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Are there food minimums?

Yes, our all inclusive minimums are attached at the end of this document.

Is there a rental hall fee?

Yes, 18% service charge.

Are there hidden charges?

No.

What is included with the hall at no additional charge?

Professional 12,000 watt sound system, intelligent lighting system, professional DJ system (with iPod compatibility), dance floor, video projector with screen, fog machine, tables, chairs, china, flatware, glassware, tablecloth and napkin linens (white, ivory, or black), wedding arch with lights, red carpet, lanterns, wall

drapery, and white ceiling drapes in the Diamond Hall.

What is the seating capacity?

Casablanca Hall seats:

400 - Rectangular tables

350 - Round tables

Diamond Hall seats:

250 - Rectangular tables

200 - Round tables

When applicable, the tables are removed complimentary from the dance floor immediately prior to the dance portion of the reception.

How many people fit at a table?

96 inch rectangular seats 10

72 inch rectangular seats 8

60 inch round seats 8 to 9

When do we have use of the hall?

You have use of the hall from 10am - 3am

What about alcohol?

Beer, Wine, and Liquor selections are included on Page 5 of the Catering Menu.

Hosted Bar packages are priced per guest 21 years of age or older. These packages apply towards the minimum.

Combination Bar You may provide selected beverages on a host basis with your guest having the option to purchase other drinks. You may also elect to have items at the bar hosted for a specific period of time (for example, cocktail hour before dinner) and then change to a cash basis bar.

Cash Bar Your guests purchase their own beverages at the bar. The

cash bar prices are inclusive of local and state taxes.

Drink Tickets You may provide prepaid drink tickets for your guests at a twenty percent (20%) discount off of the cash bar prices. These ticket purchases apply towards the minimum.

Can I have my wedding ceremony there?

Yes, you can have your wedding ceremony in the same hall as your wedding reception.

How do ceremonies work?

There is a \$350 charge for ceremonies. Ceremonies include the use of a bridal suite. The ceremony is held onstage in the same hall as your reception. Guests sit at their tables and chairs are placed on the dance floor for immediate family and close friends. After the ceremony,



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we set up the head table onstage and remove the chairs from the dance floor. You may rehearse for your ceremony the same day as your wedding any time after 10 a.m. If the hall is available the day before your wedding, then you may rehearse the day before (usually only applicable for Friday weddings).

Is there free parking?

Yes, we have extensive complimentary parking, including our own parking lot adjacent to the PEC on the east and south sides, street parking, and expansive parking in the North Star Professional Center parking lot located kitty-corner to the main entrance. This lot is unavailable during Gopher and Viking football games and before 5:30pm Monday-Friday. Maps and diagrams of the lot are located on our website Information Page.

How do I book my wedding reception date?

We will grant a one week hold complimentary after you have toured our facility. Thereafter, a \$750 deposit and signed contract is required to reserve your reception date.

What forms of payment are accepted for my reception?

We accept Visa, MasterCard, Discover, American Express, Money Order, Cash, and Certified or Personal Check. The payment schedule is as follows:

*\$750.00 to reserve date
\$750.00 180 days before reception date*

Balance due a minimum of ten days before reception date.

Are there hotels close by?

There are 33 hotels within 2.8 miles of the Profile Event Center. Please download a comprehensive list by clicking on the "Nearby Hotels" pdf link on our website's Information Page.

Who is the caterer?

We provide the catering in-house

Do you have complimentary food tastings?

Yes, complimentary tastings for up to six people are provided with an appointment.

What about the cake?

We have a fabulous pastry chef on staff to create your dream wedding cake or delicious desserts. We provide complimentary

tastings. Please see our Menu page for photo gallery and dessert menu.

Can we bring in outside food, desserts, and wedding cake?

No, all food, including wedding cake and desserts, are provided by the PEC catering team

When is the best time to schedule my tasting?

Tastings work best approximately four to five months before your reception date.

Can we deviate from the menu?

Yes, the menu is only a guideline. Our catering department can create almost any type of cuisine.



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What about the decorations?

You may provide your own decorations; however, we have a comprehensive collection onsite. Please see our Information Page on our website for current decoration options with photo gallery. Decoration options include but are not limited to:

Vases

Votives

Candles

King and Queen Chairs

Ornamental Couches

Roman Columns

Chair Covers

Sashes in the following

colors:

royal blue, midnight blue, silver, teal, yellow, gold, silver, violet, pink, black, burgundy, & red.

Can we bring in candles?

Yes, as long as the candles are enclosed (no open flame).

Do you have any special advice to make our reception extra special?

We recommend combining our intelligent lighting with romantic candlelight to set the mood. Also, make sure to take advantage of our complimentary video projector with screen to personalize your reception with your special life images!

What about the music?

We are uniquely equipped to handle DJ and live bands with our two 12,000 watt sound systems, intelligent lighting, fog machine, stage lighting, mixing board, DJ equipment, and on call technician, all provided complimentary.

Can you recommend a DJ?

Yes, we recommend our in-house DJs, available for only \$475 per night for six hours

(\$50 per additional hour), approximately half the cost of outside vendors. Not only do our DJs have over 10,000 songs in their library, excellent vocal skills on the microphone, they are experts on our sound and intelligent lighting systems. Please see our In-House DJ Form on our website Information Page.

Do you provide complimentary china?

Yes, premium Tuxton Alaska White china is provided with your choice of any of the following selections:

Charger Plate

Dinner Plate

Bread Plate

Dessert Plate

Bouillon Bowl

Salad Bowl

Serving Platters

Coffee Cup with Saucer

Do you provide complimentary glassware for dinner and bar?

Yes, we provide the following glassware complimentary:

17oz. Water Glass



8.75 oz Hi-Ball Glass



5.75 oz Signature Champagne Flute



13 oz. Balloon Red Wine Glass





beyond ordinary, extraordinary

12.5 oz. Beverage Glass



8.5 oz. Tall Wine Glass



12 oz. Chivalry Beer Glass



9.25 oz. Z-Stem Martini Glass



Do you provide complimentary flatware?

Yes, we provide 18/10 Regency flatware (used in fine restaurants).

Does the cake, decorations, in-house DJ, or Photo Booth go towards the catering minimum?

Yes, everything on our decoration list, catering and wedding cake, dessert menu, in-house DJ and Photo Booth applies towards the minimum.

Should I have a buffet or plated dinner?

We can serve you and your guests plated, buffet, or family style. We recommend plated for receptions that exceed 175 guests because plated service is much faster with larger numbers of guests.

Do you provide table numbers and stands?

Yes, complimentary.

How does plated service work?

With assigned seating, you may have up to three selections (including kid's meal). Without assigned seating, you may have one adult and one kid's meal.

How does assigned seating work?

In order for us to effectively serve multiple menu options to your guests, we need coded place cards for each guest. We also need a list in advance of the reception date with the table number and menu selections for each table.

Are there any hidden charges?

No, our philosophy at the Profile Event Center is to have our fees be as

transparent as possible! There is no setup, teardown, cleanup, security, insurance, or other miscellaneous fees.

What are the hall minimums?

The hall minimums depend on the day of the week and month and are provided in the following two pages

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Diamond Hall

ALL INCLUSIVE MINIMUM

The modern, three-level Diamond Hall, unlike no other venue in the Twin Cities, seats up to 250 guests. The multidimensional venue is perfect for both large and small intimate receptions. The hall boasts a beautiful, exclusive outdoor patio overflowing with flowers, a spectacular contemporary bar located in the hall, complimentary wall and ceiling drapes, columns, and globes controlled with intelligent lighting for customized reception colors, LED staircase lighting, private bridal suites with vaulted ceilings, marbled hallways with recessed intelligent lighting, hardwood dance floor, gorgeous high tech lighting, (including fog machine, laser lights, disco ball, and computerized robotic lights), 12,000 watt sound system, professional performance stage, digital video projection screen, digital video cameras projecting the head table or dance floor, and original modern artwork.

To reach the hall minimum, you may apply anything on our catering menu, including alcohol, unlimited soda, entrees, hors d'oeuvres, chocolate fondue fountain, dessert stations, late night snacks, wedding cake, etc. You may also apply the

cost of any decorations on our decoration list, including centerpiece options, ornate couches, cocktail tables, chair covers, sashes, etc. Finally, you may apply to the minimum the cost of our in-house DJ, Photo Booth, and onsite ceremony package.

All of the above-referenced amenities are included complimentary upon paying sales tax and 18% hall service charge and reaching the following minimums inclusive of food, decorations, in-house DJ, Photo Booth, and other services:

Monday – Thursday Minimums (\$2,000)

Month	Friday All Inclusive Minimum	Saturday All Inclusive Minimum	Sunday* All Inclusive Minimum
January	\$3,750	\$5,950	\$2,950
February	\$4,250	\$4,950	\$2,950
March	\$4,250	\$5,950	\$2,950
April	\$5,500	\$5,950	\$2,950
May	\$5,500	\$8,750	\$3,750
June	\$5,500	\$9,750	\$3,750
July	\$5,500	\$9,750	\$3,750
August	\$5,500	\$9,750	\$3,750
September	\$5,500	\$9,750	\$3,750
October	\$5,500	\$8,750	\$3,750
November	\$4,500	\$6,750	\$2,950
December	\$3,750	\$5,750	\$2,950

**Sundays falling on holiday weekends are charged Friday rates*



Casablanca Hall

ALL INCLUSIVE MINIMUM

The Casablanca Hall, the more traditional and larger of our two halls, seats up to 400 guests. The hall boasts a beautiful exclusive outdoor patio overflowing with flowers, a separate cocktail lounge with closed circuit television linked to the main hall, a second bar located in the hall, perimeter chiffon draping backlit with intelligent lighting for customized reception colors, elegant ceiling coves with recessed golden light, private bridal suites, marbled hallways with recessed intelligent lighting, hardwood dance floor, gorgeous high tech dance lighting (including fog machine, laser lights, disco ball, and computerized robotic lights), 12,000 watt sound system, professional performance stage, two digital video projection screens, digital video cameras projecting the head table or dance floor, and original modern artwork.

To reach the hall minimum, you may apply anything on our catering menu, including alcohol, unlimited soda, entrees, hors d'oeuvres, chocolate fondue fountain, dessert stations, late night snacks, wedding cake, etc. You may also apply the cost of any decorations on our decoration list, including centerpiece options, ornate couches, cocktail tables, chair covers, sashes, etc. Finally, you

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February	\$4,950	\$8,500	\$2,950
March	\$4,950	\$8,500	\$2,950
April	\$6,500	\$12,500	\$3,950
May	\$7,500	\$12,500	\$4,750
June	\$8,500	\$15,000	\$5,750
July	\$7,500	\$15,000	\$5,750
August	\$7,500	\$15,000	\$5,750
September	\$8,500	\$15,000	\$4,750
October	\$7,500	\$12,500	\$4,750
November	\$6,500	\$8,500	\$3,950
December	\$5,750	\$7,500	\$2,950

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