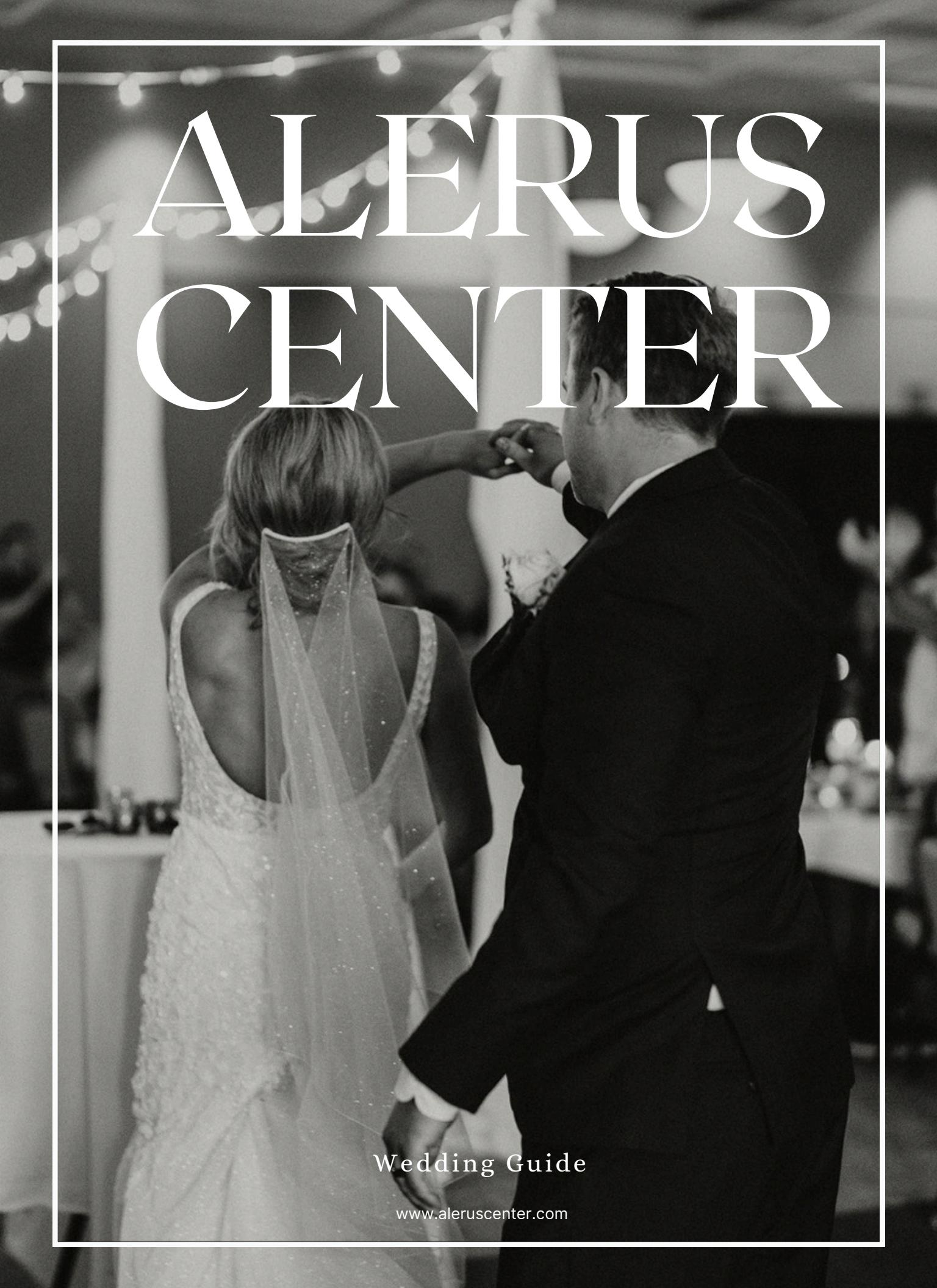


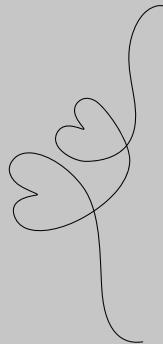
ALERUS CENTER



Wedding Guide

www.aleruscenter.com

CONGRATS!



Your wedding day is one of the most important days of your life and Alerus Center offers the perfect ambiance for your special day.

As you begin your planning journey, we wish to extend our expertise to guide you along the way. A member of our sales team and events team will work with you from booking and menu creation to your venue layout and final touches to ensure your venue is beautifully prepared for your celebration!

Shelby Looker
Director of Conference Sales &
Marketing
shelby.looker@oakviewgroup.com
O: 701-792-1410
C: 218-230-6607

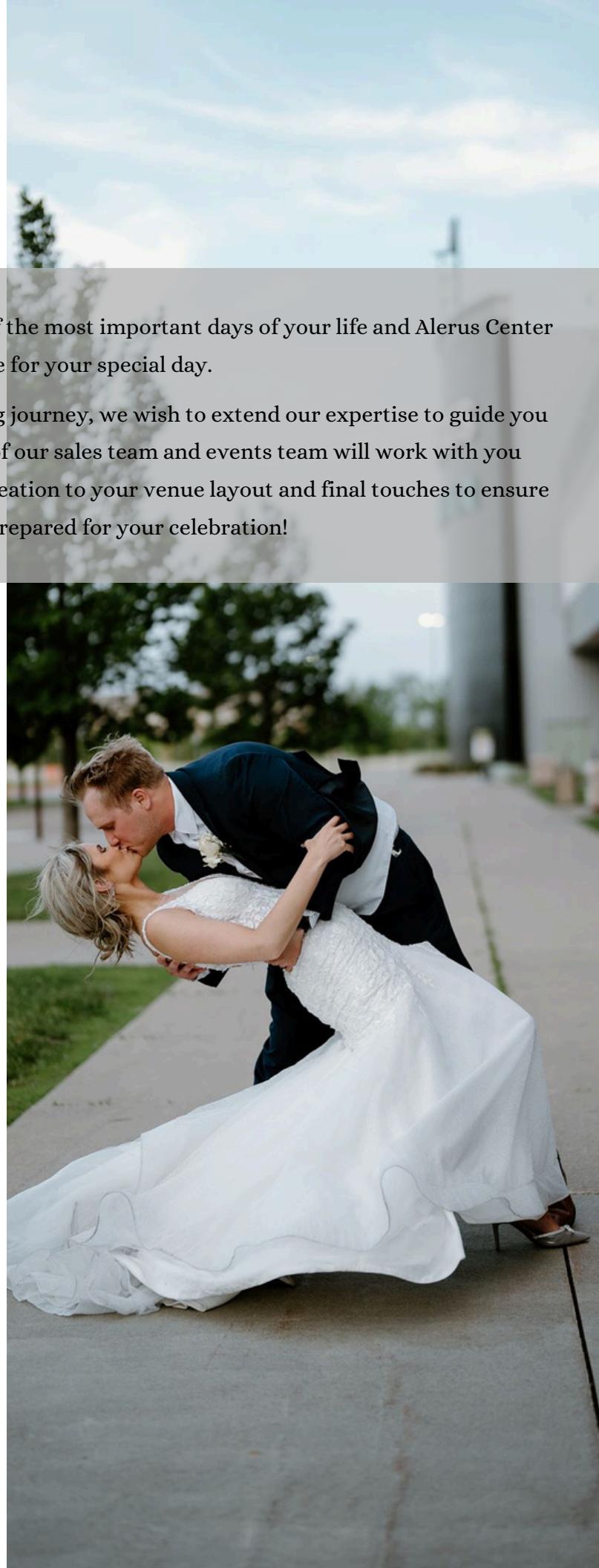
Kayla Brassy
Conference Sales & Marketing Manager
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WEDDING ESTIMATE



Package Price : \$

Estimated Guest Count: ___ X Meal Selection \$ ___ X 1.325* = \$

Appetizers or Reception Snacks: ___ X 1.325* = \$

Bar Add-Ons(Kegs, Wine, Drink Tickets, Etc.) \$ ___ X 1.3475* = \$

Late Night Snacks \$ ___ X 1.325* = \$

Estimate of Total Cost: \$

*** 1.325/1.3475= (Management Charge & Tax)

WEDDING PACKAGES

PACKAGE ONE

Junior Ballroom

- Capacity: 50-150 Guests
- 5,000 sq. feet

\$3,750.00



PACKAGE TWO

Single Ballroom

- Capacity: Up to 300 Guests
- 10,000 sq. feet

\$5,000.00

PACKAGE THREE

Ballrooms 1-4

- Capacity: 300-450 Guests
- 15,000 sq. feet

\$5,750.00



PACKAGE FOUR

Ballrooms 4-5

- Capacity: 350-600 Guests
- 20,000 sq. feet

\$6,500.00

PACKAGE FIVE

Entire Ballroom

- Capacity: 600+ Guests
- 25,000 sq. feet

\$8,000.00

ALA CARTE

Gift Opening Brunch.....

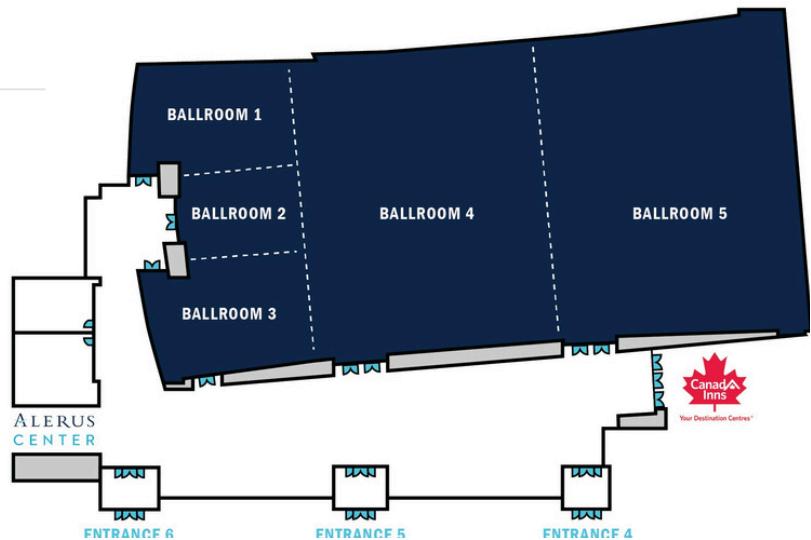
\$200 add to a wedding package for an additional \$200 with a \$500 food and beverage minimum

REHEARSAL DINNER

\$1,000 F&B Minimum

Ceremony.

(Ballrooms 1-4, Package Three required)





PACKAGE INCLUSIONS

- **Full-Day Ballroom Rental** | Access to the venue from 10:00am-1:00am (Bar closes 11:30pm; event ends at midnight)
- **Dedicated Event Manager** | An on-site coordinator will be included with your rental to assist you with your event.
- **Custom-designed room layout** | tailored to your vision
- **Exclusive Menu Tasting** | Invitation for up to 6 guests (Available Tuesday-Friday, 11:00 am-2:00 pm, based on Chefs availability)
- **Linens** | Cloth table linens, cloth napkins, and skirting (extensive napkin color selection available)
- **Tables and Chairs** | Banquet chairs, guest book table, gift table, high top tables, cake table, and other specialty tables
- **Set up & Tear Down** | Complete set up, tear down, and cleaning of the ballroom (personal decor removed by 1am)
- **Dining Essentials** | Gold or Silver Charger plates, China, silverware, and glassware
- **Bar setup fee** covered
- **Elevated Head Table Staging** | with elegant pipe & drape backdrop
- **Professional Sound Support** | Wireless microphone for wedding speeches, and speakers
- **Spacious Dance floor**
- **Event staff & insurance** included
- **Personalized Touch** | Couples photo featured on The Alerus Center Marquee
- **Guest Convenience** | Ample parking and public WI-FI for all guests



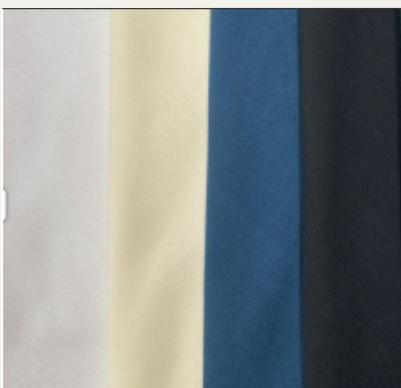
AVAILABLE

Wedding Decor



UPLIGHTS

- 32-available
- \$20 Per light



LINENS

- White, Ivory, Navy Blue and Black



TABLE NUMBERS

- Reserve and Plain Numbers



CHARGER PLATES

- Gold or Silver



GREENERY WALL

- \$100



CLOTH NAPKINS



ROUND GLASS BOWL



THREE TIER CANDLE SET



TABLE LAMPS

Event Specifics

Deposit

To secure the ballroom, we require a signed contract along with full payment of the selected wedding package. This payment is non-refundable but will be applied in full to your final bill.

Final Payment

Final payment in full is due 14 days prior to your event. In the event of an overpayment, Alerus Center will issue a refund for the difference.

Final Menu and Guarantees

Final menu selections are due 30 days before your event. A guaranteed guest count and room layout are required 14 days prior and cannot be reduced or changed. Additional guests after this deadline will be charged a \$10 late plate fee per person, and room layout changes will incur a 24% change fee.

Management Charge

All catered events are subject to a 25% Management Charge. Of this, 5% is distributed as gratuities to service staff. The remaining 20% is retained by the venue to cover event -related costs and administration. This portion is not a tip or gratuity and will not be distributed to employees

Insurance

All events are required to have liability insurance, which is included in your wedding package

Cancelation Policy

If you need to reschedule or cancel your wedding, your non-refundable deposit may be applied to a new date within 12 months of the original event date.

Outside Food and Beverage

No outside food or beverages are allowed, except for a wedding cake from a licensed bakery or a candy display with advance notice. Other desserts require Alerus Center approval. Cakes that need to be cut and served will incur a \$1 per guest cake cutting fee. Prepared food may not be taken from the facility, though excess food may be donated at management's discretion.

All alcoholic beverages must be supplied and served by Alerus Center in compliance with North Dakota law. Bringing in outside alcohol can result in a \$1,200 fine and immediate event shutdown. Alerus Center staff may request a state-issued photo ID to verify age and may refuse service to anyone underage or without ID. Alcoholic beverages may not be removed from the facility.

If you would like a specific product or drink, our catering team is happy to assist

Additional Information

- All menu prices are subject to change. Price quotes are guaranteed for up to six months prior to your event date
- Please note: Alerus Center is a cashless venue. debit, credit, pre-paid cards, and gift cards are accepted
- Please be sure to include an RSVP deadline on your wedding invitations. We recommend setting the deadline at least 14 days before your wedding date, as this aligns with our guarantee and ensures we can finalize your guest count and catering details on time.



CONGRATULATIONS
Kaylee + Dylan

ALERUS CENTER

Local Vendors

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Lighting, Draping, & Decor





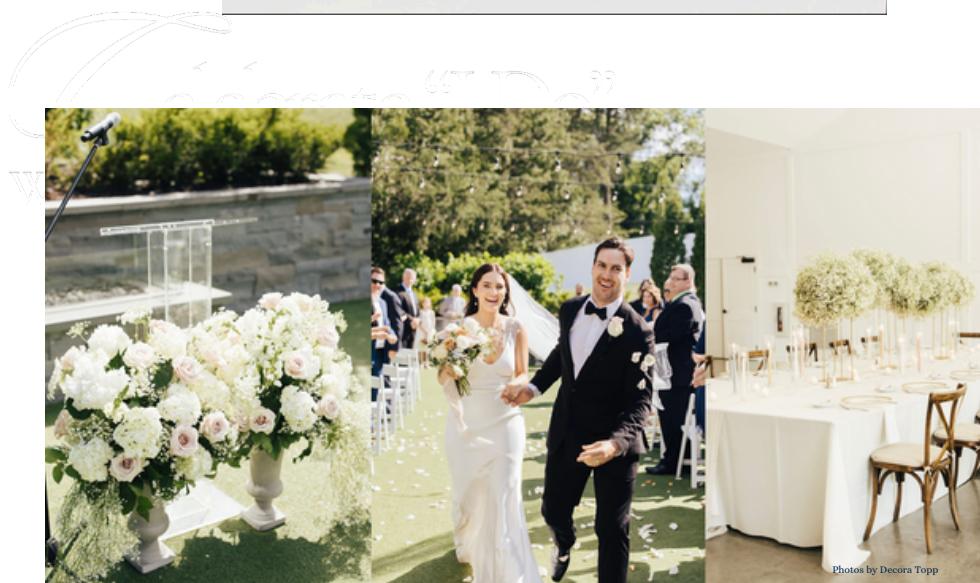
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ENTERTAINMENT

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701.757.2900

Located in the south parking lot of the Alerus Center



Pool/Hot Tub | Deluxe Hot Breakfast | Fitness Room | Free WiFi | Guest Laundry

The Center
for your
Celebration!



At Canad Inns Destination Centre Grand Forks we offer a wide variety of hospitality options for you and your guests on your special day!

Connected to the Alerus Center, we have *all* your Wedding needs under one roof! You and your guests can choose from a wide selection of guest room types including family rooms and suites, and with five restaurant options everyone is sure to get their fill of their favorite fare! And before and after your big day everyone will be sure to say *"I do"* to some big FUN and relaxation in North Dakota's largest indoor Waterpark - Splasher's of the South Seas and Garbonzo's Pizza and Arcade!

canadinns.com/stay/grand-forks

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Grand Forks

701-772-8404





ALERUS CENTER

FOOD & BEVERAGE GUIDE



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ALERUS CENTER
OVG



Book a Wedding Tour



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