENTER AND/OR ITS GUESTS. THE CASTLE LOUNGE & VENUE RESERVES THE RIGHT TO CHARGE THE RENTER AND APPROPRIATE DAMAGE AND/OR CLEANING CHARGE IF THE CONDITION OF THE ROOM AFTER THE EVENT DEEMS IT NECESSARY. CONFETTI, BEADS AND GLITTER ARE NOT ALLOWED.

DIVERSITY, EQUITY AND INCLUSION. THE OWNERSHIP AND ITS ASSOCIATES OF THE CASTLE LOUNGE & VENUE IS COMMITTED TO SUSTAINING A DIVERSE, INCLUSIVE, AND EQUITABLE COMMUNITY. WE VALUE AND RESPECT ALL MEMBERS, GUESTS, EMPLOYEES, VOLUNTEERS, AND VENDORS REGARDLESS OF GENDER, AGE, RACE, RELIGION, ETHNICITY, NATIONAL ORIGIN, SEXUAL ORIENTATION, GENDER IDENTITY, EDUCATION, OR ABILITY. THE FOLLOWING POLICIES SUPPORT OUR DIVERSITY, EQUITY AND INCLUSION STANDARDS AT THE CASTLE LOUNGE & VENUE.

EVENT SET UP AND TEAR DOWN. THE RENTER SHALL BE RESPONSIBLE FOR ALL SET UP AND REMOVAL OF THEIR PERSONAL ITEMS AND/OR DECORATIONS (TABLE CENTERPIECES, PLACE CARDS, ETC.). ALL DECORATIONS MUST BE REMOVED AT THE CONCLUSION OF THE EVENT UNLESS SPECIAL ARRANGEMENTS ARE MADE THROUGH THE SALES OFFICE. THE CASTLE LOUNGE & VENUE RESERVES THE RIGHT TO ASSESS AN ADDITIONAL SET UP FEE OF \$100 FOR CHANGES IN SET UP 24 HOURS PRIOR TO THE EVENT.

TABLE LINEN AND DECOR. THE CASTLE LOUNGE & VENUE WILL PROVIDE IVORY, WHITE OR BLACK TABLECLOTHS AND SELECT COLORS OF LINEN NAPKINS INCLUDED IN THE EVENT. PREMIUM LINENS AND DÉCOR ARE AVAILABLE UPON REQUEST AND ADDITIONAL FEES WOULD APPLY. CONTACT THE CASTLE LOUNGE & VENUE SALES OFFICE TO RECEIVE A PERSONAL QUOTE. THE RENTER MUST SUBMIT A LINEN ORDER AT LEAST TWO (2) WEEKS PRIOR TO THE EVENT.

VENDORS. THE RENTER SHALL INSTRUCT ALL OF ITS VENDORS (MUSIC, CATERER, DECORATOR, FLORIST, ETC.) TO CONTACT THE SALES OFFICE REGARDING SET UP TIME,

VACATE AND LAST CALL TIMES. THE CASTLE LOUNGE AND VENUE CLOSES AT 1:00 A.M. AND ALL GUESTS AND VENDORS MUST HAVE VACATED THE PROPERTY BY THIS TIME. LAST CALL AT THE BAR IS 11:45 P.M. THE BAR AND EVENT ENTERTAINMENT MUST END NOT LATER THAN 12:00 A.M.

SMOKING POLICY. THE CASTLE LOUNGE & VENUE PROHIBITS SMOKING INDOORS. DESIGNATED SMOKING AREAS ARE OUTDOORS THE CASTLE LOUNGE & VENUE BUILDING ENTRANCE. THE RENTER SHALL INFORM ITS GUESTS OF THE CASTLE LOUNGE AND VENUE'S NO SMOKING POLICY AND DESIGNATED SMOKING AREA.

LOST AND FOUND. THE CASTLE LOUNGE & VENUE IS NOT RESPONSIBLE FOR THE LOSS OF PERSONAL PROPERTY, MATERIALS, OR PERSONAL BELONGINGS LEFT UNATTENDED AND/OR UNSECURED. ITEMS LEFT BEHIND FROM THE EVENT WILL BE DISPOSED WITHIN 72 HOURS FOLLOWING THE EVENT UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE BETWEEN THE RENTER AND THE CASTLE LOUNGE & VENUE.