

West Fargo Conference Center

Wedding Packet



DOUBLETREE
by Hilton™



HOMewood
SUITES
Hilton



Thank you for considering the West Fargo Conference Center at DoubleTree by Hilton and Homewood Suites by Hilton West Fargo to host your big day!

West Fargo Conference Center is one of Fargo-Moorhead's premier venues for weddings and events. The flexible meeting space features 11,200 square feet of event space. Smaller meeting rooms are available for showers and gift openings too. Our full-service conference center is your one-stop-shop for your big day!

The Grand Ballroom is 5,700 square feet with extra high ceilings and colored LED lighting. It is the perfect backdrop to the theme you choose for your special day. Our spacious pre-function area can be utilized to greet your guests and our full-service bar has access from both the pre-function space and the interior of the Ballroom.

What makes events at the West Fargo Conference Center even more special is the exquisite food offered by our chef. We will work with you to tailor a menu unique to your event. We can do anything from a simple taco buffet to a lobster and steak dinner and everything in between.

Our convention center is located in the center of two hotels. DoubleTree by Hilton and Homewood Suites by Hilton. Combined, we have 210 hotel rooms to offer– we have plenty of space for all of your friends and family to stay and unwind. We can block off rooms at each to ensure your guests have their choice of amenities. The Homewood offers extended-stay amenities such as a full kitchenette in the guest rooms. This includes a full-sized fridge, 2 burner stove, microwave and dishwasher. Whereas the DoubleTree has a full-service restaurant that serves breakfast and Dinner as well as a full-service bar that opens at 4pm daily. Both properties have large spacious guest rooms and include sofa beds, 2 tv's (in most room types) and complimentary Wi-Fi.

With Wedding Incentive Points from Hilton Honors, we want to make your big day even more special. Earn thousands of Hilton Honors Bonus Points that could be used toward your dream honeymoon, premium merchandise, unforgettable experiences and more. You can earn points for catering– receive 1 bonus point for every dollar spent on catering and room rental.



COVID-19 PRECAUTIONS:

To ensure your comfort and protection our team is providing extra cleaning and disinfection of top areas in our public spaces and event center. Our diligent property team, as well as corporate Hilton hotels, have put forth a very detailed and thorough list of cleaning procedures to ensure your event is safe and comfortable. Our staff members are required to wear masks at all times in event spaces and public areas. We also require our guests to wear their masks in public spaces. Event space mask requirements are currently up to the discretion of the group renting the venue.

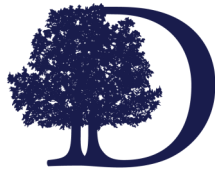
We have taken extra precautions and wipe down our high-volume touch-points multiple times a day and have hand sanitizer stations readily available in our venue. Hilton has developed EventReady with CleanStay, a global meeting and events program designed to create event experiences that are clean, flexible, safe and socially responsible.

We are doing our best to ensure a safe and happy event! These regulations are subject to change based on North Dakota Department of Health regulations.

Book with us and we will take care of everything from start to finish with our detail-oriented staff, beautiful venue, and excellent location. Call us today to set up a tour!

West Fargo Conference Center

701-551-0125



DOUBLETREE by Hilton™

West Fargo Sanford Medical Center Area

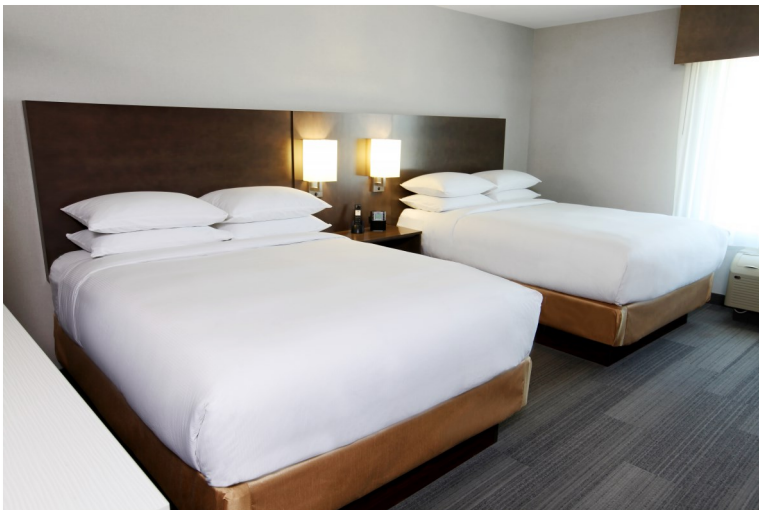
At DoubleTree by Hilton, we pride ourselves in caring about the little things that make a big difference— from our warm cookie welcome to serving the communities around us. From check-in to check-out, we deliver award winning service - and always with a smile! So kick up your feet, enjoy a sweet treat (or two!) and leave the work to us.

Located in the up-and-coming West Fargo neighborhood of the Fargo, ND/Moorhead, MN metro, our DoubleTree by Hilton hotel is one of the closest to West Acres Mall and Scheels Arena, offering easy access to the city center. Hector International Airport (FAR) is 12 minutes away with complimentary shuttles available during airport operating hours.

Upon arrival, enjoy our signature, warm chocolate chip cookie, waiting for you at the Front Desk. DoubleTree by Hilton West Fargo is a sleek and stylish all-suite hotel offering a flexible work space, two 40-inch HDTVs, refrigerator, microwave, sofa sleeper and unique artwork in each room. Upgrade to a one-bedroom suite with extra space and separate living area. Accessible rooms are also available.

Start your day with a hearty cooked-to-order breakfast, dine in our Lobby Restaurant and Lounge with a 4-Panel TV. We have a full food and bar menu, as well as patio seating with a fire pit. Other amenities include our pool, whirlpool and an expanded fitness center.

TALK ABOUT A WARM WELCOME.



**Discounted Room
Block Rates
Available!**



Unique Amenities:



Outdoor Patio



Wedding Venue



On-Site Dining
and Bar

DoubleTree by Hilton West Fargo
Sanford Medical Area

825 E Beaton Drive

West Fargo, ND 58078

701-551-0120

www.westfargo.doubletreebyhilton.com



West Fargo Sanford Medical Center Area

**Discounted Room
Block Rates
Available!**



Unique Amenities:



Complimentary
Breakfast



Pet Friendly



Complimentary
Evening Social

**Homewood by Hilton West Fargo
Sanford Medical Area**

805 E Beaton Drive

West Fargo, ND 58078

701-551-5800

www.westfargo.homewoodsuitesbyhilton.com

When you're away for a vacation or business trip- we're the next best thing to home. At Homewood Suites by Hilton, you'll enjoy a full kitchenette and plenty of room with separate living and sleeping areas. Free Wi-Fi is also available in your spacious suite and throughout the hotel.

This extended stay hotel offers spacious studio and one-bedroom suites equipped with everything you need for a relaxing stay. Each suite has a fully equipped kitchen including a full-sized refrigerator, microwave, two-burner stove, and dishwasher. Stay in touch with complimentary internet access, work at the desk with ergonomic chair or relax on the sofa bed. Our one-bedroom suites have extra space plus separate living and sleeping rooms, perfect for families with children.

Enjoy a range of amenities to help you feel at home. Start each morning with a free hot full breakfast and join us for the evening social with complimentary drinks and appetizers (Mon-Thu). Stop by the 24-hour convenience shop for snacks or meals to prepare in your suite. Relax in the outdoor patio area, refresh in the indoor pool, or work out in the fitness center.

Guests can also enjoy use of the restaurant and lounge serving breakfast, dinner, and specialty drinks at the adjacent DoubleTree by Hilton West Fargo.

ALL THE COMFORTS OF HOME. AND THEN SOME.



Homewood Suites

Wedding Packages

\$1000 Non-Refundable Deposit due at time of contract signing to hold venue.

Silver Package— \$1000 Facility Fee

Services:

- On-site Planning Assistance
- Full-Service Built-in Cash Bar & Insurance
- Meal Service by Banquet Staff
- Bartenders (\$300 bar minimum)
- Set-up / Teardown

Inclusions:

- Tables/Chairs
- Table Linens— Black/White/Ivory
- Assorted Cloth Napkin Choices
- Tableware (Plates/Silverware/Glassware/ Etc.)
- AV Equipment (Projector, Screens, Microphone, Etc.)
- Special LED Lighting in the Ceiling
- Staging for Head Table
- Décor Items:

Round Mirror Tiles

Square Mirror Tiles— 12" x 12"

Clear Cylinder Vases

Votive Candles & Holders



Bonus:

- Complimentary Bridal Suite + Breakfast for 2
- Complimentary Space for Groom's Dinner—10% Discount on F&B
- Complimentary Space for Gift Opening
- Hilton Honors Bonus Points— 1 Bonus Point Per Dollar Spent
- Not Included: Cake Cutting and Service (\$100 fee)
- Not Included: Security Fee (\$125 fee)

Wedding Packages

Gold Package– \$1500 Facility Fee

Added Services:

- Complimentary Champagne Toast for Head Table
- 5 Gallons of Complimentary Punch
- Cake Cutting and Service Fee Waived
- 5 Complimentary Pizzas for Evening Snack

Added Inclusions:

- Backdrop Behind Head Table with Lights



Added Bonus:

- 2 Additional Complimentary Standard Rooms + Breakfast for 6

Platinum Package– \$2000 Facility Fee

Added Inclusions:

- Chair Covers– Black or White
- Gold/Silver Chargers for Head Table + 2 Reserved Tables

Facility Fee, Food and Beverage are all subject to current State and City Tax (7.5%) and Service Charge (20%).
Tax on Alcohol is 9.5%.

\$6000 Food & Beverage Minimum for Saturday Events

\$4000 Food & Beverage Minimum for Friday/Sunday Events

Breakfast Buffets

All Breakfast Buffets Include Coffee and Hot Tea

All American | \$13

Scrambled Eggs with Cheese
Bacon or Sausage
Breakfast Potatoes
Diced Fruit and Salsa

DoubleTree Continental | \$11

Assorted Pastries
Diced Fruits
Assorted Muffins
Greek and Individual Yogurts

Breakfast Taco Bar | \$13

Warm Tortilla, Scrambled Eggs,
Bacon & Chorizo,
Shredded Cheese,
Sour Cream,
Bell Peppers,
Breakfast Potatoes,
Salsa, Black Bean and Corn Salsa,
Diced Fruit

French Toast Bake | \$12

Choice of Bacon or Sausage Links,
Diced Fruit, Whipped Topping, Syrup,
Raspberry Caramel Cream Cheese or
Rum Caramel Pecan Cream Cheese

Hakuna Frittata | \$12

Vegetable - Spinach, Grape Tomatoes,
Feta and Caramelized Onions
Meat - Bacon, Ham, Sausage and
Finished with Cheddar Jack
Spanish - Chorizo, Chipotle Pepper, Black
Bean and Corn Salsa and
Pepper Jack

Healthy Start | \$11

Oatmeal, Berries, Granola, Craisins,
Honey, Brown Sugar,
Greek and Individual Yogurts,
Diced Fruit

Breakfast Sandwiches | \$12

Choice of 1 Sandwich and 1 Side

Ham, Egg and Cheese Croissant
Sausage, Egg, and Cheese Muffin
Individual Fruit Cups

Southern Breakfast | \$12

Flaky Biscuits with Sausage Gravy
Scrambled Eggs with Cheese
Diced Fruit

Breakfast A La Carte

Apples, Oranges, Bananas, Pears	\$24/dozen
Assorted Fruit Yogurts	\$24/dozen
Caramel or Cinnamon Rolls	\$36/dozen
Assorted Donuts	\$36/dozen

Assorted Muffins	\$24/dozen
Carafe of Milk	\$9 each
Bottled Juice	\$3 each

Lunch Buffets

*All Lunch Buffets Include Coffee and Hot Tea. Minimum of 25.
DoubleTree Lunches are served from 10am to 3pm. Served at Dinner for Additional Fee.*

DoubleTree Deli Bar | \$14

Wheatberry, Baguette, Butter Croissant,
Turkey, Ham, Roast Beef, Chicken Salad
Assorted Cheeses,
Black Pepper and Basil Aioli's,
Mustard, Pickle Spears,
Kettle Chips, and Pasta Salad

South of the Border | \$17

Fajita Chicken, Seasoned Ground Beef,
Hard and Soft Shell Tortillas, Tortilla Chips,
Housemade Borracho Beans,
Tomato, Onion, Jalapeno, Sour Cream,
Lettuce, Shredded Cheese, Guacamole,
Salsa, Black Bean and Corn Salsa,
and Black Olives

Sportsman VIP | \$19

*Smoked Pulled Pork and Chicken
Fresh Buns
Raspberry and Honey Chipotle BBQ Sauce
Boston Baked Beans
Housemade Coleslaw
Assorted Kettle Chips*

DoubleTree Grill | \$17

*Fresh Beef Patty and Chicken Breast
Swiss and American Cheeses
Bacon, Mushrooms
Lettuce, Tomato,
Onions, Pickle Slices,
Accompanied with Condiments,
Fresh Buns,
Kettle Chips,
Pasta Salad*

Italian | \$17

Choose 1 Pasta. Each Additional is \$4.
Angus Beef, Italian Sausage Lasagna **or**
Seared Chicken Penne Alfredo **or**
Cajun Tortellini with Fresh Vegetables
Caesar Salad
Garlic Breadsticks

DoubleTree Wraps | \$16

Chipotle Chicken and Corn Salsa Wrap
Smoked Turkey with Cranberry Aioli Wrap
Assorted Kettle Chips
Pasta Salad
Add Soup Du Jour for \$3

Plated Lunches

All Lunch Buffets Include Coffee and Hot Tea.

DoubleTree Lunches are served from 10am to 3pm. Served at Dinner for Additional Fee.

Includes Chef's Choice of Starch and Vegetable.

Pan Seared Chicken Breast | \$20

With Your **Choice of Sauce:**

Lemon Thyme Demi

Rosemary Cream

Chilied Roasted Red Pepper

Stuffed Pork Tenderloin | \$21

Served with Apple Brandy Cream Sauce

Broiled Walleye | \$22

Drizzled with Charred Tomato Leek Sauce

8 oz Flat Iron Steak | \$22

Served with Bordelaise Sauce

Oven Roasted Salmon | \$22

Topped with Orange Balsamic Reduction

Pot Roast | \$21

Topped with Guinness Gravy

Boxed Lunches

\$17 for All Boxed Lunches. Choose 2 Sandwiches.

*Each Lunch Comes with Kettle Chips, Cookie, and Your Choice of Pasta Salad,
Potato Salad, or Fresh Whole Fruit*

Smoked Turkey

Whole Wheat, Basil Pesto Mayo,
Sliced Tomato, Crisp Lettuce and Swiss

Roast Beef

Ciabatta, Roasted Garlic Mayo,
Sliced Tomato, Crisp Lettuce and Provolone

Deli Ham

Cheese Baguette, Honey Mustard,
Sliced Tomato, Crisp Lettuce and Cheddar

Italian

Ciabatta, Pepperoni, Salami, Ham,
Onion, Pepperoncini, Cucumber, Spinach



DOUBLETREE
by Hilton™



HOMewood
SUITES
Hilton

Dinner Buffets

*Includes Coffee, Tea and Water. Served with Artisan Rolls and Butter.
Salads Are Served Family Style.*

Choose a Salad

House Salad

Diced Tomato, Sliced Red Onion,
Cucumbers and Croutons

Choice of 2 Dressings: Ranch, French,
Bleu Cheese, Caesar, 1000 Island

Classic Caesar

Sundried Tomatoes, Parmesan Cheese,
Croutons, Caesar Dressing

Spring Greens

Candied Walnuts, Mandarin Oranges, Feta,
Strawberries. Served with
Raspberry Vinaigrette

Iceberg Salad

Applewood Bacon, Hardboiled Egg, Tomato
and Red Onion

Choice of 2 Dressings: Ranch, French,
Bleu Cheese, Caesar, 1000 Island

Coleslaw

Red River Potato Salad

Pasta Salad

Buffet Entrée Selection

Choice of 1 Entree | \$28

Pan Seared Breast of Chicken

Choice of Sauce:

Lemon Thyme Demi
Rosemary Cream
Chilled Roasted Red Pepper

Bone-In Skin On Herb Roasted Chicken

Served with Herbed Butter

Slow Roasted Turkey

Topped with Sage Turkey Gravy

Brown Sugar and Maple Glazed Ham

Covered with a Brown Sugar Glaze

Choice of 2 Entrees | \$32

Stuffed Pork Tenderloin

Topped with Apple Brandy Cream Sauce

Maple and Soy Glazed Pork Chop

Glazed with an Asian Sesame Glaze

8 oz. Pan Seared Flat Iron Steak

Drizzled with Bordelaise Sauce

Oven Roasted Salmon

With Orange Balsamic Reduction

Pot Roast

Topped with Guinness Gravy

Starch Options

Choose 1

Herb Roasted Potato
Red River Smashed Potato
Leek and Onion Mashed Potatoes
Twice Baked Potatoes
Lemon Basil Risotto
Bacon Macaroni & Cheese

Vegetable Options

Choose 1

Steamed Broccoli
Brussel Sprouts
Roasted Vegetable Medley
Buttery Sweet Corn
Sautéed Green Beans
Glazed Baby Carrots

Plated Dinners

*Includes Coffee, Tea and Water. Choice of House or Caesar Salad.
Served with Fresh Baked Rolls and Butter.*

8 oz Pan Seared Flat Iron Steak | \$28

Served with Bordelaise Sauce

Pot Roast | \$27

Topped with Guinness Gravy

Braised Boneless Beef Short Ribs | \$32

Drizzled with Bordelaise Sauce

Pan Seared Atlantic Salmon | \$28

Topped with Orange Balsamic Reduction

Roasted Breast of Chicken | \$25

Choice of Sauce

Lemon Thyme Demi

Rosemary Cream

Chilled Roasted Red Pepper

Broiled Walleye | \$28

Drizzled with Charred Tomato Leek Sauce

Chicken Alfredo Penne Pasta | \$25

Garlic Herb Alfredo, Broccoli

Other Sides Not Included

Stuffed Pork Tenderloin | \$27

Stuffed Full of Bleu Cheese, Craisins,
Blueberries, Panko and Topped with
Apple Brandy Cream

Coffee Crusted Beef Tenderloin | \$34

Served with a Pasilla Chile Broth

Sides

Starch Options

Choose 1

Herb Roasted Potato

Red River Smashed Potato

Leek and Onion Mashed Potatoes

Twice Baked Potatoes

Lemon Basil Risotto

Bacon Macaroni & Cheese

Vegetable Options

Choose 1

Steamed Broccoli

Brussel Sprouts

Roasted Vegetable Medley

Buttery Sweet Corn

Sautéed Green Beans

Glazed Baby Carrots

Vegetarian Plated Dinners

Stuffed Roasted Green Pepper | \$28

Served with Citrus Long Grain Rice, and Roasted Red Pepper Coulis.

Vegetable Red Curry | \$24

Mixed Vegetables in a Red Curry Sauce. Served Over Rice.

Pasta Primavera | \$24

Penne Pasta with Savory Sauce and Fresh Vegetables.

Hors D'Oeuvres

Cold Appetizers

Vegetables & Dip | \$125 (serves 30)

Broccoli Florets, Cauliflower Florets, Celery Sticks,
Carrot Sticks served with Buttermilk Ranch

Deviled Eggs | \$85 (50 Pieces)

Display of Deviled Eggs with Applewood
Smoked Bacon and Chives

Cheese Platter | \$125 (Serves 20)

Cubed Assorted Cheeses, Grapes,
Strawberries, Olive Caper Tapenade
Served with Baguette Crostini, Candied
Walnuts, Marinated Olives

Fruit Bowl | \$125 (serves 20)

Cantaloupe, Honeydew, Pineapple Garnished
with Strawberries with Yogurt Dip

Bruschetta | \$95

Fresh Diced Tomatoes and Onions, Garlic,
Basil, Olive Oil, Served on Crostini

Market Display of Cheese &

Deli Meats | \$295 (serves 40)

Salami, Soppressata, Capicola, Prosciutto,
Assorted Cheeses, Olive Walnut Tapenade,
Candied Walnuts, Strawberries, and Grapes,
Marinated Olives, Baguette Crostini,
Assorted Crackers

Smoked Salmon Display | \$150 (Serves 30)

Sliced Smoked Salmon Surrounded with
Classic Accompaniments and Crackers

Spinach Artichoke Dip | \$125 (Serves 20)

Blend of Creamy Cheese, Spinach and Red
Peppers. Served with Bread Cubes

Shrimp Cocktail | \$150

Black Tiger Shrimp, Housemade Cocktail
Sauce and Lemon Garnish

Hot Appetizers

Italian Meatballs | \$85 (50 Pieces)

Choose from Swedish, Raspberry Barbecue,
or Sweet and Sour

Chicken Drumsticks | \$95 (50 Pieces)

Choose from Raspberry Barbecue, Buffalo,
or Korean Barbecue Sauce on the Side.

Served with Celery Sticks, Ranch, and
Bleu Cheese Dipping Sauce

Bacon Wrapped Scallops | \$185 (50 Pieces)

Bacon Wrapped, Marinated Scallops Served
with a Sweet Soy Dipping Sauce

Candied Bacon | \$90 (50 Pieces)

Candied Strips of Bacon with a Sweet Side

Green Chile Chicken Satay | \$95

Charred Leek Puree

Buffalo Chicken Dip | \$95

Creamy, Spicy Chicken Dip, Garnished with
Cheese and Celery Served with Crostinis

Chorizo Stuffed Mushrooms | \$100

Button Mushrooms Stuffed with Cream
Cheese and Chorizo Blend

16" Pizzas

Cheese

\$15

Veggie

\$16

Pepperoni

\$16

Supreme

\$17

Sausage

\$16

Breakout Items

<i>Apples, Oranges, Bananas</i>	<i>\$24/dz</i>	<i>Buttered Popcorn</i>	<i>\$20/bowl</i> <i>(Serves 10)</i>
<i>Assorted Granola Bars</i>	<i>\$24/dz</i>	<i>Chef's Crunchy Mix</i>	<i>\$25/bowl</i> <i>(Serves 10)</i>
<i>Assorted Cookies</i>	<i>\$24/dz</i>	<i>Blend of Candied Walnuts, Dried</i>	
<i>Assorted Bars</i>	<i>\$36/dz</i>	<i>Berries, Salted Peanuts, Cashews,</i>	
<i>Assorted Bags of Kettle Chips,</i>	<i>\$2 each</i>	<i>Hazelnuts, M&Ms</i>	
<i>Chex Mix, or Snakens</i>		<i>French Onion Dip & Chips</i>	<i>\$30</i>
		<i>Tortilla Chips & Salsa</i>	<i>\$30</i>

Sweet Tooth

<i>Cheesecake</i>	<i>\$7</i>	<i>Chocolate Cake</i>	<i>\$7</i>
<i>Tiramisu</i>	<i>\$7</i>	<i>Cream Cheese Carrot Cake</i>	<i>\$7</i>
<i>Banana Toffee Bourbon Cake</i>	<i>\$8</i>	<i>Red Velvet Cake</i>	<i>\$7</i>
<i>Snickers Pie</i>	<i>\$7</i>		

Non-Alcoholic Beverages

<i>Fresh Brewed Coffee or Decaf</i>	<i>\$30 per Gallon</i>
<i>Juice: Orange, Cranberry, Grape or Apple</i>	<i>\$13 per Carafe</i>
<i>Milk: Skim, 2% or Chocolate</i>	<i>\$12 per Carafe</i>
<i>Individual Assorted Soft Drinks</i>	<i>\$2 each</i>
<i>Bottled Water</i>	<i>\$2 Each</i>
<i>Hot Apple Cider</i>	<i>\$26 per Gallon</i>
<i>Specialty Selections</i>	<i>\$28 per Gallon</i>
<i>Fruit Punch, Lemonade, Shirley Temple</i>	
<i>Raspberry Sherbet Punch</i>	<i>\$38 per Gallon</i>

Beverage Service

There is a \$300 Minimum on All Bars. If Not Met, a \$100 Bartender Fee Will Be Charged.

Cash Bar | Guests Pay Cash

Host Bar | Host is Billed Full Amount Plus Tax and Gratuity. Amount is decided prior to event.

Drink Tickets | Pre-Order Tickets, Host Pays for Base Price Plus Tax and Service Charge

\$5.50 Includes Single Pour Wells, House Wines and Bottled Beers

\$7.50 Includes Single Pours of All Liquor, House Wines and Beer

Featuring Mirassou House Wines

\$21 per Bottle

Moscato

Pinot Noir

Pino Grigio

Merlot

Chardonnay

Cabernet

DoubleTree House Champagne

\$23 per Bottle

Beer Kegs

Domestic 16 Gallon

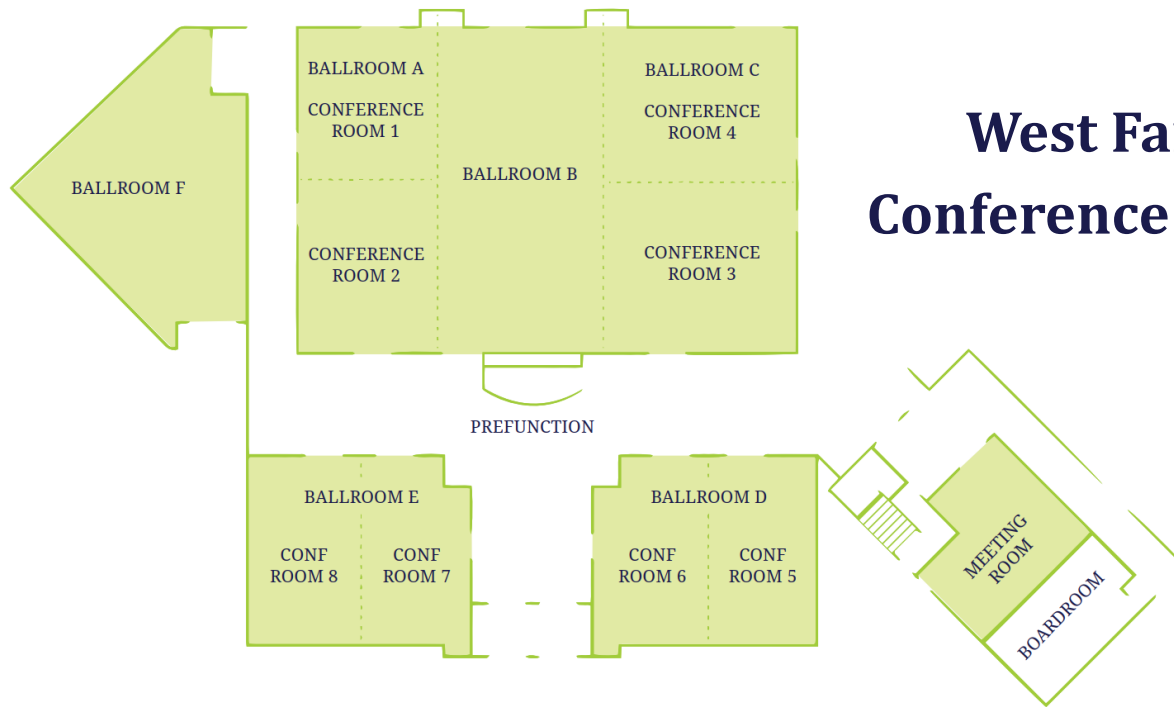
\$325

8 Gallon Available for Select Varieties

Local or Specialty Kegs Price Based on Market Price

Event Center Layout

West Fargo Conference Center



Room	Dimensions	Square Feet	Banquet	Theater	Classroom	Rounds
Grand Ballroom	98 x 58	5684	450	710	352	400
Ballroom A	24 x 58	1392	110	174	84	80
Ballroom B	37 x 58	2146	170	268	132	110
Ballroom C	35 x 58	2030	160	253	124	120
Ballroom A+B	61 x 58	3538	290	442	220	200
Ballroom B+C	72 x 58	4176	340	522	260	240
Ballroom D	40 x 37	1480	110	180	90	90
Ballroom E	40 x 37	1480	110	180	90	90
Ballroom F	-	1760	130	200	110	130
Conference Room 1	24 x 27	648	50	81	40	40
Conference Room 2	24 x 30	720	60	90	44	40
Conference Room 3	35 x 30	1050	80	131	64	60
Conference Room 4	35 x 27	845	70	105	52	60
Conference Room 5	20 x 37	740	60	90	44	40
Conference Room 6	20 x 37	740	60	90	44	40
Conference Room 7	20 x 37	740	60	90	44	40
Conference Room 8	20 x 37	740	60	90	44	40
Meeting Room	-	482	40	60	28	30
Boardroom	-	-	12	-	-	-

Event Center Policies

Food and Beverage Policies

All food and beverage (including alcohol) must be purchased through the West Fargo Conference Center. The only exception is a wedding cake/dessert, mints and nuts. The wedding cake/dessert must come from a licensed vendor and mints and nuts must arrive in their original packaging. West Fargo Conference Center prohibits anyone under the age of 21 to purchase or consume alcohol even in the presence of their parents.

NO EXCEPTIONS. If this regulation is broken, Security will ask that person to leave the facility. All alcohol consumed during the event must be purchased from the event center. Anyone seen bringing in alcohol will be asked to leave the event center and will not be allowed to return. All outside alcohol will be confiscated and disposed of. Due to Health Regulations you are not allowed to remove any leftover food, except cake, from the event center. A \$100 fee will be incurred for all 'candy or popcorn stations' brought in by the hosting party.

Deposits and Food Minimums

There is a \$6000 Food Minimum on Saturday Events and \$4000 Food Minimum on Friday or Sunday Events. This is before tax and gratuity. If the minimum is not met, the difference will be applied to the final bill. Fourteen (14) days prior to the scheduled event, a guaranteed final count of the persons attending along with a final menu and bar arrangements are required to be completed in writing. The entire amount of payment will be due at this time also. Any additional charges that incur during the reception are due at the end of the event, no exceptions. These charges include, but are not limited to, bar tabs, banquet food, and damage to hotel property. A \$1000 deposit is due upon the date of contract signing. All deposits are non-refundable.

Decorating Guidelines

The hotel requires that the sales department review all decorations prior to the event. Candles must be contained in glass holders from top to bottom. No nails, staples or pins may be used on the walls. Table decorations cannot be sprinkled on tables. For example, no small diamonds, glitter, sand, fake snow or confetti will be allowed. There will be a \$500 excess cleaning fee added to your final bill if these rules are not followed. No helium filled balloons or fog machines are allowed. Contracted group is responsible for any damage to the event center. This includes linen, walls, floors, tables, chairs, etc. We guarantee the space at 8am the day of your reception. If there is no event the day before, you are welcome to come in early to decorate. This is decided two weeks prior to event date.

Cancellation Policy

Notwithstanding any other provision of this Agreement, either party may cancel this Agreement upon written notice to the other party, at any time prior to the event and upon payment of an amount passed on the following scale:

<i>Timeframe</i>	<i>Cancellation Fee</i>
7 Days or Less Prior to Arrival of Group	100% of F&B Revenues
30 Days or Less Prior to Arrival of Group	50% of F&B Revenues
90 Days Prior to Arrival of Group	25% of F&B Revenues
Day of Contract Execution to 90 Days Prior to Arrival of Group	10% of F&B Revenues

Additional Policies

The DoubleTree by Hilton Event Center is not responsible for any items misplaced, lost or stolen during or after the scheduled event. Music may be played until 12:30am. The Event Center must be vacated by 1:00am. The DoubleTree by Hilton and Homewood Suites by Hilton reserve the right to inspect and control all private parties, dinners and any other functions held on property. All pricing is subject to a 20% service charge and current North Dakota State Tax which is presently 7.5%. Tax on Alcohol is 9.5%.

Notes:

[illegible]

Notes:

[illegible]



Homewood Suites by Hilton West Fargo Sanford Medical Center Area

805 East Beaton Drive, West Fargo, North Dakota 58078

701.551.5800

DoubleTree by Hilton West Fargo Sanford Medical Center Area

825 East Beaton Drive, West Fargo, North Dakota 58078

701.551.0120

Sales and Catering Manager

(701)551-0125