



SOUTH SHORE

CONFERENCE CENTER

Bemidji, MN

MEETINGS

CONVENTIONS

WEDDINGS

SOCIALS

RETREATS

DoubleTree by Hilton Bemidji
115 Lakeshore Drive
218.441.4400
bemidji.doubletree.com



Green Mill Restaurant & Bar
1025 Paul Bunyan Drive S
218.444.1875
greenmill.com/bemidji-mn



Hampton Inn & Suites Bemidji
1019 Paul Bunyan Drive S
218.751.3600
bemidjisuites.hamptoninn.com



breakfast

Classic Breakfast

All the essentials including scrambled eggs, hash browns, toast, fresh fruit, your choice of bacon or sausage links, and coffee.

\$12 per person

Substitute cheesy hash browns for an additional \$1 per person.

Continental Breakfast

Assorted pastries, fresh fruit, granola bars, and coffee.

\$8 per person

morning breaks

Fresh Fruit Tray

Fresh assortment of melon and citrus beautifully displayed and served with a sweet yogurt fruit dip.

\$65 serves 25

Pastries Tray

An assortment of pastries and mini muffins

\$25 per dozen

Granola Bars

An assortment of granola bars.

\$2 per person

Bagels

An assortment of bagels with cream cheese.

\$24 per dozen

Caramel and Cinnamon Rolls

Oversized caramel or cinnamon rolls baked fresh every morning.

\$26 per dozen

Fruit Parfait

Vanilla yogurt layered with granola and seasonal berries.

\$5 per person

Breakfast Burrito

Flour tortilla, eggs, bell peppers, onions, bacon, and Cheddar cheese topped with homemade salsa.

\$5 per person

beverages

Coffee Station

Includes regular or decaffeinated fresh ground coffee. Served with cream & sugar.

\$29 per urn (16 8-oz cups)

Hot Tea

An assortment of green, herbal and black tea bags. Served with honey and sugar.

\$19 per urn (16 8-oz cups)

Carafe of Juice

Your choice of apple, orange, or cranberry

\$3 each (6-8 oz glasses)

Assorted Sodas and Bottled Water

\$2 each

anytime breaks

Sweet and Salty

Freshly baked cookies, brownies, potato chips, and pretzels.

\$4 per person

Ballpark

Popcorn, chips, pretzels, and peanuts.

\$4 per person

Chocolate Lovers

Brownies, freshly baked cookies, chocolate cake, and bars.

\$4 per person

All Natural

Granola bars, whole and cut fresh fruit, trail mix, and veggie tray.

\$6 per person

The Tropical

Freshly cut fruit and fruit dip, tortilla chips with salsa, and veggie tray with cucumber dill.

\$6 per person

Build Your Own Break

Choose from:

- Potato chips
- Chips and salsa
 - Peanuts
 - Trail mix
 - Popcorn
 - Pretzels

\$11 per pound

plated lunch

Soup and Sandwich

Choice of turkey, ham, or veggie served with a cup of soup du jour.

\$11 per person

Millhouse Club

Turkey breast, smoked bacon, Cheddar cheese, lettuce, and tomato slices with mayonnaise on whole grain toast. Served with a choice of potato chips, fresh fruit, or pasta salad.

\$11 per person

Chicken Caesar Wrap

Tomato-basil tortilla wrapped around grilled chicken, romaine lettuce, Caesar dressing, and Parmesan cheese. Served with a choice of potato chips, fresh fruit, or pasta salad.

\$10 per person

Turkey, Bacon & Avocado Wrap

Sliced turkey, diced avocado, chopped bacon, romaine lettuce, Pepper Jack cheese, tomatoes, and diced red onions tossed in Chipotle Ranch dressing and wrapped in a warm tomato-basil tortilla.

\$10 per person

Cilantro Lime Shrimp Salad

Grilled shrimp, romaine, Cheddar, black bean salsa, pico de gallo, and Lite Chipotle Ranch dressing.

\$11 per person

Caesar Salad

Fresh romaine lettuce tossed with Caesar dressing, Parmesan, and croutons. Garnished with grape tomatoes.

\$8 per person

\$9 per person with grilled chicken

\$10 per person with shrimp

Pecan Craisin Spinach Salad

Fresh spinach and spring mix tossed with Gorgonzola crumbles, roasted pecans, raisins, red and green onions, and White Balsamic Vinaigrette.

\$9 per person

Cobb Salad With Chicken

Chopped greens with diced chicken, crumbled bacon, diced green onions, eggs, avocado, tomatoes, black olives, and Bleu cheese crumbles served with a choice of dressing.

\$11 per person

Italian Ciabatta

Turkey, ham, salami, Provolone cheese, tomato slices, lettuce, Oregano Vinaigrette, and mayonnaise on our Ciabatta bread.

Served with a choice of potato chips, fresh fruit, or pasta salad.

\$11 per person

boxed lunch

On the go? Let us prepare a quick and nutritious lunch for your guests so they can get back to business. All box lunches are served with bottled water.

Box Lunch

Includes deli sandwich, bag of chips or apple, cookie and bottle of water.

\$10 per person

Executive Box Lunch

Choice of: Millhouse Club, Italian Ciabatta, Turkey, Bacon & Avocado Wrap, or Chicken Caesar Wrap, bag of chips or apple, cookie and bottle of water

\$12 per person

buffet lunch

Taco Bar

Build your own taco bar includes your choice of seasoned ground beef or shredded Southwest chicken, soft and hard tortilla shells, lettuce, tomato, Cheddar cheese, sour cream, and salsa. Served with Spanish rice and refried beans.

One meat choice: \$9 per person
Two meat choices: \$11 per person

Lunch Pasta Buffet

Served with Caesar salad and fresh bread. Choose one or two of the following:

- Fettuccine Alfredo with Chicken • Fettuccine Alfredo with Veggies • Mostaccioli

One pasta choice: \$10 per person
Two pasta choices: \$12 per person

Premium Pastas for an additional \$3

- Spinach Tortelloni • Desert Fire Pasta • Wild Mushroom Chicken Penne

»» Italian Buffet

Meatballs and Italian Sausage served with sides of marinara sauce, garlic cream sauce, and penne pasta. Served with house or Caesar salad and garlic toast.

\$13 per person

Deli Buffet

A variety of deli meats and cheeses, and bread, lettuce, tomato, mustard, and mayo. Served with potato chips, a choice of pasta salad or soup of the day and pickles.

\$13 per person

Premium Salad Buffet

Served with fresh bread and butter.

- Blackberry Grilled Chicken Salad • Pecan Craisin Salad • Cobb Salad

One salad choice: \$13
Two salad choices: \$16

»» Grille Buffet

Garden salad, potato chips, veggies with cucumber dill dip, buns, and condiments.

Meat choices include:

- Veggie Burgers • Hot Dogs • Brats • BBQ Chicken

One meat choice: \$13 per person
Two meat choices: \$15 per person
Three meat choices: \$17 per person

Grand Buffet

Pasta salad, garden salad, fresh-baked bread and butter, and Chef's choice vegetable and baby red rosemary potatoes

Entree choices include:

- Chicken Diablo • Beef Tips with Cabernet Mushroom Sauce • Chicken Marsala
- Fettuccine Alfredo • Mostaccioli • Chicken Parmesan

One entree choice: \$15 per person
Two entree choices: \$18 per person
Three entree choices: \$21 per person

hor d'oeuvres & appetizer platters

Spinach Dip Tray

Creamy spinach dip attractively displayed and surrounded by fresh homemade bread.

\$49 serves 25

Cold Cut Tray

Deli meats and cheeses piled high and served with assorted crackers.

\$82 serves 25

Fresh Fruit Tray

Fresh assortment of melon and citrus beautifully displayed and served with a sweet yogurt fruit dip.

\$65 serves 25

Cheese & Cracker Tray

Assortment of sliced cheeses and crackers.

\$59 serves 25

Fresh Vegetable Tray

Fresh cold assortment of crisp vegetables served with cucumber dill dressing.

\$54 serves 25

»» Sundried Tomato Cheese Dip

A mildly spicy blend of sundried tomatoes, adobo peppers, cream cheese, and fresh herbs. Served with nann bread.

\$52 serves 25

Tortilla Pinwheels

Turkey, Vegetable, or Roast Beef Supreme. 75 pieces.

\$38 serves 25

Smoked Salmon

Smoked Atlantic salmon served on a decorated tray of capers, cream cheese, and assorted crackers.

\$154 serves 25

»» Crab Cakes

Pan fried crab cakes topped with fresh béarnaise saice. 50 pieces.

\$108 serves 25

Shrimp Cocktail Tray

A beautiful arrangement of peeled, chilled shrimp served with tangy cocktail sauce. 3 pounds.

\$125 serves 25

Chicken Wings

Choose from traditional or "No Bones" and Green Mill's signature sauces:

• Buffalo • Diablo • Jim Beam

\$36 for 24 wings

Parmesan Chicken Skewers

Italian breaded chicken served with warm marinara dipping sauce. 36 skewers.

\$60 serves 25

Meatballs

Classic marinara, Swedish, or BBQ. 50 meatballs.

\$42 serves 25

Bruschetta

Green Mill's classic tomato basil recipe. Served with rustic garlic rounds.

50 pieces.

\$59 serves 25

»» Bacon Wrapped Scallops

Large scallops wrapped in bacon, baked and topped with a brown sugar and bourbon glaze. 25 pieces.

\$75 serves 25

Roast Beef Crostinis

Topped with herbed cream cheese, roast beef, horseradish sauce, and chives. 36 pieces.

\$65 serves 25

Caprese Skewers

Fresh Mozzarella, balsamic vinegar and olive oil with grape tomatoes and fresh basil.

36 skewers.

\$32 serves 25

»» Shrimp Rumaki

Shrimp and water chestnuts wrapped with bacon, baked and finished with a teriyaki glaze.

50 pieces

\$85 serves 25

Strawberry Goat Cheese Bruschetta

Crostinis toasted with goat cheese, sliced strawberries, basil, and balsamic glaze.

36 pieces.

\$79 serves 25

Antipasta Platter

Salami, pepperoni, marinated Mozzarella, kalamata olives, artichoke hearts, and roasted red peppers.

\$78 serves 25

Stuffed Mushroom Caps

Fresh mushroom caps filled with a delicate crab mixture and drizzled with a white wine and parsley butter.

50 pieces.

\$58 serves 25

Marinated Mozzarella Cubes

Cubes of Mozzarella cheese marinated in olive oil and seasonings, topped with a sun dried tomato. 50 pieces.

\$59 serves 25

entrées

All entrée selections include your choice of salad, a starch and vegetable accompaniment. Warm house bread and herbed butter, coffee and water service included.

*Asterisk indicates entrées that can only be served plated..

chicken

Absolutely Vodka Chicken

Chicken breast with roasted garlic in a rich creamy vodka sauce with sun-dried tomatoes.

\$18

Chicken Parmesan

Breaded chicken breasts topped with marinara sauce, roasted Bruschetta, Mozzarella, and Parmesan cheese.

\$18

Chicken Picatta

Sautéed chicken breast with capers, zucchini, and linguini in a light lemon cream sauce.

\$17

Chicken Marsala

Breaded chicken breast lightly sautéed and tossed in a rich Marsala wine sauce with wild mushrooms.

\$16

»» Crab Stuffed Chicken

Chicken breasts sautéed to perfection in white wine and garlic butter topped with crab stuffing on a bed of fresh spinach.

\$18

Chicken Diablo

Grilled chicken breast marinated and roasted with our award-winning sweet and spicy Diablo BBQ sauce.

\$16

Chicken Florentine

Chicken breast, spinach, diced Roma tomatoes and roasted red peppers baked in a white wine cream sauce.

\$15



Chicken Minnesota

Wild rice stuffed, boneless breast of chicken with a toasted hazelnut cream sauce.

\$18

Roasted Turkey

Juicy breast meat, slow roasted and served with a savory gravy.

\$17

entrées

All entrée selections include your choice of salad, a starch and vegetable accompaniment. Warm house bread and herbed butter, coffee and water service included.

*Asterisk indicates entrées that can only be served plated..

pork

Pork Porterhouse*

Thick-cut, bone-in pork chop topped with our special warm cherry glaze.
\$21

Roasted Pork Loin

Seasoned pork loin topped with a white wine and mushroom demi glaze.
\$17

BBQ

Pulled pork or pulled chicken in a tangy BBQ sauces.
Served with coleslaw, beans, and homemade cornbread.
\$16

fish

Baked Salmon in Dill Sauce

Baked salmon in a lemon dill cream sauce topped with fresh parsley and herbs.
\$20

»» Parmesan Lemon Tilapia

Baked fillet of Tilapia topped with parmesan and lemon seasoned bread crumbs.
\$19

KaBeeLo Lodge Walleye

Walleye dipped in our special batter and prepared pan-fried.
\$21

»» Crab Stuffed Salmon

A fillet of Atlantic Salmon stuffed with crab, cream cheese, spinach and bread crumbs. Baked and finished with a saffron cream sauce.
\$28

Surf & Turf*

4-ounce seasoned and grilled beef tenderloin topped with Cabernet mushroom sauce paired with a 4-ounce grilled salmon fillet topped with lemon dill cream sauce.
\$26

entrées

All entrée selections include your choice of salad, a starch and vegetable accompaniment. Warm house bread and herbed butter, coffee and water service included.

*Asterisk indicates entrées that can only be served plated..

beef

Filet Mignon*

8 ounces of tender filet mignon seasoned and grilled to perfection and topped with Cabernet mushroom sauce.

\$27

»»Rosemary Prime Rib

Slow roasted prime rib crusted with roasted garlic, cracked pepper, and Rosemary. Served with au jus and creamy horseradish.

\$25

Buffet service requires chef attendant \$50

Tenderloin Medallions*

Medallions of beef tenderloin with a mushroom Cabernet sauce.

\$22

Chianti Beef Tips

Sautéed in a Chianti mushroom sauce.

\$18

»»Yankee Pot Roast

Tender beef roast, slow roasted and served with carrots and potatoes.

\$23

Grilled Sirloin*

Our 8-ounce sirloin delicately seasoned and grilled to juicy perfection.

\$19 Buffet

Taco Bar Buffet

Choice of seasoned ground beef or shredded Southwest chicken, soft and hard tortilla shells, lettuce, tomato, Cheddar cheese, sour cream, and salsa. Served with Spanish rice and refried beans.

\$16

buffet dinner duo

All entrée selections include your choice of salad, a starch and vegetable accompaniment. Warm house bread and herbed butter, coffee and water service included.

Silver

Choose Two
\$17/person

Chicken Marsala

Breaded chicken breast lightly sautéed and tossed in a rich Marsala wine sauce with wild mushrooms.

Roasted Turkey

Juicy breast meat, slow roasted and served with a savory gravy.

Roasted Pork Loin

Seasoned pork loin topped with a white wine and mushroom demi-glaze.

Chicken Florentine

Chicken breast, spinach, diced Roma tomatoes and roasted red peppers baked in a white wine cream sauce.

No substitutions in this tier.

Gold

Choose Two
\$20/person

Absolutely Vodka Chicken

Chicken Breast with roasted garlic in a rich creamy vodka sauce with sun dried tomatoes.

Parmesan Tilapia

Baked fillet of Tilapia topped with parmesan and lemon seasoned bread crumbs.

Chianti Beef Tips

Sautéed in a Chianti mushroom sauce.

Chicken Minnesota

Wild rice stuffed, boneless, breast of chicken with toasted hazelnut cream sauce over a bed of spinach.

You may substitute from the silver tier only.

Platinum

Choose Two
\$24/person

Rosemary Prime Rib

Slow roasted prime rib crusted with roasted garlic, cracked pepper, and Rosemary. Hand carved and served with au jus and creamy horseradish.

KaBeelo Lodge Walleye

Our famous KaBeelo Lodge walleye breaded and pan fried. Served with garlic mayo and fresh lemon.

Tenderloin Medallions

Medallions of beef tenderloin with a mushroom Cabernet sauce.

Old Fashion Pot Roast

Our thick and tender pot roast is slow roasted and served with carrot and potatoes.

You may substitute from the silver or gold tier.

pasta buffet

All pasta buffets include your choice of salad, house bread and herbed butter or garlic toast. Coffee and water service included.

Vegetable Alfredo with Trottolo

Trottolo and vegetables tossed in Green Mill's garlic cream sauce topped with Parmesan cheese.

\$15

Topped with lightly seasoned grilled chicken

\$16

Mostaccioli

Italian sausage and pasta tossed in our famous Bolognese sauce and topped with shredded Mozzarella cheese.

\$15

Desert Fire Pasta

Sautéed shrimp, mushrooms, and linguini tossed in a Hurricane Peppercream sauce and topped with Parmesan cheese.

\$17

Roasted Portobello With Garlic Chicken Trottolo

Seasoned chicken, fresh mushrooms, sun-dried tomatoes, and MontAmoré® cheese with Trottolo, fresh basil, and parsley.

\$16

Lobster Mac 'n' Cheese

Trottolo pasta with sautéed langostino lobster, MontAmoré® cheese, and toasted bread crumbs in a creamy cheese sauce.

\$19

»» Pasta Pavarotti

This exclusive Green Mill recipe features penne noodles tossed with zucchini, mushrooms, seasoned chicken, prosciutto, and sun-dried tomatoes in a garlic cream sauce.

\$17

Spinach Tortelloni

Roasted garlic and spinach-filled tortelloni tossed with sun-dried tomatoes in a tomato garlic cream sauce. Garnished with fresh Parmesan cheese.

\$17

Wild Mushroom & Chicken Penne

Sautéed Portobello mushrooms, spicy chicken, Roma tomatoes, and Parmesan cheese tossed with penne noodles in a Marsala Alfredo sauce.

\$16

Italian Sausage Trottolo

Trottolo pasta with sautéed spicy Italian sausage, pesto, and Italian spices in a San Marzano sauce. Topped with MontAmoré® and Parmesan cheeses.

\$16

accompaniments

Garlic Mashed Potatoes

Creamy red skinned garlic mashed potatoes.

Baby Red Rosemary Potatoes

Roasted red potatoes seasoned with Rosemary and herbs.

Wild Rice Pilaf

Wild rice with carrot, onion, celery, parsley, and dried cherries.

Green Beans Almondine

Fresh green beans sautéed and tossed with toasted almonds.

Glazed Carrots

Exquisitely prepared in a honey glaze.

Steamed Seasoned Vegetables

Combination of fresh steamed seasonal vegetables.

Zucchini

Freshly seasoned and grilled sliced zucchini.

Au Gratin Potatoes

Our famous Cheesy potatoes with baked to perfection with a golden crust.

»» Parmesan Potatoes

Fresh cut baby red potatoes sautéed and finished with a creamy parmesan sauce.

premium accompaniments

Asparagus Spears

Freshly seasoned and grilled.

\$3 per person

Brussell Sprouts

Steamed and served in a creamy butter sauce.

\$1.50 per person

Grilled Vegetable Blend

Julienne carrots, zucchini, red peppers, and asparagus.

\$1.50 per person

fresh salads

House Salad

Fresh greens tossed with cucumbers, tomato, Parmesan cheese, croutons, and choice of dressing.

Caesar Salad

Fresh romaine tossed with Caesar dressing, Parmesan cheese, and croutons. Garnished with grape tomatoes.

Pecan Craisin Spinach Salad

Fresh spinach and spring mix tossed with Gorgonzola crumbles, roasted pecans, craisins, red and green onions, and White Balsamic Vinaigrette.

Summer Salad

Mixed greens with seasonal fruit, Mandarin oranges, and cashews tossed with Honey Balsamic Vinaigrette.

sweets

Skyscraper Cheesecake Buffet

An assortment of decadent cheesecakes and fresh toppings.
\$8 per person

Assorted Mini Cheesecakes

An assortment of mini cheesecake flavors
\$4 per person

Assorted Dessert Cakes

An assortment of cakes.
\$4 per person

Chocolate Dipped Strawberries

Big, juicy strawberries dipped in milk chocolate!
\$42/3 dozen

Chocolate Fountain

Rich, flowing chocolate with various accompaniments to dip.
\$5 per person, per 3 hours

Cookies

Chef's selection and seasonal selections available upon request.
\$12/dozen

Shooters

Mini chocolate mousse or cheesecake shooters.
\$3 each

Assorted Bars

An assortment of Cappuccino, Irish Cream, Peanut Butter, and Chocolate Custard.
\$18/dozen

Brownies

Rich, chocolate, freshly baked brownies.
\$18 per dozen

Occasion Cakes

Specialty cakes, wedding cakes or unique desserts are available upon request.

late night

Assorted Pizza Buffet

Fuel that late night craving with award winning pizza!
Served pie cut, 10 slices.
\$12 Single Topping
\$14 Two Topping
\$16 Specialty Pizza

Nacho Bar

Tri-color tortilla chips with southwest ground beef, hot queso dip, cool sour cream, salsa, fresh tomatoes and onions.
\$100/serves 25

Mini Sandwich Tray

Mini deli buns served with an assortment of roast beef, shaved turkey or ham along with the necessary condiments.
\$52/serves 25

Beverage Service

All beverage service options can be served from 11:00am-12:00am. Bar service requires a \$50 set-up fee.

Cash Bar

Your guests are responsible for the purchase of their beverages.

Open Bar

Based on actual consumption. As the host, you are responsible for the purchase of your guests' beverage consumption. Charges are billed to your master account.

Wine Bar

Wine will be available for guests' consumption. Host will be charged and is responsible for payment of actual consumption.

Drink Tickets

Beverage tickets may be purchased and distributed at hosts' discretion. Tickets can be used for house and call liquor, domestic bottled beer and house wine.

Call Liquor \$5.00

Absolut Vodka and flavors, Stolichnaya Vodka, Bacardi Rum and flavors, Captain Morgan Spiced Rum, Malibu Rum, Tanqueray Gin, Windsor Canadian Whiskey, Jack Daniels Whiskey, Jim Beam Bourbon, E&J Brandy, Dewars Scotch, Jose Cuervo Gold Tequila, Baileys, Kahlua, Rumplemintz, Jagermeister, Southern Comfort, and Dekyper flavored cordials

Top Shelf \$6.00

Grey Goose Vodka, Sailor Jerry's Spiced Rum, Bombay Sapphire Gin, Crown Royal Whiskey, Knob Creek Whiskey, Makers Mark Bourbon, Johnny Walker Black Scotch, Glenlivet Scotch, and Patron Silver Tequila

Domestic Bottle Beer \$4.00

Budweiser, Bud Light, Coors Light, Miller Genuine Draft, MGD 64, Miller Lite, Michelob Golden Draft Light

Import/Craft Bottle Beer \$5.00

Corona, Corona Light, Dos Equis Amber, Sam Adams, Sam Adams Light

Draft Beer

16 Gallons kegs available upon request. Please contact sales department for available selections.

Domestic	\$250.00
Craft/Import	\$325.00

**Prices and availability may vary by brand or season. Minimum 2 Week notice required for all keg selections.*

Beverage Service

All beverage service options can be served from 11:00am-12:00am. Bar service requires a \$50 set-up fee.

Wine Selections

Glass Bottle

White

Chardonnay, Coastal Vines	\$6	\$20
White Zinfandel, Coastal Vines	\$6	\$20
Pinot Grigio, Mezzacorona	\$6	\$24
Riesling, Chateau St. Michelle	\$6	\$24
Moscato, Bella Sera	\$6	\$24
Chardonnay, Houge	\$7	\$28

Red

Merlot, Coast Vines	\$6	\$20
Cabernet Sauvignon, Coastal Vines	\$6	\$20
Merlot, Forest Glen	\$7	\$28
Pinot Noir, Mirassou	\$7	\$28
Cabernet Sauvignon, Robert Mondavi	\$7	\$28

Corking Fee

If you elect to bring in your own wine selections, each bottle is subject to a \$10.00 corking fee. Wine must be submitted to catering department the day before the event.

Champagne Service

Add a champagne toast to any event for an elegant and classy touch. Orange juice is provided as a N/A substitute.

\$4.00 per person

Non Alcoholic Beverages

Unlimited Soda Bar	\$1/person
Rootbeer Keg	\$150/keg
Punch Fountain	\$100/6 hours

Banquet Policies & Guidelines

Guarantee

All final guaranteed attendance counts are due to the sales office three (3) business days prior to your meeting or event. This number will be considered a "guarantee" and is NOT subject to reduction. You will be charged for the guarantee or the actual number of guests, whichever is higher. In the event that the final guaranteed attendance count is not received by the event coordinator, the estimated attendance count stated in the contract or the actual number of guests, whichever is higher, will be billed as the guaranteed count.

Plated entrées

We are happy to offer any entrée as plated rather than buffet. A \$1.00 charge per person is assessed for any plated entrée. If you elect to serve a split entrée (limit 2 options, minimum 20 guests) the host/client must provide entrée cards to signify the guests' entrée choice.

Food and beverage control

The Minnesota State Liquor Board regulated the sale and service of alcoholic beverage. All beverages, alcoholic or non, that are served on the Hampton Inn & Suites, DoubleTree by Hilton Bemidji, and/or South Shore Conference Center property must be purchased from and served by the Green Mill Restaurant. No one under the age of 21 will be served an alcoholic beverage. All food and beverages served in any of South Shore Conference Center rooms must be prepared and served by the Green Mill Restaurant. The only exceptions to this policy will be wedding cakes, wine, party favors or items approved by the event coordinator. Due to health department laws the SSCC strictly prohibits the removal of any food provided by our catering service upon the conclusion of service. All food and beverage must be consumer on the premises and take out boxes will not be prepared. All federal, state, and local laws must be strictly adhered to with regards to food and beverage purchase and consumption.

Tastings

Menu tastings are available on a limited basis (weddings, holiday parties) for events with 150 guests or more with a signed contract in place. Scheduling a tasting for an event requires a minimum of 3 weeks notice. Limit 6 persons in attendance. Tastings are not a full meal, but rather an opportunity to sample the requested food items.

Audio and video equipment

Most audio and video equipment is included in the room rental charge. A/V equipment must be requested three (3) business days prior to the event and is subject to availability. Please discuss any A/V needed with your event coordinator upon booking. Fees may apply for late requests or additional set-up.

Buffet minimums

All menu items listed in the menu are for a minimum of 20 attendees. If your guarantee is less than 20, we reserve the right to charge you for the difference in attendees.

Wedding Policies & Guidelines

Payment for Wedding Services:

In order to hold the date for your reception, we require a non-refundable \$1000 deposit at the time of booking. An additional \$1000 payment must be made six months prior to your wedding date, and the remainder of the contracted amount is due concluding your reception. In the event of additional charges, we must have a valid credit card on file for your reception.

Attendance Guarantees:

For our sales department to ensure that your reception is the best it can be, we must receive confirmation of final seating and dining numbers no later than 5 days (the Monday prior too) your reception. Once this number has been given, it is considered a guarantee so that we may accurately plan for your reception and it cannot be changed. In the event that we do NOT hear from you with your final guarantee numbers, we will plan to accommodate the maximum amount of guests listed on your reception contract; you will be charged for the food and beverage for the guaranteed amount of guests of the actual number of guests served, whichever is greater.

Food & Beverage Regulations

The Minnesota State Liquor Board regulated the sale and service of alcoholic beverage. All beverages, alcoholic or non, that are served on the Hampton Inn & Suites, South Shore Conference Center, and/or DoubleTree by Hilton property must be purchased from and served by the Green Mill Restaurant. No one under the age of 21 will be served an alcoholic beverage. All food and beverages served in any of South Shore Conference Center rooms must be prepared and served by the Green Mill Restaurant. The only exceptions to this policy will be wedding cakes and party favors. Due to health department laws the SSCC strictly prohibits the removal of any food provided by our catering service upon the conclusion of service. All federal, state, and local laws must be strictly adhered to with regards to food and beverage purchase and consumption.

Food & Beverage Minimums

Food and beverage minimum charge is required for select functions held at Hampton Inn & Suites, South Shore Conference Center, and/or DoubleTree by Hilton property. The food and beverage minimum does **not** include cash bar sales. This requirement must be met regardless of the guaranteed number of attendees. Rental, tax, and service charges do not apply toward the minimum food and beverage requirements. If you fail to meet the designated minimum for the space you have booked, the variance between the food and beverage minimum and your actual total food and beverage will be billed to your master account.

Decorating Guidelines & Damages Policy:

The Hampton Inn & Suites, South Shore Conference Center, and/or DoubleTree by Hilton properties do not permit affixing anything to the walls, ceilings or floors with anything that causes permanent damages; such as nails, staples, or tape. 3M Tabs are the recommended adhesive for decorating. Any damages occurring on or to the property as a result of the reception guests will be charged to the credit card on file with the wedding contract. The South Shore Conference Center reserves the right to oversee all private parties and receptions held on the hotel premises. The Hampton Inn & Suites, South Shore Conference Center, and/or DoubleTree by Hilton properties is not responsible for any damages to or loss of articles left in the conference or hotel area. The bride and groom are responsible for making arrangements to secure items that are left unattended for extended periods of time (i.e. wedding gifts, cards, or personal belongings).

Entertainment Guidelines:

All entertainment supplied by the wedding party must end by midnight; this includes live bands and DJs. A valid name and phone number of all booked entertainment must be submitted to the Wedding Coordinator prior to your reception. In the best interest of all our guests, all noise must be kept to an acceptable level and will be enforced. If there are noise complaints from other guests at the hotel, the bride and groom will be notified and given one warning to reduce the noise level. After this warning has been issued, the Hampton Inn & Suites, South Shore Conference Center, and/or DoubleTree by Hilton properties reserve the right to charge room compensations given to other hotel guests due to the noise complaints. The South Shore Conference Center does not have equipment available for outside entertainment or on-site ceremony use; entertainers must provide all their own equipment.

Noise Complaints:

The Hampton Inn & Suites, South Shore Conference Center, and/or DoubleTree by Hilton properties reserve the right to evict any unruly guests due to noise complaints from other guests occupying the hotel. This policy applies to all hotel premises, including but not limited to, the pool area, guest rooms, lobby, conference areas, and outside beach and patio areas. The bride and groom and/or wedding party will be issued one warning for noise complaints and any subsequent complaints will result in compensation given to disgruntled guests with all charges made to the credit card on file with the wedding contract.