



LET US BE YOUR  
SOMETHING...



***Congratulations! Let us help make your wedding day all you've dreamed of and more!***

### **Our Services and Amenities**

Unique to any other area hotel, the Radisson Blu Fargo offers an intimate, urban setting. Our Cityscape Ballroom, with spectacular views of downtown Fargo, provides seating for up to 280 guests; additional set-up requirements could alter this number. Additional banquet rooms are available on the same floor for parties exceeding 280 guests. We offer a state-of-the-art sound system which is synced in all banquet rooms. Our goal is to ensure that Bride and Groom, along with their guests, experience a special and lasting memory.

### **Decorations and Set-up**

We offer many decorating options that add a dramatic look to your reception. We will provide your choice of white or black linen and white skirted tables for your guest book, gift table, punch table, DJ and others you may require. With windows that overlook downtown Fargo, the Ballroom provides a picturesque setting. Complimenting your wedding design, all tables will be dressed in your choice of linens and set with lovely centerpieces. Club furniture is available and adds elegance to the atrium, as well as a comfortable sitting area for your guests to relax and visit. The ballroom features beautiful chandeliers, warm up-lighting is available (in your choice of color) at an additional charge. Chair covers and colored linens are a few special touches available at an additional cost.

### **Menu Selection**

The Radisson Blu offers extensive menu options from hors d'oeuvres to main entrées. For special requests, our Executive Chef will create a unique menu to suit any need. Menu samplings are available upon request. The Radisson Blu will prepare all food - with the exception of your wedding cake, nuts and mints, no outside food is allowed to be brought in. For an extra touch of class, butler service is available for various hors d'oeuvre's, wine and champagne options. A tentative menu is due to your Sales Consultant two months prior, and full item menu changes must be made no later than 14 days preceding your event. Menu prices will be guaranteed no earlier than 90 days prior to your scheduled event. Current menu prices are subject to change. In the event of a price increase you will be assured of no more than a 10% increase from our current menu prices. Children's meals are available upon request.

### **Bars**

Numerous options are available when choosing your bar service. A variety of wine and champagne services are available and signature drinks will add a touch of personalization to your bar. The Radisson Blu will provide all beverage services; no outside beverages are allowed. Any persons not following the City of Fargo beverages laws by bringing in outside beverages will have them confiscated and will be asked to leave. Radisson Blu recognizes all state and federal laws in serving alcoholic beverages; proper ID is required when purchasing such items. Minimum bar sales are required.

### **Entertainment**

Whether you choose a DJ or live music, we will accommodate the appropriate space necessary; keep in mind certain requirements could alter your guest count. Smoke and fog machine use is not permitted.

### **Security**

The Radisson Blu Fargo will not assume responsibility for the loss or damage of any merchandise or articles left in the banquet rooms prior to or following an event. Security is required when having a dance.

Planning Beyond Your Reception ...

### **Bridal Shower**

Looking for a casual, social environment to join with friends in celebrating your upcoming wedding? Our event and private dining rooms can accommodate groups from 8 to 60.

### **Rehearsal Dinner**

Let the Radisson help you thank your family and wedding party, by inviting them to a relaxing dinner following your wedding rehearsal. Receive a minimum of a 10% discount off food and beverage (excluding bar charges) when you hold your wedding reception at the Radisson Blu Fargo.

### **Saturday Wedding Reception Package**

- ◆ No Food & beverage minimum or facility fee for rehearsal dinner
- ◆ May-October:
  - \$1,000 Facility Fee
  - \$7,000 Food and hosted alcoholic beverage minimum
- ◆ November-April:
  - \$700 Facility Fee
  - \$6,000 Food and hosted alcoholic beverage minimum

### **Friday Wedding Reception Package**

- ◆ Complimentary Champagne Toast for entire wedding
- ◆ May-October:
  - \$750 Facility Fee
  - \$5,500 Food and hosted alcoholic beverage minimum
- ◆ November-April:
  - \$500 Facility Fee
  - \$4,000 Food and hosted alcoholic beverage minimum

### **Wedding Reception Package for Sunday through Thursday**

- ◆ Complimentary Domestic Keg provided
- ◆ May-October:
  - \$500 Facility Fee
  - \$4,000 Food and non-alcoholic beverage minimum
- ◆ November-April:
  - \$300 Facility Fee
  - \$3,000 Food and hosted alcoholic beverage minimum

### **Facility Fee For All Wedding Packages Includes:**

- ◆ One-night stay for the Bride and Groom in our Presidential Suite
- ◆ One-night stay in a king room on the couple's 1<sup>st</sup> anniversary (based on availability, advance reservations required and are responsibility of the couple, and certificate must be provided upon arrival)
- ◆ Champagne and sweets delivered to the Bride and Groom's room
- ◆ Breakfast certificate for two in our restaurant to be used during your stay
- ◆ Two standard guest rooms the night of the reception at the rate of \$99
- ◆ On-site wedding coordinator
- ◆ Atrium space in addition to the ballroom the day of the wedding
- ◆ Personalized set up to meet your envisioned layout
- ◆ No facility fee or food & beverage minimum for additional event space for rehearsal dinner, brunch, or gift opening (based upon availability)
- ◆ Discounted rate offered on king and double rooms for your guests with web link for direct booking
- ◆ White or black table linens and napkins, dishware, stemware, flatware, and cake knife sets
- ◆ Wireless microphone for toasts
- ◆ 50% off audio/visual equipment
- ◆ Dance floor and risers for head table
- ◆ Mirror tiles, tea light candle holders (couple must provide candles), marbles and a variety of vases available for centerpiece decor

*All charges are subject to applicable taxes and 22% service charge*

*\$200 security guard fee required*

*Clean up fees may be applied for the use of confetti, glitter, or any excessive mess.*

*\$1,000 non-refundable and non-transferable deposit required when reserving the wedding ballroom which will be applied to the final bill.*

### **Cancellation Policies**

All cancellations require a written notice. Fees apply as follows:

11+ months prior: Loss of Deposit

7-10 months prior: Loss of Deposit plus 50% of the Food & Beverage Minimums and facility fees before any package discounts are applied

4-6 months prior: Loss of Deposit plus 75% of the Food & Beverage Minimums and facility fees before any package discounts are applied

3 months prior or less: Loss of deposit plus 100% of the Food & Beverage Minimums and facility fees before any package discounts are applied