

# Best Western Doublewood Inn

## Friday Evening Wedding Reception

*The Doublewood Inn of Fargo would be delighted to assist you in planning your wedding celebration!*

- ❖ The Doublewood Inn of Fargo provides the following services and amenities:
  - Highest level of quality and service provided by a personable Wedding Coordinator
  - Elegant Ballrooms and Large Dance Floor
  - Complimentary Centerpieces, as well as mirrors for each table
  - Complimentary Punch Service to include: punch bowl, punch cups and napkins
  - Complimentary Cake Service to include: cake knife and server, cutting & serving the cake
  - Complimentary meeting room for your Rehearsal Dinner w/ 10% discount on your banquet food with the reception held at the hotel
  - Complimentary Gift Opening Room to include complimentary coffee



**Complimentary Bridal Suite Package**  
 to include...  
 Bridal Suite  
 Champagne on Ice  
 Berries & Cream and Chocolates  
 Breakfast for two in the restaurant



***The Doublewood Inn & Conference Center offers a discounted food minimum for Friday Evening Receptions. We offer the Popular Wedding Buffet or your choice of one of the Sit-Down Menu Selections at the discounted price of \$12.95 per person.***

### Popular Wedding Buffet

Assorted Cocktail Sandwiches  
 (An assortment of Ham, Turkey & Roast Beef  
 on an assortment of White & Wheat)

Domestic Cheese & Cracker Trays  
 Fresh Fruit Display

**Choose any two hot selections:**  
 Chicken Drumsticks

Meatballs: BBQ, Sweet-n-Sour or Swedish

Wings: Plain, BBQ, Sweet-n-Sour or Buffalo

Spring Rolls, *served with Sweet-n-Sour*

**Choose any two-salad selections:**  
 Potato Salad, Pasta Salad, Coleslaw  
 Garden Salad or Sweet Broccoli Salad

Coffee & Water Service

### Sit-Down Menu Selections

*All dinners are served with  
 Salad of your choice, Choice of Potato,  
 Vegetable, Fresh Rolls and Butter &  
 Coffee & Water Service*

Half Baked Chicken  
 Chicken Breast Supreme  
 Champagne Chicken  
 Baked Ham

Baked Lemon Pepper Tilapia  
 Choice Roast Eye of the Round  
*w/ a Peppercorn Brandy Sauce*

Polynesian Pork Loin  
 Lasagna

Swedish Meatballs  
*(served over Buttered Egg Noodles)*

**Children's Menu:** Chicken Strips, French Fries & Teddy Grahams - \$6.95  
 Red Fruit Punch or Lemonade Punch - \$18.00/gallon  
 Sherbet Punch - \$21.00/gallon

*\*\* All prices are subject to 15% gratuity and the current ND sales tax \*\**

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## Friday Evening Wedding Guidelines

### ❖ Guest Rooms

Reservations by attendees must be received on or before the “cutoff-date”, four weeks prior to the wedding date. After the cutoff date, the hotel will accept reservations based on a space-and-rate availability. Rooms can be made either on a 4pm hold or guaranteed with a major credit card, advanced deposit or direct bill. We cannot guarantee special requests such as connecting rooms, location of room in hotel, etc...due to the unpredictable stay over factor. However, every effort will be made to comply with such requests whenever possible. Check-out time is 12:00pm. Check-in time is 3:00pm. We cannot guarantee room availability prior to 3:00pm, however we will gladly store any luggage until the room is ready, based on space availability.

### ❖ Food & Beverage Policy

All food and beverages must be purchased through the Doublewood Inn. Therefore, it is our policy that no food or beverage (including alcohol) will be brought in from an outside source. Alcohol consumption must be completed by 12:45am. Persons purchasing or consuming alcohol must have a valid I.D. A minimum of 50 people is required for party bars. A server for cash and carry service will be provided for groups with 50 people or less. A 15% service charge is added to food and beverage as they are consumed. North Dakota sales tax is added to food charges where applicable.

\$12.95 is needed per person to be spent for a Friday Wedding Reception. If your count falls below 150 people – a \$150 room charge will apply to Woodland Northeast & Woodland South. 300 people are the minimum requirement for the entire Woodland Square Ballroom. If your count falls below 300 people, then there is a \$600 room charge.

**In compliance with city and state health and liquor laws, all food and beverages served at functions associated with the event must be provided, prepared and served by the hotel and consumed on hotel premises, with the exceptions of wedding cakes and pre-approved samples. No food and/or beverages are allowed to be taken off the hotel premises, due to the liability and insurance restrictions.**

### ❖ Deposit

The Doublewood Inn requires a deposit of \$600 for Friday Receptions to guarantee your reception date. \$400 of your deposit is non-refundable which is applied towards the banquet set-up, bar set-up, security, linens, etc... The remaining \$200 is applied to your final bill

### ❖ Decorating

- *Centerpieces*: The Doublewood Inn has centerpieces to include: Mirror Tiles, Rose Bowls, Votive Cups and Floral Arrangements. These centerpieces make beautiful focal points for your guest’s table...at no cost to you! Glitter, Confetti and Candelabras are not allowed for decorations in the reception rooms.

- *Decorating*: Two weeks prior to your reception date, we will notify you as to the time of when the room will be completely setup and when you and/or your bridal party will be able to decorate the reception room. All decorations need to be cleared out of the reception room following the dance and to be out of the room no later than 2:00am.

### ❖ Menu & Guarantee Agreement

The Doublewood Inn will provide a personalized menu for your Wedding Reception. Our chef will work with special menu requests. Menu selection should be submitted two weeks prior to your Wedding Reception. The number guarantee is required 72 hours (3 business days) prior to your Wedding Reception. The highest number on the contract will represent the client responsibility, unless the client supplies new attendance number prior to the function.

### ❖ Control

The patron(s) agree to be responsible for any damage done to the Doublewood Inn & Conference Center during the period of time covered by the function contract. The Doublewood Inn will not assume responsibility for the damage or loss of any merchandise or articles left in the hotel prior to or following the function.