



Policies and General Information

Carondelet Center is a host facility for meetings and special events. We are a ministry of hospitality and welcoming sponsored by the Sisters of St Joseph of Carondelet, St Paul Province, and Consociates (CSJ). Carondelet Center welcomes external organizations and individuals not affiliated with the Sisters of St Joseph to contract its facilities.

EVENT SCHEDULING

The Event Coordinator handles all room/banquet scheduling. First priority is always extended to the CSJ Ministries. Carondelet Center reserves the right to substitute a room at any time, based on CSJ activity. If a different room is unavailable for your group, your event is subject to be cancelled with full refund. Every effort will be made to accommodate your event.

Room rental includes set up, and clean up, dishes, glassware, and flatware.

If you require additional meeting rooms for your event (for breakouts, small groups, special sessions, etc.), this must be reserved in advance through the event coordinator.

Guests are required to use ONLY the room(s) they have rented. If other spaces are used without prior arrangements, there will be an additional room charge and another charge of \$25.00 per hour, per staff member for room clean up.

All meals will be served in your reserved room. If you would like an additional meal room, there will be an additional charge based on the room selected.

Additional staff will be required for all events that exceed the scheduled end time. The charge is \$25.00 per staff hour, per staff member.

Reservations are not accepted more than 12 months in advance.

Office Hours are Monday through Friday, 8:00am to 12:00pm.

FOOD AND BEVERAGE / CATERING PROVIDER

All food and beverage served at Carondelet Center must be purchased and provided through Carondelet Center's preferred caterer. To place an order for your event, please contact the Carondelet Center Event Coordinator at CarondeletEvents@csjstpaul.org or (651) 696-2741. No outside catering and/or food items may be served.

Outside food and beverage is not allowed in accordance to health department rules and regulations in the state of Minnesota. Meals will be served in your group's banquet room at the time that was requested by your group's contact person. If a specific "meal room" is requested, there will be an additional room charge. Please note that any unconsumed food is the property of the catering company and may not leave the premise. Any outside food and beverage brought into Carondelet Center is subject to a service fee of \$200.00.

Exceptions may be made on a case to case basis and must receive prior written approval to use an off-campus vendor.

Menu prices are based on current market conditions, Carondelet Center's Preferred Caterer reserves the right to make changes when necessary. Pricing questions will be guaranteed 30 days prior to the event. Prices do not include applicable taxes or service charges. Additional charges may be necessary for any additional rental items or service labor.

All catering orders under \$50 are subject to a \$15.00 delivery fee. All catered events will have a 20% service charge added to the total catering bill.



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Ordering Deadlines

All catering orders must be placed ten (10) business days prior to your event by contacting the Carondelet Center Event Coordinator. Any changes to the event need to be made no less than seven (7) business days prior to the scheduled event. Business days are

Monday- Friday.

The catering office will do their best to accommodate requests made after the deadline above, but cannot guarantee the availability of services or product. Last minute requests will be subject to a \$150.00 additional charge and may have a limited menu offering.

EVENT CONFIRMATION

An event confirmation will be sent for approval upon scheduling your event. All of the details of this confirmation are the responsibility of the client and any changes need to be communicated to the event coordinator immediately. Review all of the information on this form for accuracy and completeness. Any changes must be made no less than seven (7) business days prior to the scheduled date of the event or they will be subject to a fee. Please see Cancellations & Changes section for further information.

CHANGES

No less than seven (7) business days prior to the scheduled event, please make us aware of any event changes (including increases, decreases in the number of attendees, room set up changes, etc.). Please be advised that if we are notified of your changes or cancellation after this deadline, you will be responsible for expenses already incurred by the Catering office and Carondelet Center.

CANCELLATIONS

Cancellations must be communicated no less than fourteen (14) business days (Monday-Friday) prior to the scheduled event.

Events cancelled after the deadline will be billed 100% of the room fee.

Events with catering please see the section called; “Changes”.

GUARANTEES

Final guest count guarantees and menus must be received at least seven (7) business days prior to the event. Billing of all food, room rental, equipment rental, taxes and service charges will be based on the guaranteed or actual number of guests served, whichever is greater.



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FOOD REMOVAL

In compliance with the Minnesota Department of Health, excess food items from any event must not be removed from the event site. The Preferred Caterer and Sisters of St. Joseph Carondelet Center will not be held liable for food or beverage that is removed disregarding this policy.

SALES TAX

All food, beverage and equipment are taxed at a rate of 7.625%. All guest rooms are taxed at a 10.625% tax rate. All organizations are subject to food and lodging taxes, including tax exempt organizations. If you are tax exempt from audio visual charges, you must submit a 501c3 form to the Event Coordinator to receive that tax exemption.

PAYMENT AND BILLING

Final invoices are sent out after your event. Invoices are required to be paid in full within thirty days of the billing statement. Payment can be made in cash, check or credit card. Please make check out to Carondelet Center.

ALCOHOL CONSUMPTION

Carondelet Center does not purchase, provide, sell or serve alcohol. Alcohol may be served, but requires a Certificate of Insurance from the guest. If Certificate of Insurance is present, Carondelet Center staff is not licensed to open or pour any alcoholic beverage. CSJ Province events reserve the right to serve alcohol based on religious services. Your group leader is responsible for NOT serving any alcohol to any persons under the legal drinking age.

AUDIO VISUAL

Audio visual equipment is available for rent at Carondelet Center. Staff will ensure that the equipment is set up and working for your event. Technical staff is not provided.

STORAGE

Carondelet Center does not have storage facilities for events. All items must be removed after the event. Carondelet Center is not responsible for any items left in the meeting rooms before, during or after an event.

PARKING

Carondelet Center has complimentary onsite parking for over 100 guests. Please do not park at St. Catherine University as you may be ticketed and/or towed.



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SMOKING

Carondelet Center is a smoke-free campus. Smoking is not permitted on our property.

RENTER RESPONSIBILITY

The renter is responsible for the following:

- Leaving all rented areas in a clean, orderly fashion. Moving furniture and artwork from the walls will result in an additional fee.
- Candles must be completely enclosed in glass containers and never left unattended.

Burning of incense, sage or other materials is not permitted without prior approval from

Carondelet Center Event Coordinator.

- Notifying staff of any spills or breakage that may have occurred during your event. Any damage to meeting rooms including candle wax, paint removal from tape, etc. will be subject to a repair fee.
- Relaying any and all event information. Changes may result in additional charges.

LIABILITY

The sponsoring person/group assumes responsibility and liability for losses, damages and/or claims arising out of injury, damage or loss to participants, exhibitors or employees, or to any other persons whose injury or loss was a result of the sponsoring persons/ group's event; it shall indemnify Carondelet Center, it's agents and employees, from any and all such losses, damages and claims.