

Tours & meetings by appointment with Megan or Alyna
events@rockwoodsmn.com
763-441-6375
9100 Quaday Ave NE Otsego, MN 55330
www.rockwoodsMN.com



ROCKWOODS
Events



Booking Information

1. Choose a date, time frame, room, & rental option (NOT AVAILABLE MONDAYS)
Time Frame Options: 10am - 4pm OR 5pm - 10pm
 - ✓ Your own setup is allowed only 1 hour before your set guest arrival time
 - ✓ Inquire For Full Day Rentals
 - ✓ Extra Rental Hour \$75 between 6am-9am or \$250 between 10pm-midnight (Ask for room availability)**Rental Options: Basic OR Deluxe**
 - ✓ Basic: Just a basic room with tables and chairs to suit your food & beverage order. Rockwoods' choice of setup, no table mapping, no free centerpieces, and no technology. (No linens in Four Seasons Room)
 - ✓ Deluxe Rental Option: All technology included, custom table mapping, complimentary centerpieces, your choice of table linen color and linen napkin color. Full place settings for buffet or plated meals.
2. Contact Megan & Alyna to confirm availability & receive the booking link.
3. Pay the room fee within 1 week of booking (no tax/gratuity)
4. Spend your minimum ordering your choice of items (tax/gratuity not included)

Room Option Pricing

CHOOSE A ROOM	Boardroom	Four Seasons	Half Event Center	Full Event Center
CHOOSE A RENTAL	Basic \$50 or Deluxe \$100	Basic \$75 or Deluxe \$150	Basic \$150 or Deluxe \$300	Basic \$300 or Deluxe \$600
MINIMUM	\$300 Any Daytime \$300 Sun-Thu Eve \$500 Fri or Sat Eve	\$500 Any Daytime \$500 Sun-Thu Eve \$2000 Fri or Sat Eve	\$600 Any Daytime \$600 Sun-Thu Eve \$2500 Fri/Sat Eve Nov-Aug \$4000 Fri/Sat Eve Sep-Oct <i>Limited availability for Friday & Saturdays in Sep. & Oct.</i>	\$2500 Any Daytime \$3000 Sun-Thu Eve \$4000 Fri Eve \$5000 Sat Eve Nov-Aug \$8000 Sat Eve Sep-Oct
CAPACITIES	24 seated dinner 30 open-house	60 seated dinner 80 open-house 40 classroom 30 u-shape	120 seated dinner 200 open-house 50 u-shape 60 classroom	330 seated dinner 450 open-house 150 half-seated rounds
TECH AVAILABLE	80" Presentation TV Screen	Built-in Projector & Screen Custom Music	Built-in Projector & Screen Custom Music 1 Wireless Microphone	Built-in Projector & Screen Custom Music 1 Wireless Microphones 84" Lobby TV
BAR SERVICE	Beverages are available through cocktail servers only	Beverages are available through cocktail servers only	A private bar for 50+ guests, otherwise beverages available through cocktail servers	A private, full-service bar for over 50 guests

Groups of 25 people or more must pre-order food from the events menu

Breakfast or Brunch

Available All Day

PLATED OPTIONS AVAILABLE

Ask For More Information

BUFFET

orders of 30 servings (½ orders available)

3 Meat Egg Bake \$180	Fruit & Berries \$150	Croissants with Butter \$125
Scrambled Eggs \$90	Fruit Tray \$125	French Toast \$200
Scrambled Eggs with Cheese \$100	Coffee Cake \$75	Sausage Patties \$120
Hash Brown Casserole \$120	Assorted Donuts \$100	Maple Sausage Links \$120
Potatoes O'Brien \$100	Muffin Variety \$80	6oz Striploin Steaks \$600
RW Smash Browns \$90	Everything Bagels, Cream Cheese, Toaster \$85	Bacon \$120
Yogurt, Granola, & Berries \$100	Cinnamon Rolls \$75	Ham \$110
	Caramel Rolls \$85	

CHEF STATIONS AVAILABLE UPON REQUEST

Lunch

11am-2pm only. All dinner options also available for lunch

PLATED

2 Options Per Event

Collect RSVPs in advance.

Hamburger

with lettuce, tomato, onion, chips, & a pickle \$16
Add cheese for \$1

Deli Croissant Sandwich

Full ham or turkey deli sandwich, chips, pickle,
& Cookie \$14

Grilled Chicken Sandwich

with bun, lettuce, tomato, onion, chips, & a pickle \$18

Walleye Sandwich

Lightly breaded pan-fried filet with chips, & a pickle \$25

Caesar Salad

Romaine lettuce, classic Caesar dressing, rosemary focaccia croutons, parmesan \$15
Add: chicken \$5, salmon \$13, shrimp \$12, steak \$12

BUFFET

Salad & Deli Buffet

Mixed greens, croutons, shredded cheese, bacon crumbles, 3 dressing choices.
Assorted breads & buns, deli meats, sliced cheeses, lettuce, tomato, onion, & condiments.
\$500 per 30 people (Half Orders Available)

Add Soup for \$180 per 30 people

Plated Dinner

CHOOSE **TWO** ENTREES OPTIONS

Add a 3rd option for a \$4 surcharge per guest (total guests)

Each entrée includes Diamond City bread and butter, your choice of starch, and your choice of vegetable.

Collect RSVPs in advance, colored meal cards are required (we can make them for you for \$0.50 per guest)

All dietary-restricted guests receive a custom chef's choice meal, so do not include that in your 2 options.

Herb Grilled Chicken

Olive oil & herb marinated chicken breast with chicken demi-glace (gf, df) \$25

Chicken Kiev

Chicken breast stuffed with garlic parsley butter then breaded and baked crisp \$24

Chicken Marsala

Grilled chicken breast with wild mushroom marsala sauce (gf, df) \$25

Chicken Saltimbocca

Chicken breast wrapped in prosciutto, with fresh mozzarella and sage cream sauce (gf) \$27

Cajun Smoked Turkey

Cajun smoked sliced turkey breast with turkey gravy \$23

Roasted Turkey Breast

Herb-roasted slices of tender turkey with turkey gravy & a side of cranberries \$23

Pot Roast

Red wine braised with beef demi-glace, best with mashed potatoes (gf, df) \$30

Smoked Brisket

8oz of white oak smoked brisket, served with bourbon bacon BBQ sauce on the side (gf, df) \$27

Manhattan Steak

A 6oz Manhattan cut of steak, each prepared to the same temp of your choice, & topped with beef demi-glace (gf, df) \$29

Ribeye Steak

A 16oz ribeye cut of steak, each prepared to the same temp of your choice, and topped with beef demi-glace (gf, df) \$55

New York Strip Steak

A 12oz New York cut of steak, each prepared to the same temp of your choice, & topped with beef demi-glace (gf, df) \$45

Filet Mignon Steak

A 6oz filet cut of steak, each prepared to the same temp of your choice, and topped with beef demi-glace (gf, df) \$42

Apple Pork Loin

Pan-seared chop with apple & brandy cream sauce (gf) \$25

Walleye Almandine

A cracker-crust pan-fried cold-water fillet topped with toasted almonds served with tartar sauce and a lemon wedge \$30

Crab Stuffed Walleye

A walleye fillet wrapped around crab stuffing and topped with beurre blanc \$37

Crab Stuffed Shrimp

Three jumbo prawns with crab stuffing and lemon cream sauce \$35

Grilled Salmon

Norwegian salmon grilled and topped with basil pesto (gf, df) \$31

Pasta Primavera

Pasta and roasted vegetables tossed in marinara (available gf & df upon request) \$21

STARCH SIDE OPTIONS

(choose 1 per entrée)

Mashed Potatoes
Au Gratin Potatoes
Rosemary Roasted Red Potatoes
Wild Rice Pilaf

VEGETABLE SIDE OPTIONS

(choose 1 per entrée)

Green Bean Almandine
Green Beans & Carrots
Broccolini +\$2
Brussel Sprouts & Bacon +\$1
Asparagus +\$5
Green Top Carrots +\$5

ADD A SALAD SERVICE

Choose 1 of the following, \$7 per person

House Garden Salad

Mixed greens, tomato, cucumber, bell pepper, onion, croutons, sunflower seeds, roasted garlic vinaigrette

Citrus Salad

Baby romaine, mandarin oranges, red onion, candied almonds, citrus vinaigrette

Spinach Strawberry Salad

Baby spinach, strawberries, bleu cheese, toasted almonds, red onion, poppyseed vinaigrette

CHILDREN'S MEALS

Choose 1, \$12 each meal, add a cup of fruit while adults enjoy salads for \$3

Chicken Strips & Fries

Mini Corn Dogs & Fries

Cheeseburger & Fries

Mac & Cheese

Grilled Chicken Strips & Veggies

Buffet

Items in quantities of 30 servings (½ orders available)

BREAD

- Sliced French Baguette/Butter \$45
- Cheesy Garlic Bread \$65

COLD SIDES & SALADS

- Garden Salad \$100
- Spinach & Strawberry Salad \$110
- Italian Pasta Salad \$100
- Potato Salad \$80
- Coleslaw \$75

HOT SIDES

- Au Gratin Potatoes \$165
- Mashed Potatoes \$120
- Beef Demi-Glace \$90
- Chicken Demi-Glace \$90
- Rosemary Roasted Red Potatoes \$90
- Wild Rice Pilaf \$120
- Cilantro Lime Rice \$120
- Mac & Cheese (4oz) \$210
- Smokehouse Baked Beans \$100
- Brussel Sprouts & Bacon \$120
- Broccoli, Peppers & Onions \$90
- Asparagus \$150
- Green Top Carrots \$120
- Green Beans & Carrots \$90
- Green Bean Almandine \$90
- Broccolini \$120

PASTAS

- *Ask about gf options*
- Chicken Carbonara \$550
- Macaroni & Cheese (8oz) \$420
- Lasagna with Meat \$385
- Cheese Tortellini, Peas, & Prosciutto, in Alfredo \$440
- Pasta Alfredo \$415
- Add Chicken \$80
- Spaghetti \$385
- Add Meatballs \$60

BUILDABLE SANDWICHES

- with pub buns, Bourbon Bacon BBQ, & coleslaw
- Pulled Pork \$400
- Smoked Pulled Chicken \$400
- Smoked Turkey \$400
- Smoked Brisket \$450

TACOS

- with hard or soft taco shells, lettuce, sour cream, shredded cheese, salsa & choice of meat \$300
- Shredded Chicken
- Ground Beef
- Pulled Pork

MEATS

- Roasted Turkey & Gravy \$415
- Herb-grilled chicken \$415
- Chicken Marsala \$440
- Beef Striploin \$730
- Beef Pot Roast \$730
- Sliced Smoked Beef Brisket \$650
- Apple Brandy Pork Loin Chop \$635
- Grilled Salmon with Basil Pesto \$660
- Walleye Almandine \$725

BURGERS

- with pub buns, lettuce, tomato, onion, pickles, condiments
- Grilled Chicken Breasts \$425
- Hamburger Patties \$400
- Add cheese on the side \$50
- Add bacon on the side \$120

PIZZAS

- 18" Stone Fired Pizza \$24
- (not 30 serv.) choose cheese, pepperoni, or sausage. Add \$3 per additional topping

CARVING STATION

- Add \$50/Hour Chef Fee
- Prime Rib \$Market

Small Bites

Per order of 30 servings (½ orders available). For butler passed add \$10 per order

SNACKS

- Gardetto's Snack Mix \$60
- Kettle Chips & Onion Dip \$70
- Chicago Popcorn \$60
- Pretzels \$60
- Tortilla Chips & Salsa \$70
- Buttered Popcorn \$60
- Mixed Nuts \$100

COLD BITES

- Antipasto Skewers \$100
- Bruschetta \$80
- Caprese Skewers \$70
- Shrimp Cocktail \$150
- Vegetables & Ranch Shooters \$80
- Fruit Skewers \$80
- Smoked Salmon Crostini \$90
- Beef Carpaccio Crostini \$175
- Prosciutto Crostini \$100
- Prosciutto Wrapped Asparagus \$110

COLD PLATTERS

- Cheese & Crackers \$120
- Cheese, Meats, & Crackers \$120
- Fruit & Berries \$150
- Fruit & Dip \$125
- Vegetables & Ranch \$100
- Charcuterie Board \$150
- Smoked Salmon & Crackers \$125
- Baked Brie/Warm Jam/Baguette \$90

SLIDERS

- Cold Ham & Cheese Sliders \$100
- Cold Turkey & Cheese Sliders \$100
- Warm Hamburger or Cheeseburger Sliders \$120
- Warm Pulled Beef, Pork, or Chicken Sliders \$120
- Warm Walleye Sliders \$175

DIPS

- Chilled Smoked Salmon Dip/Crostini \$120
- Chilled Spinach Artichoke Dip/Chips \$100
- Warm Jalapeno Popper Dip/Chips \$100
- Warm Crab Dip/Pita \$150
- Warm Buffalo Chicken Dip/Chips \$100

WARM BITES

- Beef Empanadas \$90
- BBQ Meatballs \$85
- Wild Rice Meatballs/Lingonberry Jam \$95
- Sausage Stuffed Mushroom Caps \$90
- Beef Tips & Gorgonzola Sauce \$150
- Chicken Wings (Boneless or Bone-In) \$90
- Chicken Tenders \$90
- Teriyaki Chicken Skewers \$90
- Chicken Pot Stickers \$65
- Vegetarian Egg Rolls \$80
- Mini BBQ Chicken Quesadillas \$75
- Jalapeno Bacon Wrapped Shrimp \$170
- Bacon Wrapped Scallops \$200
- Crab Cakes & Tartar Sauce \$150
- Walleye Strips & Tartar Sauce \$100
- Calamari Strips & Tartar Sauce \$100
- Cocktail Weenies \$65
- Duck Bacon Wontons \$100

NACHOS

- Chips, Cheese Sauce, Sour Cream, Lettuce, & Salsa \$150
- Add Seasoned Beef \$50

Desserts

ROCKWOODS HANDHELD DESSERT PLATTERS

Per order of 30 servings (½ orders available)

Fresh Baked Brownies \$95	Chocolate Dipped Strawberries \$100	Strawberry Shortcake Shooters \$100
Chocolate Truffles \$75	Mini Assorted Cheesecakes \$90	Oreo Cookie Mouse Shooters \$100
Fresh Baked Assorted Cookies \$60	Salted Caramel Shooters \$120	Chocolate Lovers Shooters \$120
Assorted Dessert Bars \$95		Lemon Trifle Shooters \$100

ROCKWOODS PLATED DESSERT

Priced per guest & on a self-serve dessert table. Add \$2 per person to have slices plated and served to each guest.

Chocolate Lovers Cake \$10	New York Cheesecake \$10 <i>Add a topping for \$1</i> (Chocolate/Strawberry/Caramel)	Warm Bread Pudding \$12	Brown Butter Peach Cobbler \$9
--------------------------------------	--	-----------------------------------	--

BUTTERCREAM CAKES PARTNERSHIP (St Paul or Minnetonka)

Inquire about Display Cake, Filled Sheet Cake, & Cupcake Pricing

You will work with them to design your order and determine delivery or pick-up options.

Visit www.buttercream.info/schedule-at-tasting-appt/ to book. We add their pricing to your Rockwoods invoice.

* Bringing in a Dessert Fee Waived for Buttercream Purchases*

YOU BRING IN A DESSERT BY A LICENSED BAKER OR GROCER

Must be from a licensed facility. Clean-up, supplies, and labor involved require a site fee.

dessert table, linens, platters, decorative displays, napkins, clean up, & storage included.

Handhelds Cupcakes, doughnuts, cookies, etc. without plates or forks \$1/guest	Cake Supplies with plates, forks, cutting utensils \$2/guest	Cake Cut & Served We will cut, plate, and serve to each of your guests \$3/guest
---	---	---

Beverages

Your guests can always purchase beverages that you are not paying for

SELF-SERVE BEVERAGES

Hot Coffee \$20 per liter | \$50 per 1.5 gallon dispenser - regular or decaf with sweetener & half & half

Infused Water \$50 per 2-gallon batch. choose citrus blend, lemon, cucumber, or strawberry

Homemade Lemonade \$12 per liter | \$30 per gallon

Homemade Sweet Peach Tea or Unsweetened Iced Tea \$12 per liter | \$30 per gallon

Juice \$15 per liter - orange, apple, or cranberry

Canned Soda \$2.00 per can. Only charged for opened cans (Pepsi, Diet Pepsi, Mountain Dew, Starry)

1% Milk \$12 per liter

Sparkling Orange Cherry Punch \$12 per liter | \$25 per gallon

BAR SERVICE

You are not required to pay for any alcohol for your guests. The full bar will be available for them to buy drinks.

If you want to host alcohol, *our best overall bar recommendation* is to set up a hosted tab with a total dollar amount limit.

We will create custom menus based on a price limit per drink you set. Then guests can order, beer, wine, and mixed drinks with complete flexibility within your budget. Example: \$1500 max, \$8 & under beverages only, no shots

BULK BAR ITEMS

Unlimited Fountain Soda \$1.25 per guest (total count)

House Wine Case - Cabernet, Pinot Noir, Merlot, Chardonnay, Sauv. Blanc, Moscato \$300 (just \$6.25 per glass)

Josh Cellars Wine Case - Cabernet or Chardonnay \$450

Keg of Light Beer - Mich Light, Miller Lite, Coors Light \$380 (just \$3.16 per pint!) (only available in event center)

Other Keg Options - We can source just about anything! \$420-600 (only available in event center)

Rentals

ALL rentals from Rockwoods will count towards your minimum

FIRE PIT

Private Fire Pit Service on Patio (Event Center Only) \$100

STAGING

4'x4' section \$30 per, 16" tall with 1 stair step

EASELS & CHARTING

Easel \$5 (5 available)

Dry Erase Board with markers \$15 (1 available)

DELUXE COMPLIMENTARY LINENS

Table Linen: White, Ivory, or Black available

Linen Napkins: Custom Folds Available



DELUXE COMPLIMENTARY CENTERPIECES

Accent Napkin

Mirror Tile, Silver Charger, or Gold Charger (Under Centerpiece)

Cylinder Vase with Choice of Beads & Floating Candle



DECOR

Satin Table Runner \$2.00 (6" wide, variety color options available)

Cylinder Vase with Beads & Floating Candle \$3

Plate Charger Metallic Gold or Silver Plastic 13" \$1.50

Votive Candle in Glass Holder \$.50

Wood Round \$3

Mirror Cake Stand \$10

Black Acrylic Card Box \$10

Wood Style Card Box \$10

Acrylic Table Numbers \$15



LIGHTING

Banquet Hall Ceiling Draping & Lights \$200

Banquet Hall Wall of Lights \$200

Custom Color Up Lights \$19 each, or 8 for \$140

Light a Single Table \$25 each

CHAIR COVERS

Chair Cover \$3 - White

Tied Satin Chair Sash \$2 - Variety of Colors Available



Policies

Menu & menu prices are subject to change based on supply cost variations over time.

Room Fee

Does not count towards the minimum. It covers the included amenities. Non-taxable. Not included in the recommended gratuity.

Minimum

The dollar amount you are required to spend before tax and gratuity on food, beverages, & rentals. The amount not reached by the conclusion of the event will be added to the event total as a separate line item. 3rd Party Items do not count towards the minimum. Guests may purchase additional drinks on their own, but those purchases do not apply toward your food and beverage minimum.

Cancellation Policy

- After the room fee is paid, it is non-refundable.
- Within 3 months of the event date – loss of room fee & 50% of minimum due plus a 20% service charge
- Within 1 month of the event date – loss of room fee & 75% of minimum due plus a 20% service charge
- Within 10 days of the event date – 100% of the minimum plus a 20% service charge

Final Food Order Due

A coordinator will provide you with the exact due date for your final food order, typically between 6-10 days before your event, depending on the day of the week. Final guest counts cannot decrease after the due date for any reason. If actual event attendance falls below the final food order, the host will still be charged for the original final count.

In some cases, we may be able to accommodate an increase in your food order after the due date, but this is not guaranteed. Additional food requests will be subject to availability. If your final counts are not submitted by the due date, we reserve the right to cancel your event, and cancellation fees will apply as outlined in our cancellation policy.

Food/Beverages Cannot Be Brought In

All food & beverages must be supplied by Rockwoods. Exceptions to select desserts apply.

Leftover Food

Most items can be taken home with a signed waiver, except pre-ordered plated meals not consumed CANNOT be taken home or have leftovers boxed up due to MN Health Department regulations.

Food Tasting Options

- A. A private tasting is \$50, plus the cost of food ordered, tax & tip. Tue, Wed, or Thur only, scheduled in advance.
- B. Visit our restaurant: We have the same great chefs with some similar items that we can recommend or just see how awesome anything they make tastes!

Music & Entertainment

Your entertainment needs to contact Rockwoods regarding set-up times, location of equipment, power needs, etc. Rockwoods reserves the right to control the volume and to shut off any music if our guidelines are not followed.

Children

All children must always have adult supervision, and shoes must always be worn for those of walking age. Please change diapers in the bathroom where changing tables are provided for the health and safety of your guests.

Security

Rockwoods does not make the host provide/pay for security with the understanding that the host will assist Rockwoods with any needed resolutions. Rockwoods reserves the right to contact local law enforcement during the event if the event staff feel it is necessary.

Tax

7.375% on food, non-alcoholic beverages & rentals. 9.875% on alcohol. Menu prices do not include tax.

Gratuity

A recommended 20% gratuity will be added to your event estimates to help with your budgeting. 100% of the gratuity is paid to our employees through an employee-run tip share that covers everyone who helped in coordinating, setting up the space, serving, and cleaning up based on the number of hours they worked (there are multiple staff working behind the scenes on every event you will not see). You cannot change the tip after the event date has passed, only before

Payments Due

1. At Booking - The room fee is due within 1 week of reserving your date.
2. At Conclusion of Event – The final balance is due before you leave. Billing is available for corporate accounts on request. Any discrepancy in counts or charges will be resolved by the end of the event, and no later.

Payment Methods

- A. Online Payment Link via Email
- B. In Person – by appointment (Cash/Check/Card)
- C. No coupons or gift cards can be used for payment

Bringing In Décor

No loose glitter or confetti! ONLY blue painter's tape is allowed for hanging items (No 3M hooks, no blue putty). Candle flames ARE allowed but must be surrounded by glass for fire code. Please speak to a coordinator for any special items to be sure it's allowed.

Alcohol Policy

Paying for alcohol does NOT put you in a place of liability. That liability falls on our liquor license. No alcohol is to be brought in, and NO underage drinking is permitted. ALL guests will need to show legal identification. Anyone showing signs of intoxication will not be served. We reserve the right to "cut off" alcohol service, ask individuals to leave, close the bar, or end the event. **Should there be a violation of this alcohol policy, a \$500 fee will be added to your final bill.**

Damage or Excessive Clean-Up:

The client assumes responsibility for any damage to the function rooms committed by the client or any guest or agent of the client. **There will be an automatic clean-up fee of \$100 added to the final bill or invoiced after the event for any glitter, confetti, or mini-items that need to be cleaned up by Rockwoods. There will be an automatic \$200 added to the final bill or invoice after the event for any bodily fluids (i.e., vomit) that need to be cleaned up by Rockwoods.**

Liability

Rockwoods is not responsible for equipment, materials, gifts, etc. that are brought onto the property. Rockwoods is not responsible for the theft or damage of any vehicle. Rockwoods shall not be liable for non-performance if attributed to trouble, dispute, strike, government (Federal, State or Municipal) or restrictions upon travel or transportation in the non-availability of food, beverage, or supply, riots, national emergencies, acts of God and other causes whether expressly provided herein or not, which are beyond the reasonable control of Rockwoods. In such event, Rockwoods shall not be liable to the customer for any damage.

