

*This Is Your Day. . .*



*Oak Ridge is among the Twin Cities most spectacular wedding venues. Your guests will surely be impressed as they enter the 3-story atrium lobby, highlighted by the grand fireplace and floor-to-ceiling windows overlooking beautiful Lake McKnight.*

*Planning your wedding at Oak Ridge starts with a personal consultation. Our Wedding Specialist will guide you through our complete Wedding Packages and A La Carte choices to help you determine the best approach to planning your perfect day.*

**OAK RIDGE**  
A DOLCE CONFERENCE HOTEL

# Wedding Packages

*Thank you for considering Oak Ridge. We have built a great reputation with our breathtaking indoor and outdoor venues, outstanding food and impeccable service. Our three-tiered packaging is designed to incorporate the most common elements and a graduating level of enhancements into an easy to understand, and easy to afford package. As you look through the Princess, Marquise and Emerald packages, we think you will find it easy to envision your special day unfolding effortlessly, knowing that all the details have been taken care of.*

## All Wedding Packages Include:

- ◆ *Meal Selection (Plated & Buffet Menu Options Available)*
- ◆ *Champagne or Cider Toast*
- ◆ *Table Linens in White or Ivory*
- ◆ *Napkins in Black, White, Ivory or Tan*
- ◆ *Fresh Floral Centerpieces*
- ◆ *Elegant Mirrored Centerpieces with Votive Candles*
- ◆ *Dance Floor (12' x 15')*
- ◆ *Microphone*
- ◆ *Skirted Tables (Head Table, Guestbook, Gift, Cake, DJ)*
- ◆ *One Complimentary Bridal Suite (based on availability)*
- ◆ *Onsite Wedding Specialist*
- ◆ *Hospitality Room*
- ◆ *Breakfast for Bride and Groom (next morning)*
- ◆ *Complimentary Oak Ridge Bed & Breakfast Package on 1st-year Anniversary*
- ◆ *Complimentary Tasting Event for Two*
- ◆ *Guestroom Reservation Cards (to send with your invitations)*

*Princess  
Wedding Package*

*\$60.00 per person*

*Social Hour to Include Butler-Passed Hors d' Oeuvres  
and Full Hosted Bar with Call Brands  
(Beverages are hosted the first hour upon arrival.)*

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*Fresh Floral Centerpieces*

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*Votive Candles & Mirrored Tiles*

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*Champagne Toast*

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*Choice of Salad*

*Fresh Baked Rolls, Coffee, Milk, Tea*

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*Entrée Selection*

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*Chef's Seasonal Entrée Accompaniments*

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*Wedding Cake*

*Included is a personal consultation with our Pastry Chef to design a cake especially for you. A Variety of cake fillings and flavors are available. Additional fees may apply for decorations or custom design. Please contact your Wedding Specialist for more details.*

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# *Princess Dinner Menu*

## *Butler Passed*

*(Select Three)*

*Spinach & Feta Cheese in Phyllo Pastry  
Fresh Fruit Skewers  
Tomato and Basil Pesto Bruschetta  
Smoked Salmon, Cream Cheese, Dill Mousse on a Toasted Crostini  
Mini Beef Wellingtons  
Vegetable Dip Piped on a Cucumber Round  
(1 piece of each, per person)*

## *Champagne Toast*

*Gionelli-Asti Spumante Sparkling Wine  
Non-Alcoholic Sparkling Cider  
Includes One Pour for Each Guest*

## *Choice of Salad*

*Romaine, Baby Greens with Shredded Carrots & Cherry Tomatoes,  
Choice of Dressing  
or  
Caesar Salad with Seasoned Croutons & Fresh Parmesan Cheese*

## *Choice of Entrée*

*(Select Two)*

*Grilled Chicken Breast (Choice of Sauce)  
Whole Grain Mustard Sauce  
Red Wine Sauce  
Champagne Cream Sauce*

*or*

*Broiled Walleye Fillet with Fresh Lemon & Herbs*

*or*

*Grilled Top Sirloin Served with Wild Mushroom Demi Glaze*

*or*

*Cheese Tortellini with Tomatoes, Peppers, Broccoli, Kalamata Olives  
& Roasted Shallot Emulsion*

## *All Entrées Include . . .*

*Chef's Seasonal Entrée Accompaniments*

*Fresh Baked Rolls  
Coffee, Milk, Tea*



*Menu available as a full buffet for an additional \$7 per person.  
Price is subject to a 21% Service Charge, 6.875% Minnesota State tax  
and 9.375% State tax on Alcohol.*

*21% service charge is not a gratuity, and is distributed  
at the discretion of management.*

# Wedding & Reception Information

## **SITES AVAILABLE FOR WEDDINGS**

The McKnight Ballroom, elegant courtyard gardens and stunning front Lobby/Fireplace area are just a few of the many locations available for your wedding ceremony. We can accommodate groups up to 300 people.

## **PAYMENT AND DEPOSIT POLICY**

Once you choose Oak Ridge, a Dolce Conference Hotel, we require a signed contract as well as a non-refundable advance deposit in the amount equal to 30% of the estimated total cost in order to guarantee your event. Until the deposit is received, all space reservations are considered tentative and are subject to release. Full prepayment (including estimated food and beverage charges) is due 3 business days before your event. In the event we over estimate your final payment, we will refund the overage within 7 business days.

## **GUESTROOMS**

Our weekend accommodations do routinely sell out. To guarantee rooms for your out-of-town guests, we recommend that a block of rooms be set aside for your wedding party, with final count guaranteed 21 days before the day of your event.

## **FOOD & BEVERAGE POLICY**

Due to licensing restrictions, Oak Ridge must control the service of all food and beverage on our premises.

## **FOOD TASTING**

A food tasting may be pre-arranged through your Wedding Specialist at least two weeks in advance. Your tasting is complimentary for two people. A fee per person will be applied for additional guests. Please contact your Wedding Specialist for details.

## **BEVERAGE SERVICE**

We recommend 1 bartender per 100 guests. In the event your bar would generate less than \$500, Oak Ridge will charge a \$75 labor fee.

## **DELIVERIES**

Please do not have flowers, cakes or any perishable items delivered more than 2 hours before your function. Any packages received more than 3 days prior to arrival will be subject to storage fees. Please have all deliveries clearly labeled with your function name. All personal items used for your event must be taken with you at the conclusion of your event; Oak Ridge is not responsible for any items left behind.

## **MUSIC & ENTERTAINMENT**

All music must end by 12:30am. It is important for your Entertainment to contact your Wedding Specialist regarding set-up times, location of equipment, power needs, etc. Oak Ridge reserves the right to control the volume of your entertainment.

## **AUDIO VISUAL EQUIPMENT**

A full range of audio/visual equipment is available; please see your Wedding Specialist for details.

## **SET UP**

You are responsible for the set-up of room decorations for your event(s). This includes table centerpieces (aside from the complimentary items we provide), table favors, placecards, etc. An Oak Ridge associate can assist you if needed, at the rate of \$75 per hour.

### **COAT CHECK**

Available upon request, please ask your Wedding Specialist for details.

### **SECURITY**

Oak Ridge does not assume responsibility for damage or loss of any merchandise or articles brought into Oak Ridge.

### **TENTS**

Tents are available for rent. Grounds maintenance fees may also apply. Please contact your Wedding Specialist for details.

### **VALET PARKING**

Please ask your Wedding Specialist for details.

### **WEDDING GIFTS & CARDS**

Please assign someone from your event to take care of wedding gifts and cards. Please have them removed from the room before the event has ended. Oak Ridge is not responsible for lost or stolen items.

### **PHOTOGRAPHS**

Please consult with your Wedding Specialist prior to the event.

### **SMOKING POLICY**

Oak Ridge is a smoke-free facility.

### **HOTEL GUESTROOMS**

Guestrooms are available on-site for your guests.

### **TAXES & SERVICE CHARGES**

Please note that the package price is subject to a 21% service charge, 6.875% Minnesota State sales tax and 9.375% State tax on Alcohol. **21% service charge is not a gratuity, and is distributed at the discretion of management.**

### **GUARANTEES**

The final attendance for all events must be specified 3 business days in advance. Once received by your Wedding Specialist, the number is considered a guarantee and is not subject to reduction. We will be prepared to serve 5% over the guaranteed number. The amount charged would be the guaranteed number or the actual number served, whichever is greater.

### **CANCELLATION/REDUCTION POLICY**

Cancellation notice must be in writing. Assessment Charge is determined by date written notice is received at Oak Ridge.

All of us at Oak Ridge look forward to making your wedding day everything you've ever dreamed of. . . **PERFECTION.**



We would be delighted to give you a personal tour of the many beautiful sites at Oak Ridge Hotel and Conference Center. Please call our Wedding Specialists for an appointment - 952-368-1419.