

Our commitment to you

Welcome to Cue at The Guthrie. We believe wholesome, naturally-raised ingredients not only make the difference in great food but are also vital to a sustainable and healthful future.

Whenever possible, we are committed to sourcing those ingredients from local family farms and artisan producers who practice traditional and sustainable agriculture. We believe that in doing so, we can help affect the quality of our lives, as well as the health and well being of our planet both now and in years to come.

All events are given meticulous care and attention by Bon Appétit, the exclusive provider of food and beverage services in the theater. Our Director of Catering and team of event planning professionals will focus on every detail from start to finish. Not only do we arrange all of the logistics, but all of your food is lovingly created daily by our chefs, utilizing only the finest and freshest ingredients. Your event will be staged in a stunning space created by renowned architect Jean Nouvel with incredible views that embrace downtown Minneapolis and the historic Mississippi River/St. Anthony Falls Milling District. In addition, all of the table appointments are carefully chosen to include the finest flatware, crystal and bone china.

The following pages are but a start to the planning process. We would be pleased to provide you with a custom menu and event plan that exceeds your expectations. We look forward to assisting you in your planning efforts as well as providing you with exceptional service. Our primary wish is for you and your guests to have both a memorable and engaging experience.

Sincerely,

Susan K. Davis
Catering Director
612.225.6470
susan.davis@cafebonappetit.com

David W. Russell
Manager of Events
612.225.6275
davidr@guthrietheater.org

Breakfast Selections

Option I

Freshly squeezed orange juice
Assorted breakfast pastries and muffins

Fruit preserves, Ames Farm single source
honey and Hope Creamery butter

Freshly brewed exclusive Cue Blend Peace Coffee triple certified regular and
decaffeinated coffee

Freshly brewed loose leaf tea served with lemon and honey

Option II

Assorted breakfast pastries and muffins

Fruit preserves, Ames Farm single source
honey and Hope Creamery butter

Stony Field Farm yogurt & home made granola

Fresh seasonal fruit

Freshly brewed exclusive Cue Blend Peace Coffee triple certified regular and
decaffeinated coffee

Freshly brewed loose leaf tea served with lemon and honey

Option III

Freshly squeezed orange juice
Assorted breakfast pastries and muffins

Fruit preserves, Ames Farm single source
honey and Hope Creamery butter

Stony Field Farm yogurt & home made granola

Fresh seasonal fruit

Herbed scrambled Eggs

Roasted fingerling potatoes

Choice of one

Bacon, sausage, or ham

Freshly brewed exclusive Cue Blend Peace Coffee triple certified regular and
decaffeinated coffee

Freshly brewed loose leaf tea served with lemon and honey

Breakfast Selections

Option IV

Freshly squeezed orange juice

Assorted breakfast pastries and muffins

Fruit preserves, Ames Farms Single Source
honey and whipped butter

Seasonal vegetable frittata

Country style potatoes

Cocktail shrimp and traditional cocktail sauce

Smoked salmon served with capers, chopped egg, chopped red onion, whipped cream
cheese and assorted mini bagels

Choice of one

Bacon, sausage, or ham

Freshly brewed exclusive Cue Blend Peace Coffee triple certified regular and
decaffeinated coffee

Plated Breakfast Options

Breakfast entrees served with country style potatoes, seasonal fruit and orange juice
Petite muffins and scones served family style at each dining room table

Eggs Benedict

Smoked salmon Benedict

Seasonal vegetable quiche

House made granola and yogurt

Freshly brewed exclusive Cue Blend Peace Coffee triple certified regular and
decaffeinated coffee

Meeting Break Snack & Refreshment Options

Freshly brewed exclusive Cue Blend Peace Coffee triple certified regular and decaffeinated coffee

Coffee station upgrade includes whipped cream, shaved semi-sweet chocolate, cinnamon sticks and citrus zest

Bottled spring water, still and sparkling

Assorted bottled juices

Assorted soft drinks

Assorted bagels, cream cheese, butter and fruit preserve

Assorted muffins, single source honey, Hope Creamery butter and fruit preserves

Assorted whole fruits

Assorted breakfast pastries and house-made jams

Assorted freshly baked cookies

Assorted energy and low sugar snack bars

Assorted nuts, snack mixes and organic popcorn

Box Lunches

**Sandwiches served with whole seasonal fruit,
house-baked cookies, bag of chips and beverage**

Roast pork on dark rye bread, cranberry chutney and fennel-cabbage slaw

Free range chicken salad on ciabatta bread with organic field greens dressed with balsamic vinaigrette

Roast beef on caraway rye bread, fresh horseradish sauce, romaine lettuce and house-pickled cucumbers

Peanut butter and fresh fruit preserves on fresh baked bread

Ham and cheddar on fresh baked whole wheat bread

Turkey & baby Swiss in a whole wheat tortilla wrap

Buffalo milk mozzarella on polenta bread, preserved tomatoes, and grilled zucchini

Seasonal grilled vegetable whole wheat wrap

Salads served with whole seasonal fruit, house-baked cookies and beverage

Grilled free range chicken salad on field greens dressed with citrus vinaigrette

Hummus pita chips and fresh fruit

Lunch Options

Entrée Salads

Asian seared shrimp with greens and soy dressing, marinated snow peas, green onions, shredded cabbage and cilantro

Roasted turkey cobb with tomato, bacon, bleu cheese, scallions, mixed greens and fresh herb vinaigrette

Mediterranean beef with mixed greens, oregano, white wine vinaigrette, crumbled feta cheese, marinated olives, red onions, and wedge tomatoes

Vegetarian spinach salad with roasted red pepper vinaigrette golden raisins marinated eggplant and herb bejeweled couscous

Lunch Salad Selections

Field greens with Sicilian extra virgin olive oil and aged balsamic vinegar

Field greens with scallions & orange-champagne vinaigrette

Romaine lettuce with roasted garlic-goat cheese vinaigrette and toasted French walnuts

Lunch Entrée Selections

Grilled chicken breast with warm artichokes, herbs, green bamboo rice, and seasonal vegetables

Mango BBQ glazed fillet of sockeye salmon sauce, three onion Middle- Eastern couscous, and seasonal vegetables

Marinated grilled flank steak, roasted tomato and wild mushroom sauce, horseradish whipped potatoes and seasonal vegetables

Napoleon of grilled vegetable portabella, eggplant, zucchini, roasted red pepper and parmesan broth

Dessert Selections

Fresh fruit tart with lemon pastry cream and mango coulis

Cinnamon apple turnover with cranberry relish and walnut praline

Fudge torte with cherry caramel sauce

Food prices are subject to 10.15% tax and 19.5% service charge.
Beverage prices are subject to 12.65% tax and 19.5% service charge.
Prices are subject to change.

Lunch Buffet Selections

Lunch Buffet I

Organic field greens with Sicilian extra virgin olive oil and aged balsamic vinegar
Assorted house baked rolls served with butter

Choice of one additional salad

Pasta salad
Fruit salad
Potato salad

Garlic whipped potatoes

Seasonal vegetable medley with toasted hazelnut butter

Choice of two entrees

Seared beef
Grilled chicken breast
Seared sockeye salmon and three
Three cheese cavatapi pasta

Freshly brewed exclusive Cue Blend Peace Coffee triple certified regular and decaffeinated coffee

(30 person minimum)

Lunch Buffet II

Field greens with Sicilian extra virgin olive oil and aged balsamic vinegar
Assorted house baked rolls served with butter

Choice of one additional salad

Pasta salad
Fruit salad
Potato salad

Roast beef, turkey, and ham

Swiss, cheddar, and gouda

Romaine lettuce, tomatoes, and onion

Whole wheat, sour dough, and rye

Olive tapenade, roasted red pepper spread, mayo, and mustard

Cookies and bars

Freshly brewed exclusive Cue Blend Peace Coffee triple certified regular and decaffeinated coffee

(30 person minimum)

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Reception Selections

(Butler passed or displayed, 3 dozen minimum)

Grilled quail breast with green peppercorn butter & a grilled cornmeal croustade

Green risotto-stuffed miniature sweet peppers with Roma tomato relish

Game bird confit with plum catsup

Lobster salad with caramelized fennel

Eggplant caponata with marinated new potatoes

Maple syrup-mustard glazed petite lamb chops

Lavender scented rabbit loin with dark cherry chutney

Beef tenderloin and Donnay Dairy goat cheese roulade on croustade

Wild mushroom mousse with green onion jam

Tomato gazpacho with toasted cumin sour cream & a whole grain croustade

Beef tartare with green lucque olives, aged balsamic vinegar & a quail egg yolk

Seared tuna loin with warm papaya glaze and macadamia nuts

Lemon-rosemary chicken skewers

Indonesian-Style Beef Satay

Duck liver mousse with blackberry Cumberland sauce

Venison tartare with ice wine vinegar and port wine-macerated currants

Dill-scented trout caviar with aquavit-black pepper sour cream

Grass-Fed beef eye round tartar with fresh horseradish

Roasted tomato, basil and mozzarella focaccia

Feta and Olive Focaccia

New Zealand spot prawns served with traditional cocktail sauce

Seasonal fruit skewers served with yogurt dipping sauce

Beef tenderloin and goats cheese roulade

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Cold Buffet Selections

Crudités

Assorted fresh and house-pickled seasonal vegetables
Assorted freshly made dips and dressings:
Sour cream-dill, basil pesto and lemon vinaigrette

(small; serves up to **25** guests)

(large; serves up to **50** guests)

Chilled Shellfish Platter

Cracked North American lobster
Oysters on the half shell
Poached mussels
Steamed British Columbian spot prawns
Assorted sauces: mignonette, cocktail, habañero pepper and horseradish
Fresh lemon wedges

(serves up to **10** guests)

Artisan and Farmstead Cheeses

Assorted handmade European and domestic cheeses
Assorted seasonal fruit chutneys and relishes
House-baked whole grain crackers

(small; serves up to **25** guests)

(large; serves up to **50** guests)

Action Stations

(1 station per 150 guests is recommended for the exceptional service)

Pasta Station

Sheep milk ricotta ravioli with brown butter and fresh sage
& Orrecchiete with roasted garlic, Sicilian extra virgin
olive oil and pecorino cheese

Carving Stations

Hill and Vale Farm Minnesota lamb roast with green
onion and mint jam served with
house baked assorted dinner rolls

Grass-fed all natural beef roast
house baked assorted dinner rolls
served with traditional horseradish
sauce, grain mustard and preserved
cherry chutney

Wild Acres Farm turkey, Pequot Lakes, MN
served with house baked assorted dinner rolls
fresh cranberry sauce and home-style
gravy and sage stuffing

Sushi Station

California roll, spicy tuna roll and Philly roll
Served with wasabi, gari, and soy sauce

High Tea Buffet

Assorted finger sandwiches:

Curry chicken salad with micro greens, blue cheese walnuts & figs, smoked salmon with cream cheese & capers, cucumber & dill sour cream

Assorted petit fours, scones, tea cookies, and fruit tartlets

Assorted premium loose leaf teas: green, oolong, black and herbal (one each)
accompaniments: cream, sugar, lemon and honey

(minimum **25** guests)

Dessert Buffets

Assorted fruit tarts, candied fruits, candied nuts and fruit gelées

Assorted petites fours and truffles

Fresh fruit platter and dipping yogurt

Coffee Station

Freshly brewed exclusive Cue Blend Peace Coffee triple certified regular and decaffeinated coffee

Coffee station upgrade includes whipped cream, shaved semi-sweet chocolate, cinnamon sticks and citrus zest

Dinner

Salad Selections

Field greens with English cucumbers, baby tomatoes & caramelized onion vinaigrette

Butter lettuce with avocado, roasted field mushrooms and lime vinaigrette

Hearts of Romaine lettuce with caramelized onion vinaigrette and preserved currants

Entrée Selections

Asparagus risotto with parmesan
broth & herb infused olive oil

Mushroom- Barley risotto
root vegetable ragot &
golden cauliflower

Sheep milk ricotta ravioli
truffled carrot broth
spinach & petite vegetables
parmesan-reggiano

Seared free range chicken breast
thyme-garlic jus, seasonal
vegetables and white wine pilaf

Grilled Wild Acres poussin,
shallot Madeira jus, black barley
risotto and seasonal vegetables

Pan seared black bass with
roasted red pepper, corn
polenta and seasonal vegetables

Seared sockeye salmon
herbed risotto, seasoned vegetables
and chile white wine sauce

Grilled lobster tail with sweet
pesto butter, green onion risotto,
and seasonal vegetables

Fisher Farm pork roast, "au poire"
roasted red pepper, corn polenta,
and seasonal vegetables
seasonal vegetables

Hill and Vale Minnesota lamb,
golden raisin sauce, roasted leek
potato purée and seasonal
vegetables

Grilled fillet of grass-fed beef,
parsley red wine sauce, gratinéed
garlic golden potatoes and
seasoned vegetables

Roasted grass-fed beef, rosemary
butter, chèvre whipped potatoes
and seasonal vegetables

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Dinner Dessert Options

Hazelnut-chocolate gateau
with vanilla custard

Almond cake with lemon pastry crème
(berries optional)

Vanilla bean and brie cheese cake,
pistachio tuile with macerated berries

Chocolate flowerless cake with white
and dark chocolate layers,
and passion fruit curd

Pistachio cake with white chocolate
crème anglaise and fresh berries

Milk chocolate fallen soufflé
cake with strawberry coulis

Crème caramel
with candied pecans

Dark chocolate-stout cake with
malted milk chocolate ganache
vanilla custard

Dinner Buffet Options

Option I

Organic field greens with English cucumbers, baby tomatoes and white wine vinaigrette

Roasted garlic whipped potatoes

Farmers market vegetables

Slow roasted grass-fed beef with brandied pan jus

Rosemary roasted chicken with green peppercorn jus

Cavatappi with roasted seasonal vegetables

Vanilla bean crème caramel

Hazelnut-chocolate gâteau with vanilla custard and tuile star

Minimum 30 guests

Option II

Mixed greens with roasted tomato vinaigrette and market vegetable garnish

Grilled marinated vegetables with olive oil and balsamic herb marinade

Herb roasted fingerling potatoes

Seasonal vegetables

Seared fillet of wild caught sockeye salmon

Grilled breast of chicken

Medallions of roasted beef tenderloin
port-garlic jus

Market vegetable risotto with shredded parmesan cheese

Honey-roasted pears in puff pastry with goat milk panna cotta and lavender syrup

Dark chocolate-stout cake with malted milk chocolate ganache and vanilla custard

Minimum 30 guests

Event Beverage Packages

(Based on a per person hourly rate)

Premium Package

This package includes the following:

Spirits

Stoli, Bacardi, Tanqueray, Cuervo Gold, Jim Beam, Windsor, Dewar's, Baileys, Grand Marnier, Kahlúa and Amaretto Di Saronno

Beer

Heineken, Amstel Light, Miller Genuine Draft, Miller Lite, Summit Pale Ale and Caliber

Wine: Peter Lehman Chardonnay and Peter Lehman Shiraz

Super Premium Package

This package includes the following:

Spirits

Grey Goose, Bombay Sapphire, Cuervo 1800, Mt. Gay, Makers Mark, Windsor, Johnny Walker Black, Baileys, Grand Marnier, Kahlúa, Amaretto Di Saronno, Glenlivet and Remy Martin V.S.O.P.

Beer

Heineken, Amstel Light, Miller Genuine Draft, Miller Lite, Summit Pale Ale and Caliber

Wine: Novellum Chardonnay Pays d'Oc and Sticks Pinot Noir

Consumption bars available upon request.

Specialty Drinks

Perfect as a butler-passed welcome to you guests as they arrive...

Classic Lime Daiquiri

Bacardi Light Rum with fresh lime juice

Raspberry Mango Lemonade

Bacardi Limón with mango and raspberry lemonade

Guthrie Gimlet

Stolichnaya Vodka and fresh sweetened lime juice

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Wine

Sparkling

Italy	20	Bisson, Prosecco – Colli Trevigiani Prosecco	2005
California	103	Roederer Estate – Brut, Anderson Valley	NV
	101	Domaine Carneros – Brut, Napa	1999
	100	“J” Sparkling Wine, Sonoma	2000
Champagne	111	Taittinger, La Francaise – Brut	NV
(Reims)	113	Veuve Clicquot – Brut Rose Gold Label	1999

Loire Whites

New World	30	Bernardus Winery, Monterey	2005
(Sauvignon Blanc)	212	Cloudy Bay, Marlborough	2006
	211	Rochioli, Russian River	2005
(Chenin Blanc)	215	Gaston Huet, Vouvray Demi-Sec – Le Mont Damné	2002
Loire	202	Henri Pelie, Menetou-Salon – Morogues	2005
(Sauvignon Blanc)	201	Domaine Ladoucette, Pouilly-Fumé	2003
	204	Pascal Cotat, Sancerre – Lex Monts Damnés	2004

Riesling

Mosel Saar	304	Weingut Dr. Thanisch, Bernkastler Badstube-Kabinett	2004
Ruwer	406	Dr. Loosen, Urziger Wurzgarten – Auslese	2003
	4031	Dr. Loosen, Urziger Wurzgarten – Auslese Gold	2002
Rheingau	412	Weingut Robert Weil, Estate Riesling – Spatlese	2005
	411	Franz Kunstler, Reichstal – Kabinett	2004
Austria	419	Fred Loimer, Langenlois – Kamptal	2003
America	418	Chateau St. Michelle, Columbia Valley – Eroica	2005

Chardonnay

Aligoté	433	Domaine Jaye-Gilles, Bourgogne Aligoté	2004
Macon	505	Domaine Robert Denegent Pouilly-Fuissé	2004
	506	Domaine Barraud, Pouilly-Fuissé – La Roche	2005
Sonoma	536	Matanzas Creek Winery	2005
	529	Ferrari Carano Winery	2004
	530	Flowers Vineyard & Winery – Sonoma Coast Vineyard	2004
Napa	540	Newton Vineyards – Red Label	2004
	37	Saintsbury Winery, Brown Ranch Vineyard – Carneros	2004
	541	Ramey Wine Cellars – Carneros	2004

Pinot Noir

Central Coast	625	Bernardus Winery, Monterey County	2005
	954	Chalone Vineyard – Estate	2004
Napa	618	MacRostie, Carneros	2004
	638	Saintsbury Winery, Carneros	2004
	635	Etude Wines, Carneros	2004
Willamette Valley	851	Panther Creek – Bednarik Vineyard	2002
	852	Archery Summit Winery – Premier Cuvée	2005
	639	Christom Winery – Marjorie	2004
	6441	Domaine Serene – Evenstad Reserve	2004

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Captivating Reds

Zinfandel	56	Cline Old Vines, Amador County	2005
	680	Robert Biale, Sonoma Valley – Monte Rosso Vineyard	2001
	805	Nalle – Dry Creek Valley, Sonoma	2004
Spain	834	Rotllan Torah, Priorat – Reserve	2001
	835	Tinto Pesquera, Ribera Del Duero	2004
Italy (Tuscany)	840	Antinori Chianti – Peppoli	2002
	704	Villa di Capezzanna, Carmignano	2003
(Piedmonte)	630	De Foreville, Dolcetto d'Alba	2005
	713	Ceretto, Barbaresco – Asij	2001

Bordeaux Grapes

Merlot of Napa	812	Swanson Vineyards	2002
	807	Nayers Vineyards – Neyers Ranch	2003
	808	Paradigm Winery – Estate Bottled	2001
Cabernet Franc	837	Descendents de J. Palacios "Petals del Biers"	2003
	9591	Trespas – Napa Valley – St. Helena Vineyard	2002
Malbecs	816	Bodegas Norton, Mendoza – Reserve	2004
	824	Clos la Coutale, Cahors	2004
	671	Catena Alta, Mendoza	2003

This is a limited selection of the many wines we offer by the bottle. Our Wine Captain would be happy to work with you on selecting the wines to accompany your meal, if you so choose.

The Stage is set...

Special Events at the Guthrie

Catering Policies & Procedures

Booking an Event

If you are interested in reserving and renting any of the public spaces available at the Guthrie for your event, please contact David W. Russell, Manager of Events. He can best serve your inquires by stating the date, time, size and type of event your are planning via email at drussell@guthrietheater.org, or he can be reached during normal business hours on his direct line: 612-225-6275. You may also contact Susan Davis, Catering Director via email at susan.davis@cafebonappetit.com or on her direct line: 612-225-6470. If you are interested in reserving Cue restaurant for your event, please note that the restaurant is restricted to Monday evenings exclusively.

Special Events

Guthrie Theater is a perfect setting for cocktail receptions, dinners, presentations, meetings, weddings, and other special events. However, the following types of events are not permitted at the Guthrie Theater: *Political events; demonstrations; religious events; theater fundraisers; film/video screenings or theatrical performances not presented or approved by the Guthrie Theater.* Guthrie Theater reserves the right to review special event plans (including décor and entertainment) to ensure consistency with the theater's mission.

Event Scheduling

The special events staff is committed to the Guthrie mission, an American center for theater performance, production, education and professional training. Special events are scheduled around production, rehearsal, and performance. The Guthrie reserves the right to move events to other open areas that will better meet the needs of the group and facilitate our mission. Cue Catering in the Guthrie reserves the right to charge room set-up and breakdown fees for events with extraordinary requirements. Both parties will agree upon the fee amount in advance and it will be included in the catering contract for your event.

The Space

The Guthrie offers a variety of ideal spaces to accommodate any event needs, based on the number of guests expected. Please note that room rental fees and/ or minimums as well as food and beverage minimums, are assigned to each function space. Please contact the Special Events Department, to discuss specific dates of interest in addition to the associated non- negotiable room rates.

Food and Beverage Service

Cue is the exclusive caterer for Guthrie Theater, and provides all food and beverages. No outside caterers are allowed. Food or beverages are not permitted in any of the theater spaces. Donations or discounts of food and beverage, including any form of alcohol are strictly prohibited. Food and beverages may not be provided by any other source other than Cue (with the exception of wedding cakes from a licensed MN vendor). Leftover food may not be taken from the theater facility.

Guthrie Theater and Cue reserves the right to discontinue the service of alcoholic beverages to any individual or group, at any time during a function. Bar service will end one half hour prior to the departure time on the banquet event order.

Menu Selection

Your menu selection should be submitted to Cue event staff no later than two weeks prior to your scheduled function. For multiple entrée selections, we require that the client provide seating cards, place cards or entrée cards for each guest indicating their entrée selection.

Pricing

The catering prices listed on our menus are current. However, due to market conditions these prices are subject to change. Final pricing will be confirmed to you 30 days prior to your event with subsequent changes occurring only under extreme market conditions. Prices do not include taxes, service charge or any other rental fees.

Guarantee

A final confirmation or "guarantee" of your anticipated number of guests is due no later than 12:00 noon, five business days prior to your event. If a guarantee is not submitted to the event staff, we will assume that the estimated number of guests stated in the event contract applies. If the estimated number of guests (assuming that no guarantee was given) exceeds the number of guests in attendance, we will charge based on that number. The culinary staff will be responsible to prepare no more than 5% over the number of the guarantee.

Function space is assigned according to the anticipated guaranteed number of guests. If there are fluctuations in the number of guests, The Guthrie reserves the right to assign function space accordingly.

Service Charge, Taxes & Labor Fees

A 19% Service charge will be added to all food, beverage and rental fees. Taxes will be charged according to Minnesota State law (Food 10.15% Alcohol 12.65%).

Please be advised that events booked on a holiday may incur additional labor costs.

Food prices are subject to 10.15% tax and 19.5% service charge.
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If fewer than 20 guests are guaranteed, an additional \$100.00 server charge will be incurred.

A bartenders fee of \$150.00 per bar will be assessed on all special events bars if sales do not meet or exceed \$700.

A labor fee of \$150.00 per chef attendant applies to action station.

Should your event exceed the agreed upon time frame, a \$25.00 per hour fee will be assessed for chefs, culinary staff, captains, bartenders & banquet servers.

Tax Exempt Status

If your group is tax exempt, we are required by the State of Minnesota to receive a copy of your Minnesota State Sales Tax Exempt Certificate and keep the number issued by the Revenue Department on file with your signed contract.

Damage/Loss

All rentals require a certificate of insurance for general liability, for a general liability of one million dollars, stating the Guthrie Theater as additionally insured. No event will proceed without a certificate on file.

Guthrie event staff does not assume liability for damage to or loss of equipment or personal belongings brought into the event facility. All property is the sole responsibility of the group or invitees of the group. In addition please note, the client is responsible for any and all damages that occur as a result of the event including but not limited too: the building, fixtures, equipment and personal property. The Guthrie will bill the client for lost revenue, and repair or replacement charges after the event.

Open flames, confetti, rice, birdseed, helium balloons and dry ice are not permitted. Décor can not be attached to walls, doors, ceilings, floors or podiums. Cocktail tables, dinner and buffet tables, china, standard linen and banquet chairs are offered at no additional cost to the host. All other items, such as specialty linens must be rented. The Guthrie event staff is delighted to work with you to make all necessary arrangements.

Security & Room Rental

Guthrie event staff will arrange additional security, at cost to the client, if deemed appropriate for your function. The Guthrie reserves the right to inspect and control all functions and assess security needs.

Entertainment & Outside Vendors

The Guthrie event staff must be notified of all outside vendors and entertainment. All vendors must enter and exit through the dock entrance, and

check in with security office upon arrival. The Guthrie event staff reserves the right to regulate the volume level of any entertainment in the theater facility.

Audio / Visual Equipment

Rental space other than the theater space may use outside audio, video, sound and light equipment to be operated by non- Guthrie technical staff. Theater spaces require the use of Guthrie Theater technical staff for the use of or rental of equipment.

Parking & Valet Services

Parking is available at 2 City of Minneapolis Parking Ramps:

*Riverfront Ramp with a capacity of 997 cars

*Mill Quarter Ramp with a capacity of 300 cars

Parking is not reserved. Additional parking is available for event guests on city streets. Please note that The Guthrie is not liable for any lost/stolen or damaged vehicles.

Deliveries

The Guthrie Theater provides a full-service shipping and receiving office.

All deliveries must be made through the dock entrance located at 818 Second Street South. Deliveries must be coordinated through David Russell, Manager of Events

Billing

An initial non-refundable deposit is due at the time the signed contract is returned to the Guthrie. Space will be held for up to two weeks without a deposit. If the deposit is not received within two weeks, the space will be relinquished. Please be advised that the Room Rental Fee serves as the deposit for your event. The deposit will be applied to the final bill. The balance of food, beverage, and any additional charges is due and payable two weeks prior to the event date if credit has not been previously approved and established. Please note: events will not proceed without returned signed Event Contracts, Banquet Event orders, and fulfilled deposit, billing and insurance certificate requirements.

Cancellation Policy

In the event that you cancel your event, please note that any cancellation forfeits the deposit to The Guthrie Theater. It is at the sole discretion of The Guthrie as to whether or not the deposit can be used to secure a future date and time.