

CATERING MENU

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SANFORD CENTER CATERING

EXCEPTIONAL EXPERIENCES, POWERED BY LEGENDS GLOBAL

At the Sanford Center, all catering is proudly delivered by Legends Global, our exclusive in-house food and beverage partner. Together, we bring your hospitality vision to life by designing dining moments that feel authentic, unforgettable, and distinctly yours.

FOOD IS MORE THAN A MEAL, IT'S PART OF THE MEMORY.

Whether it's a signature dish, refreshing beverage, locally inspired menu, or shared meal that becomes tradition, every item crafted by the Sanford Center and Legends Global connects people to a lasting impression of world-class hospitality.

OUR APPROACH

Locally Inspired – We collaborate with chefs, farmers, and artisans to honor the flavors of our community and create menus that reflect the unique character of the Sanford Center.

Sustainability – Our partnership and practices with Legends Global are fortified by a commitment to sustainability and social responsibility. Guided by integrity and intention, we drive measurable impact by strengthening communities, advancing equity, and protecting our environment. In food and beverage, this means humanely raised proteins, cage-free eggs, plant-based ingredients, sustainable seafood, and reducing waste through recycling and composting.

Inclusive Hospitality – Our Sales Team, Chefs, and Managers are ServSafe Allergen certified and trained to meet dietary needs, ensuring every guest feels safe, welcome, and cared for.

OUR PROMISE

At the Sanford Center, catering is designed to tell a story, celebrating community, sparking memories, and uniting people in powerful ways.

MEET OUR EXECUTIVE CHEF



JASON LARIMER
EXECUTIVE CHEF

I can remember my first introduction to cooking. It was at a young age watching Julia Child with my dad. He was one of those people in the kitchen who could make something out of nothing, using ingredients in the cabinet or refrigerator, and that has lived on in me since.

As I aged into my late teens, I decided to enter Carpentry which lasted for 20 years. Even though I wasn't working in a kitchen, my passion never strayed from food. Being a weekend gourmet, I scoured cookbooks, watched cooking shows, and learned as much as I could.

In 2005 I became an Executive Chef for a local winery in Illinois, specializing in business meetings and weddings. In 2007 I hired a lovely Sous Chef that I ended up marrying. We worked side by side for many years before I moved on and became a restaurant consultant and sales manager for a food distribution company.

We moved to northern Minnesota in 2018 to open a restaurant and decided to make a change at the end of 2023, to take the position at The Sanford Center in February of 2024.

The most satisfying part is serving our guests cuisine that makes them want more. When we all get together for a meal, memories are made with family, friends, and even strangers. We believe that every meal should leave you with a smile on your face. I look forward to seeing that smile when you visit us.



ANY TIME OF DAY. BREAKS & SNACKS

Sweet & Salty • Healthy • Platters • A La Carte



BREAK TIME.

Based on two hours service. Minimum of 25 people. \$75 surcharge is applied if minimum is not met.

SWEET & SALTY

5

Assorted Fresh Baked Cookies

Chocolate Chip, Candied, Macadamia Nut, Peanut Butter, Sugar, Snickerdoodle, Oatmeal (Subject to Availability)

Kettle Chips

House Buttered Popcorn

Assorted Assorted

King Sized Candy

Snickers, Hersheys, Reese's Cups, Almond Joys, M&M's, Butterfingers

HEALTHY BREAK

13

Greek Yogurt Cups

Assorted Flavors

Granola Bar

Assorted Flavors

Mandarin Orange Fruit Cup

PLATTERS *Serves up to 25 guests.*

Fresh Fruit Tray

75

Cheese & Cracker Platter

120

Vegetable Tray

65

Kettle Chips & Ranch Dip

60

Fresh Corn Tortilla

60

Chips & Salsa

Mini Pastries Platter

85

SNACK ITEMS: A LA CARTE

Assorted Granola Bars

2

King Size Candy Bars

5

Snickers, Hersheys, Reese's Cups, Almond Joys, M&M's, Butterfingers

Local Gourmet

3.25

Popcorn Individual Cup

Cheese, Caramel, Buttered, Kettle, Paul Bunyan

Fresh Baked Cookies by the Dozen

28

Chocolate Chip, Candied, Macadamia Nut, Peanut Butter, Sugar, Snickerdoodle, Oatmeal (Subject to Availability)

Muffins by the Dozen

48

Chocolate Chunk, Blueberry Cobbler Parfait, Strawberry Rhubarb Parfait

Brownies by the Dozen

40

Salted Caramel, Chocolate Chunk



START YOUR DAY. BREAKFAST

Continental • Healthy • On-the-Go • Plated • A La Carte



BREAKFAST

*After first hour of service, \$2.00 per person will be added for each additional 30 minutes of service.
All breakfast buffets include coffee, tea and water service with the exception of the Continental Breakfast and Healthy Start. 25 person minimum. \$75 surcharge is applied if minimum is not met.*

CONTINENTAL BREAKFAST

15

Fresh Baked Pastries

Assorted Scones, Mini Danish Variety

Sliced Fruit

Orange Juice

HEALTHY START

17

Individual Greek Yogurt

Assorted Flavors

Granola Topping

Hard Cooked Eggs

Assortment Of Fresh Cut Fruit & Berries

English Muffin & Wheat Toast

MORNINGS ON-THE-GO

17

Choice of Pre-Wrapped

Breakfast Burritos or Breakfast Croissant

Sandwiches

Ham or Sausage, Egg, Cheese

Hashbrown Patty Gluten-Free

PAUL BUNYAN

19

Scrambled Eggs Gluten-Free

Breakfast Potatoes Gluten-Free

Thick-Cut Bacon Gluten-Free

Sausage Links Gluten-Free

Sliced Fresh Fruit

English Muffin

Wheat Toast

BREAKFAST

After first hour of service, \$2.00 per person will be added for each additional 30 minutes of service.
All breakfast buffets include coffee, tea and water service with the exception of the Continental Breakfast and Healthy Start. 25 person minimum. \$75 surcharge is applied if minimum is not met.

THE BABE

19

Scrambled Eggs Gluten-Free

Buttermilk Biscuits

House Made Sausage Gravy

Sliced Fresh Fruit

Breakfast Potatoes Gluten-Free

English Muffin

Wheat Toast

BREAKFAST BRUNCH

20

CASSEROLES

Your choice of two

Blueberry French Toast Casserole Vegetarian

Ham, Egg, Cheese

& Broccoli Casserole Gluten-Free

Asparagus Mushroom Strata

Vegetarian, Gluten-Free

Sausage, Gravy & Biscuit Casserole

Ham, Egg, Cheese & Biscuit Casserole

Banana Chocolate Chip

French Toast Casserole Vegetarian

Sliced Fresh Fruit

English Muffin

Wheat Toast

BREAKFAST A LA CARTE

Greek Yogurt Cups

5

Strawberry, Blueberry, Cherry

Breakfast Ham

4

Sausage Links

4

Thick-Cut Bacon

5

PRICED PER DOZEN

Cinnamon Rolls

32

Caramel Rolls

38

Scones

36

Danishes Variety

36

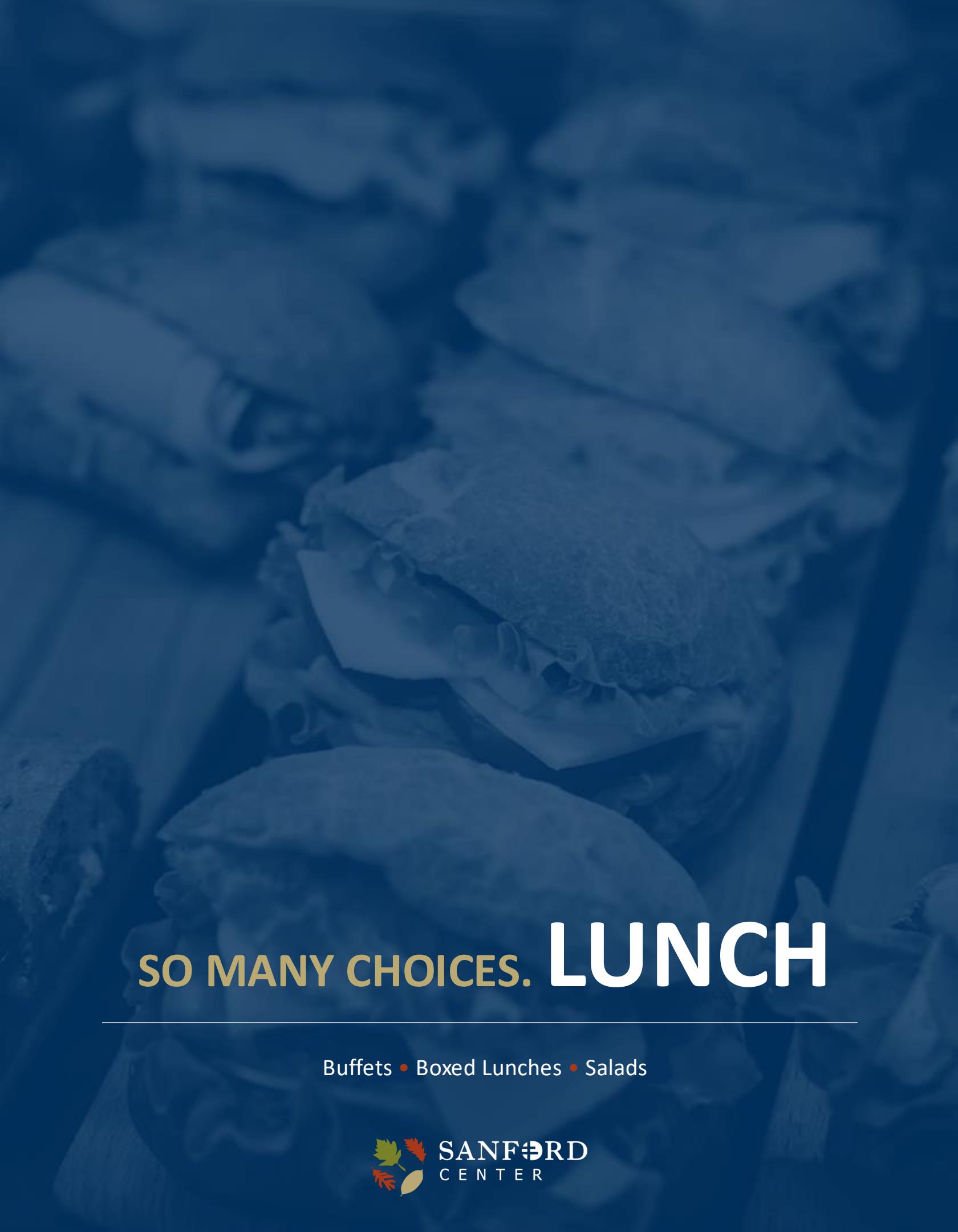
Muffins

48

Chocolate Chunk, Strawberry &
Rhubarb Parfait, Blueberry & Lemon Parfait

Bagels & Cream Cheese Per ½ Dozen

30



SO MANY CHOICES. **LUNCH**

Buffets • Boxed Lunches • Salads



LUNCH BUFFETS

Available from 11am – 3 pm daily. After first hour of service, \$2.00 per person will be added for each additional 30 minutes of service. All luncheon buffets include iced tea and water service for 25 person minimum. \$75 surcharge is applied if minimum is not met. Comes with choice of dessert bars or assorted cookies.

STREET TACO BAR

20

Your choice of two proteins.

Carnitas Pork Gluten-Free

Carnitas Chicken Gluten-Free

Taco Seasoned Ground Beef Gluten-Free

Flour Tortillas, Queso Cheese (Gluten-Free),
Cotija Cheese, Refried Beans (Gluten-Free), Mexican
Rice, Cilantro, Red Onion, Salsa

TASTE OF ITALY

20

House Made Marinara Bake

Sausage, Pepperoni, Cavatappi Pasta,
Mozzarella Cheese

House Made Alfredo Bake Vegetarian

Alfredo Sauce & Cavatappi Pasta,
Mozzarella Cheese Vegetarian

Add Chicken

+2

Caesar Salad

Italian Pasta Salad or Broccoli Salad Gluten-Free, Vegetarian

Breadsticks

BAKED POTATO

19

& SALAD BAR Gluten-Free

Baked Potato and Romaine Lettuce

Your choice of two proteins.

Pulled Pork Gluten-Free

Pulled Chicken Gluten-Free

Taco Seasoned Ground Beef Gluten-Free

Bacon Topping, Shredded Cheddar Cheese.
Sour Cream, Whipped Butter, Sliced Cucumber,
Broccoli Florets, Banana Peppers, Red Onion,
Grape Tomato, Ranch Dressing, French Dressing

PICNIC BASKET

19

Shredded Pork Gluten-Free

Brioche Buns

Baked Beans Gluten-Free

Mac and Cheese

Barbecue Sauce Gluten-Free

Choice of Potato Salad or Coleslaw Gluten-Free, Vegetarian

Choice of Lettuce Salad

or Broccoli Salad Gluten-Free, Vegetarian

LUNCH BUFFETS

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BURGER BAR

20

6 oz Beef Patty Gluten-Free

Brioche Buns

Sliced Cheeses

Swiss, Cheddar, Provolone

Lettuce, Tomato, Onion, Pickles, Jalapenos

Mac and Cheese

Baked Beans

ITALIAN SUBS & MORE

19

Hoagie Rolls

Italian Meatballs

Grilled Chicken Strips

Mozzarella Cheese

Marina Sauce

Black Olives

Banana Peppers

Shredded Parmesan Cheese

Pasta Salad

Broccoli Salad

SOUP & SANDWICH

20

Pre-made on Assorted Breads

Focaccia, Hoagie Roll, Wheatberry Bread

Sliced Roast Beef, Turkey and Ham

Sliced Cheeses

Swiss, Cheddar, Provolone

Sliced Tomato, Lettuce, Onion, Pepperoncini,

Sliced Bell Pepper

Basil Pesto, Oil & Vinegar, Mayonnaise,

Mustard, Stone Ground Mustard

House Made Soups

Your choice of one soup.

Chicken Wild Rice

Loaded Baked Potato

Broccoli Cheddar

Cheese and Bacon

BOXED SANDWICHES & SALADS

Available from 11am – 4 pm daily. Sandwich Lunches include a bag of chips, a mandarin orange fruit cup, and a cookie. Salad Lunches include a cookie. Include Bottled Water for \$4.

BOXED SANDWICH LUNCHES

16

Your sandwich choices.

Ham & Swiss

Turkey & Provolone

Roast Beef & Cheddar

Chicken Salad on a Croissant

BOXED SALAD LUNCHES

17

Your salad choices.

Chef Salad

Chopped Romaine, Tomatoes, Carrot, Red Onion, Hardboiled Egg, Shredded Cheese, Turkey and Ham

Chicken Caesar Salad

Romaine, Parmesan Cheese, Croutons, Caesar Dressing

Grilled Chicken Spring Salad

Grilled Chicken, Spring Salad Mix, Red Onion, Strawberries, Mandarin Oranges, Raspberry Vinaigrette



BITES WITH BIG FLAVOR.
HORS D'OEUVRES

Skewers • Bites • Boards



HORS D'OEUVRES

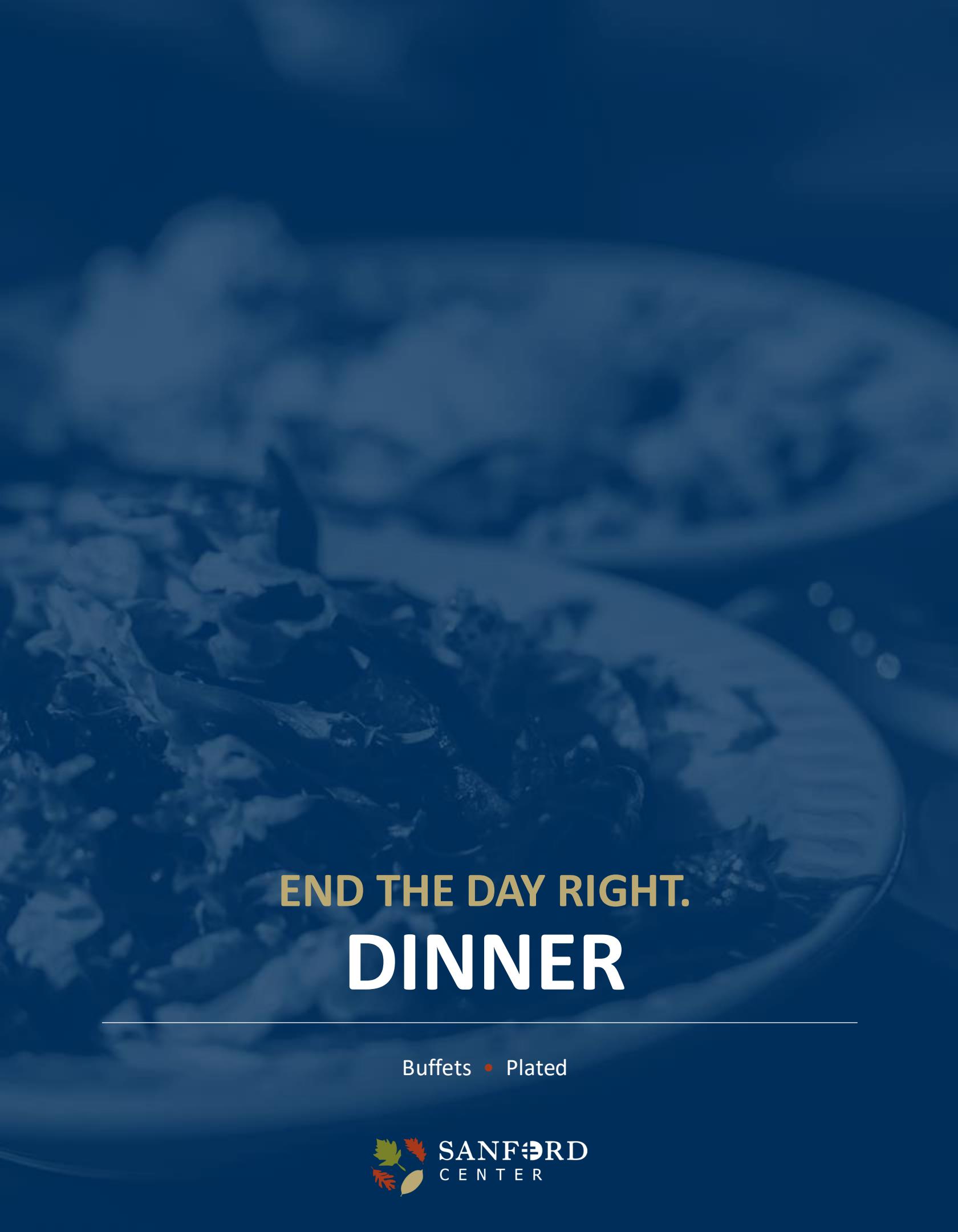
Minimum of 25 people. \$75 surcharge is applied if minimum is not met. Butler Service is available for \$35 per server, per hour. All prices are per person.

Caprese Skewers <small>Gluten-Free</small>	4
Bruschetta	4
Chicken Satay <small>Gluten-Free</small>	4
Spinach Artichoke Dip with Bagel Pieces	4
Charcuterie Board <small>Gluten-Free</small>	7
Meatballs in Barbecue Sauce <small>Gluten-Free</small>	4
Spanakopita	5
Antipasto Skewers <small>Gluten-Free</small>	6
Barbecue Bacon Wrapped Shrimp <small>Gluten-Free</small>	7
Artichoke Stuffed Mushrooms <small>Gluten-Free</small>	4
Prosciutto Wrapped Melon <small>Gluten-Free</small>	6
Asparagus in Phyllo	6
Smoked Salmon Cucumber Bites <small>Gluten-Free</small>	6
Gourmet Block Cheese Board <small>Gluten-Free</small>	5
Grilled Vegetable Platter <small>Gluten-Free</small>	5
Chicken Quesadilla	4
Southwest Chicken Eggroll	6
Smoked Salmon Crostini	7

Based on two hours service. Minimum of 25 people. \$75 surcharge is applied if minimum is not met. All prices are per platter.

PLATTERS Serves up to 25 guests.

Fresh Fruit Tray	75
Cheese and Cracker Platter	120
Vegetable Tray	65
Kettle Chips and Ranch Dip	60
Fresh Corn Tortilla Chips and Salsa	60
Meat & Cheese with Crackers	95



END THE DAY RIGHT.
DINNER

Buffets • Plated



DINNER BUFFETS

29

After first hour of service, \$2.00 per person will be added for each additional 30 minutes of service. All dinner buffets include iced tea and water service for 25 person minimum. \$75 surcharge is applied if minimum is not met.

ENTREES *Choice of two.*

BEEF

Slow Roasted Roast Beef Gluten-Free

Pot Roast Gluten-Free

Roasted Beef Tenderloin Gluten-Free MKT

Available only as a carving station for an additional cost of \$75 per hour.

Prime Rib Gluten-Free MKT

Available only as a carving station for an additional cost of \$75 per hour.

CHICKEN

Chicken Marsala

Swiss Stuffed Chicken

Pan Fried Airline Chicken and Sauce

Chicken Cordon Blue

Italian Marinated Boneless Grilled

Chicken Breast Gluten-Free

PORK

Slow Roasted Pork Loin Gluten-Free

A Sanford Center Specialty!

Stuffed Pork Loin

Traditional Gluten-Free

Sausage Polenta Gluten-Free

SEAFOOD

Baked Panko Crusted Walleye +3

Mango Salmon Gluten-Free

Cod Loin Gluten-Free

Grilled Tuna Steak Gluten-Free +3

PASTA

Traditional Italian Lasagna with Marinara Sauce

Vegetable Lasagna with a White Sauce

House Made Baked Cavatappi Patsa in a Sausage & Pepperoni Marinara Sauce

House Made Baked Cavatappi Pasta, Grilled Chicken Strips & Alfredo Sauce

DINNER BUFFETS

29

After first hour of service, \$2.00 per person will be added for each additional 30 minutes of service. All dinner buffets include iced tea and water service for 25 person minimum. \$75 surcharge is applied if minimum is not met.

SIDES *Choice of one starch & one vegetable*

STARCHES

Mashed Potato Gluten-Free

Roasted Rosemary Reds Gluten-Free

Wild Rice Pilaf

Twice Baked Bacon Mashed Potato Casserole Gluten-Free

Perogies Casserole

VEGETABLES

Fresh Green Beans

Glazed Dill Carrots

Seasonal Vegetable

Steamed Broccoli with Cheese Sauce

SALADS *Choice of one.*

Romaine Garden Salad

Ranch and French dressings unless otherwise requested.

Caesar Salad

Broccoli Salad Gluten-Free

Caprese Salad Gluten-Free

Orange Fluff Salad

Three Bean Salad Gluten-Free

Pasta Salad

PLATED DINNER

Plated dinners include a garden salad, rolls and butter, iced tea and water table service.

Slow Roasted Eye of Round Gluten-Free 35

With a demi glaze, rosemary roasted red potatoes and Chef's choice of vegetable.

Chicken Cordon Blue 33

Served with mashed potatoes, a cordon sauce and Chef's choice of vegetable.

Traditional Italian or Vegetable Lasagna 32

Served with Chef's choice of vegetable.

Swiss-Stuffed Chicken Breast 33

Served over pasta and a tomato-butter wine sauce

Wild Rice Pilaf Vegetarian, Gluten-Free, Vegan 31

Loaded with spinach, black beans, walnuts, brussels sprouts, dried cranberries.

Served with Chef's choice of vegetable.

Grilled Salmon with Mango Salsa Gluten-Free 34

With mango salsa and wild rice pilaf and Chef's choice of vegetable.

Slow Roasted Prime Rib Gluten-Free MKT

Twice baked potato and Chef's choice of vegetable.

Slow Roasted Sliced Beef Tenderloin Gluten-Free MKT

Twice baked potato and Chef's choice of vegetable.

DESSERTS A LA CARTE

Plated dinners include a garden salad, rolls and butter, iced tea and water table service.

Assorted Dessert Bars *Flavors subject to change.*

3

Luscious Lemon

Oreo Dream

Marble Cheese Truffle

Meltaway

Cheesecake with Fruit Topping

5

Key Lime Pie

5

Chocolate Mousse Cake

5

Strawberry Shortcake

5

House Made Apple Crisp

4

House Made Berry Crisp

4

Flourless Dark Chocolate Torte Gluten-Free

5

Assorted Sheet Cake *No substitution.*

4

Butter Pecan

Carrot

Vanilla Caramel

Triple Chocolate



BARS & REFRESHMENTS. BEVERAGES

Non-Alcoholic • Beer • Cocktails • Wine • Bar Packages



NON-ALCOHOLIC BEVERAGES

HOT

*One gallon is approximately 10-12 drinks,
minimum of 2 gallons for all hot beverages.*

Freshly Brewed Coffee 35/gal.

Assorted Teas with Hot Water
included with Coffee

Freshly Brewed Decaf Coffee 35/gal.

Assorted Teas with Hot Water
included with Coffee

Hot Chocolate 40/gal.

Hot Apple Cider *in season* 45/gal.

*One Water Station upon request for Conference
Center. Extra Beverage Station set up charge \$35 per
station.*

COLD

Individual drinks on consumption.

Assortment of 20oz. Soda 5 ea.

Coke, Diet Coke, Dr. Pepper, Root Beer,
Orange Fanta, Mellow Yellow

Dasani Bottled Water 4 ea.

Individual Minute Maid 5 ea.

Bottled Fruit Juices

Apple, Orange Juice,
Cranapple Blend, Lemonade

Powerade 6 ea.

Red, Blue

Monster 7 ea.

Monster Energy,
Monster Energy Ultra Zero

MINIMUM OF 2 GALLONS

Iced Tea 35/gal.

Lemonade 35/gal.

Orange Juice 40/gal.

Apple Juice 40/gal.

ALCOHOLIC BEVERAGES

If sales do not exceed \$400 per bar, per hour, a \$75 bartender fee, per bartender and per hour will be assessed for all cash or hosted bars. Relocation fee \$75 per bar.

CASH COCKTAILS

Individuals pay per drink and gratuity is the responsibility of the guest.

SPONSORED COCKTAILS

A fully stocked bar featuring house or premium brands with the charge reflecting the actual number of drinks consumed.

Based on a 1-1/4 oz. pour.

CAN BEER SELECTIONS

Domestic

Bud | Bud Light | Busch Light | Coors |
Coors Light | Mc Golden | Mc Ultra

7

Imports/Craft

Bemidji German Blond | Bemidji IPA |
Kona | Nordeast

8

CAN SELTZERS & READY-TO-DRINK COCKTAILS

Seltzer

NUTRL | White Claw | Carbliss (9)

8-9

RTD Cocktail

Jack Daniels & Coke | Jack Daniels &
Lemonade | Jack Daniels & Ginger | Malibu
Strawberry Daiquiri | Malibu Peach Rum

9

DRAFT BEER SELECTIONS

*Kegs are half-barrel sized and yield
approximately 115-pint servings.*

Domestic	475
Imports	675
Craft	750

Domestic

Bud Light | Busch Light | Coors Light |
Mc Golden Light

Imports/Craft

Bemidji German Blond | Bemidji IPA |
Kona | Nordeast

KEG WINE SELECTIONS

*Kegs are pony sized and yield
approximately 110-6 oz. servings*

3 Celsius	750
Sauvignon Blanc	
Benziger	825
Sauvignon Blanc	
Tribute	975
Cabernet Sauvignon	

ALCOHOLIC BEVERAGES

A \$75 bartender fee per bartender per hour will be assessed for all cash or sponsored bars if sales do not exceed \$400 per hour. Relocation fee \$75 per bar.

INDIVIDUALLY BILLED

HOUSE BRANDS

Old Crow Bourbon | Mr. Boston Brandy |
Mr. Boston Gin | Mr. Boston Rum |
Mr. Boston Scotch | Juarez Gold Tequila |
Mr. Boston Vodka | Mr. Boston Whiskey

PREMIUM BRANDS

Jim Beam Bourbon | Wild Turkey 81 Bourbon |
E&J Brandy | Bombay Sapphire Gin | Bacardi Rum |
Captain Morgan Rum | Malibu Rum | Dewars Scotch |
Sauza Gold Tequila |
Titos Vodka | Southern Comfort Whiskey | Fireball
Cinnamon Whiskey

SUPER PREMIUM BRANDS

Bulleit Bourbon | Knob Creek Bourbon | Tanqueray
Gin | Kraken Rum | Drambuie
Scotch | Jameson Scotch | Patron Silver Tequila | Grey
Goose Vodka | Crown Royal Whiskey |
Jack Daniels Black Label

HOSTED BAR PACKAGES

HOUSE BAR

Hourly Rate	14 per person
Each Additional Hour	9 per person

House Brand Liquor

Choice of 4 Beers

Choice of 4 House Wines

PREMIUM BAR

Hourly Rate	20 per person
Each Additional Hour	11 per person

House Liquors and choice of 6 Premium
Brand Liquors

Choice of 6 Beers

Choice of 3 House Wines and 2 Premium Wines

SUPER PREMIUM BRANDS

Hourly Rate	26 per person
Each Additional Hour	16 per person

House Liquors, Choice of 4 Premium Brand
Liquors and 6 Super Premium Brand Liquors

Choice of 8 Beers

Choice of 3 House Wines and 3 Premium Wines

WINE LIST

A \$75 bartender fee per bartender per hour will be assessed for all cash or sponsored bars if sales do not exceed \$400 per hour. Relocation fee \$75 per bar.

HOUSE WINES

WHITE/RED/SWEET

Beringer Founders Estate White	32
Chardonnay, Sauvignon Blanc, Pinot Grigio	
Beringer Founders Estate Red	32
Pinot Noir, Cabernet Sauvignon	
Conte Placido	32
Moscato D' Asti	

PREMIUM & SUPER

PREMIUM WINES

WHITE/BLUSH/SPARKLING

Columbia Crest Founders Series	49
<i>Washington State</i>	
Chardonnay	
13 Celsius New Zealand	40
<i>Also available in keg.</i>	
Sauvignon Blanc	
Chloe Valdadige D.O.C, Italy	40
Pinot Grigio	
Dreaming Tree Livermore, California	42
Rose	
Chloe Valdadige D.O.C, Italy	40
Prosecco	

RED

Erath Resplendent	<i>Oregon</i>	55
Pinot Noir		
Browne Forest Project		62
<i>Paso Robles, California</i>		
Cabernet Sauvignon		
Tribute	<i>Paso Robles, California</i>	44
<i>Also available in keg.</i>		
Cabernet Sauvignon		
Cooper & Thief Cellar Masters		64
<i>Livermore, California</i>		
Red Blend		

DREAMING TREE

Dreaming Tree	<i>Livermore, California</i>	42
Red Blend Crush		

SWEET WHITE & RED

Cupcake	<i>Italy</i>	44
Moscato D'Asti		
14 Hands Unicorn		38
<i>Columbia Valley</i>		
Unicorn Mythical Sweet Bubbles		
Oliver	<i>Indiana</i>	38
Moscato, Blueberry Moscato		

GENERAL INFORMATION

CATERING INFORMATION

All catering at Sanford Center is proudly delivered by Legends Global, our exclusive in-house partner. We collaborate with local chefs and artisans to create menus that reflect our community and elevate every event. From signature dishes to shared meals, every detail is designed to be authentic, memorable, and distinctly yours.

GUARANTEES

Menu selections, details, and estimated attendance counts are due 30 days in advance. To provide optimum service, a final guaranteed count of the number of guests in attendance is required 14 days in advance of the function.

This number will be considered your minimum guarantee, not subject to reduction, for which you will be charged. If a guarantee is not received 14 days in advance, the expected number of attendees specified at the time of booking will prevail.

For any changes after the final guaranteed number has been submitted, there will be a \$3.00 per person surcharge. Any guest count increase is subject to approval and availability. We will be prepared to serve 5% above your guarantee.

If more than the guarantee are served, you will be billed for the actual number of guests.

FUNCTION ROOMS

Function rooms are assigned according to the anticipated number of guests and set-up requirements at the time of booking. Should these factors change, The Sanford Center reserves the right to transfer the function to a more appropriate space. As other groups may be utilizing the same room prior to, or following your function, please adhere to the times agreed upon. Should your time schedule change, please notify us and

every effort will be made to accommodate your request.

DECORATING POLICIES

Glitter, confetti and helium balloons are not allowed in any part of The Sanford Center.

Candles—when lit, the tip of the flame of the candle must not come within one inch of the top of the candle holder. Candles must be approved by the event manager prior to the event day.

Non-residue tape or gaff tape are acceptable; no nails or pins are allowed. Before hanging anything on walls or from ceilings, approval must be obtained from your event manager.

All exhibits, displays and diagrams must conform to Bemidji fire ordinance regulations.

Smoking and Vaping are not permitted in the Conference Center or Arena.

All damages to The Sanford Center will be billed to the group representative.

SECURITY

The Sanford Center will not be responsible for damage or loss of any merchandise or articles left on property prior to, during, or following a function. You may arrange for security in advance of your function. See your event manager for specific details. At the discretion of The Sanford Center, security personnel may be required for certain functions whose size, program or nature indicates such a need. The charge for this service will be communicated in advance and added to your bill.

CANCELLATION POLICY

In the event of a cancellation, no deposit refund shall be made. Cancellation of food functions must be sent in writing to your Convention Event Manager.

Any cancellation received 15 or more business days prior to the scheduled event will result in a fee equal to 25% of the estimated food and beverage charges plus any base rental fees as outlined in the contract.

Any cancellation received less than 15 business days prior to the scheduled event will result in a fee equal to 50% of the estimated food and beverage charges plus any base rental fees as outlined in the contract.

Any cancellation received after the Final Guarantee has been provided will result in a fee equal to 100% of the estimated food and beverage charges plus any base rental fees as outlined in the contract.

stated in our license. Alcoholic beverages may not be brought onto the premises from outside sources and may not be removed from the premises. In compliance with regulations, we reserve the right to ask patrons for proper identification for alcoholic beverage service. We reserve the right to refuse alcohol service to intoxicated or underage persons.

See your Event Manager for Bar Service pricing.

FOOD SERVICE & REGULATIONS

Due to the health department regulations and arena policy, food and beverage must be prepared by The Sanford Center Catering. In addition, The Sanford Center policy prohibits food from being removed from a buffet or taken off site/home by guests from any event, including beverages. It also prohibits the transfer of food items from one function to another.

We are happy to address special dietary requests for individual guests. All special requests need to be made in writing 30 days prior to your event.

Bringing outside food and beverage items into the facility is strictly prohibited except for the following:

If you wish, you may bring in cake from a licensed bakery. Our catering staff will cut and serve your cake to your guests at a charge of \$2.00 per person which includes China service, or you may provide your own cake cutting service and cake serviceware at no additional charge.

To ensure optimal quality, buffets will be left up for a MAXIMUM of 2 hours.

BEVERAGE SERVICE

As a venue with a current Minnesota Liquor License, we are responsible for the administration of the regulations

BEVERAGE CHARGES BASED UPON CONSUMPTION

For banquet orders, the number of meals ordered must equal the number of your guaranteed guest count. We will not accept food orders which are less than the quantity of the number of guaranteed guests. Plated meal service is limited to two different entrée options, plus a vegetarian or special dietary entrée if needed. It is the client's responsibility to confirm the number of each entrée selection when you confirm your guaranteed guest count, 14 days prior to your event.

Due to market conditions, menu pricing is subject to change without notice. We will guarantee pricing for all contracted events
3 months prior to your event.

High-grade, disposable products will be used as a standard for breaks and socials. China service is used for all buffets and plated meal events apart from certain events pre-arranged with your event manager.

All banquet prices include black or white linens as well as assorted napkin colors. All linen orders are needed 2 weeks in advance of your event.

Tastings are available for plated wedding dinners for the bride and groom at a cost of \$75. Any additional people are \$25 per person, up to a max of 6 people. Tastings are scheduled Tuesdays – Thursdays from 10 am – 3 pm, contingent upon Executive Chef availability.

A minimum of \$1000 Food and Beverage is required unless approved in advance by the Food & Beverage Director or General Manager.

All orders are subject to a 22% administrative charge/fee and applicable sales tax.
Prices subject to change.

CONTACT US

Contact us via email, phone, or text to ask any questions and they will promptly respond with additional information.

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