

general information



Location

The beautiful 18 story Radisson Hotel is located in the heart of downtown Fargo, within walking distance to many attractions. A convenient skyway system connects the hotel to the Fargo Civic Center auditorium, as well as a variety of restaurants, entertainment hot spots, shops, and financial institutions. The Fargo Theatre is 1.5 blocks away, the Plains Art Museum is 5 blocks, and Hector International Airport is 4.5 miles from the hotel. We're the closest full service hotel to all of Fargo-Moorhead's major universities, including NDSU, MSUM and Concordia. Interstates 94 and 29 are easily accessible.

Guest room accommodations

Our 151 guest rooms offer contemporary style furniture and décor, including lounge chairs with ottomans, and granite countertops with ceramic tiled bathrooms. 80% of our rooms feature Sleep Number Beds by Select Comfort® with down hypoallergenic bedding. Other room amenities include large work station desk with lamps, ergonomic chair, dual phones with voicemail, complimentary wired and wireless high speed internet access and enhanced room lighting featuring bedside LED reading lamps. Our standard rooms include 32" HD flat panel TVs while our suite rooms include 42" HD flat panel TV, all offering HD Channels, jacuzzi or soaking tubs, living rooms or seating area with special amenities. Check in time is 3:00 p.m. and check out time is 12:00 noon. Children under 18 years stay free when accompanied by an adult occupying the same room and the registered guest must be 21+ years of age. The hotel is 100% smoke and pet free, with the exception of service animals.

Dining

A contemporary twist on American cuisine is offered in Zest restaurant. Located on the 2nd floor of the Radisson, Zest offers a breakfast buffet Monday through Friday from 6:30 a.m. until 9:00 a.m., with our famous Sunday brunch from 9:00 a.m. to 2:00 p.m., serving a fresh waffle bar, made to order omelets and prime rib or flank steak every Sunday! Stop in for daily lunch features or try our soup and salad bar, perfect for a quick lunch. Zest is open daily at 6:30 a.m. and closes at 10:00 p.m. Room service is available until from 6:30 a.m. to 10:00 p.m. Enjoy daily drink specials and our extended signature martini list in Zest lounge overlooking downtown Fargo. Offering five TVs and a TouchTunes music system for your listening pleasure it is located on the 2nd floor of our tower and offers happy hour specials daily along with a tasty menu.

Deposit & payment

A maximum deposit of \$1000 is required for all social events and is due at the time of booking. The deposit is applied towards your ending balance and is nonrefundable nor transferable. The total estimated balance must be paid in full no later than 1 week (5 business days) prior to the start of your function unless otherwise stated in our contract. Acceptable forms of payment are cash, check and credit card. Direct Billing is available for select groups and requires credit approval. All events require a signed contract. All payments must be made directly with your sales representative.



general Information & policies



Parking

The adjoining city of Fargo parking ramp offers 348 parking stalls and is available to registered guests at a discounted rate. Discounted parking is available for meeting and event attendees.

Transportation

Complimentary transportation to and from the airport is available for registered guests, along with a discounted rate to and from other areas in the city.

Business center

A business center is located in the lobby, equipped with computers, printing and high speed internet access.

Meeting facilities

The Radisson Hotel Fargo offers 9 private function rooms, totaling 5,000 sq. ft. of flexible meeting space, with the latest in sound and audio visual technology. In addition to standard meeting and event set-up, we also offer a wide array of unique set-up styles with cocktail tables, leather club furniture, backdrops and up-lighting. It's the perfect location for corporate and retirement parties, graduations, wedding receptions, and bridal and baby showers. All of the space offers natural light, and the area outside the meeting rooms makes for the perfect pre-function space with windows overlooking downtown Fargo, and an open Atrium towering over the hotel lobby.

Food

The high standards of our Executive Chef allows only the freshest food. From imaginative entrées with delicate sauces to scrumptious desserts, we invite you to experience quality and creative banquet fare. Our Chef will be happy to create special menus to suit your needs. All food items are required to be prepared by the Radisson, with the exception of special event cakes, nuts or mints.

Current menu prices are subject to change. Menu prices will be guaranteed no earlier than 90 days prior to your scheduled event. In the event of a price increase you will be assured of no more than a 10% increase from our current menu prices.

Any remaining food is property of the hotel, and due to health concerns, can not be removed from the premise.

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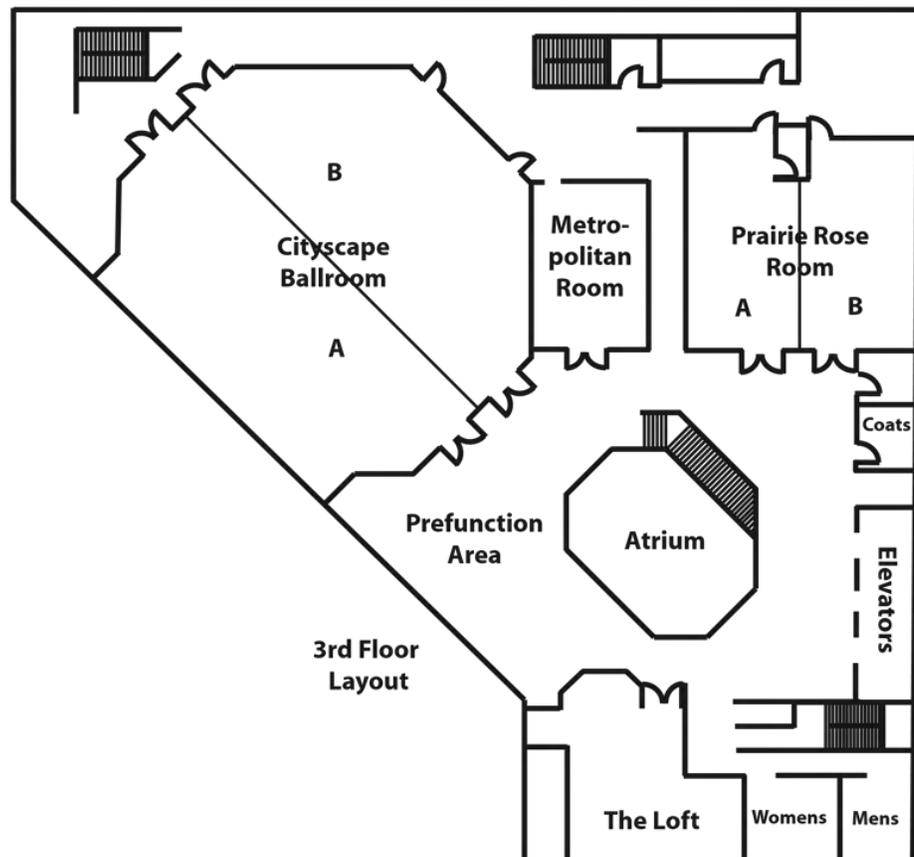
Function rooms & capacity



Function rooms

Function rooms are assigned to be conducive to the anticipated number of guests. If there are fluctuations in the number of attendees, the hotel reserves the right to reassign function rooms. When planning your meetings, the size of the function room is determined not only by the number of people attending, but also by the style of set-up. Our experience has determined the following set-up styles to be the most popular among meeting planners.

ROOM	FLOOR	DIM.	SQ. FT.	THEAT.	CLASS	ROUND	CONF	U
CITYSCAPE BALLROOM	3	64X56'	3225	400	215	280	-	-
SECTION A	3	64X28'	1612	160	80	110	-	35
SECTION B	3	64X28'	1612	160	80	110	-	35
PRAIRIE ROSE ROOM	3	32X35'	1074	100	50	80	40	35
SECTION A	3	32X17'	537	50	20	40	24	15
SECTION B	3	32X17'	537	50	20	40	24	15
METROPOLITAN	3	26X18'	468	50	25	40	20	20
THE LOFT	3	20X22'	529	50	30	50	20	20
WILLOW	-	-	-	-	-	-	16	-
MAPLE	-	-	-	-	-	-	12	-
SHEYENE	-	-	-	-	-	-	10	-



policies continued



Beverage

The Radisson Hotel Fargo, as a licensee, is responsible for the administration of the sales and service of alcohol beverages with the state of North Dakota liquor statutes and the City of Fargo liquor ordinance. Therefore, all beverages must be supplied by the Hotel. No outside liquor is allowed in any banquet or public spaces. There is a \$300.00 minimum on liquor sales per event, when having hosted or cash bar service. All persons consuming alcoholic beverages must have proper identification. Anyone caught consuming alcohol under the legal drinking age will be asked to leave the function space.

Food function guarantees

Unless otherwise specified in your contract, the Hotel must have a specific attendance number confirmed by noon, 72 hours (3 business days) prior to the event. Guarantees for Sunday, Monday and Tuesday are required the preceding Wednesday. This guarantee will be considered firm and not subject to reduction, and charges will be made accordingly. The Hotel will be prepared to serve up to 5% over the guarantee. If a guarantee is not received, the top number of guests initially proposed will be considered as the guarantee.

Audio visual equipment

Audio visual equipment is available for rental. To ensure availability of equipment, at least 3 days prior notice is needed. Rental charges may be applied based on equipment needs.

Entertainment

In order to ensure the success of your event, a band, DJ or function sponsor should contact the sales department to arrange for the appropriate set-up time for their equipment. The Radisson does not allow the use of smoke or fog machines.

Security

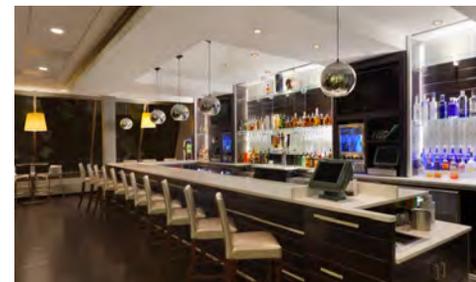
Security will be required for all events with social entertainment, and will be provided by the hotel. Guards will not be in a uniform, but will be dressed in a suit and tie or casual attire to fit in with the function. Additional fee does apply.

Liability

The Radisson management reserves the right to oversee and supervise all private functions. The patron assumes responsibility for any and all damages caused by any person attending the function, as well as any personal articles or equipment brought into the Hotel. The Radisson Hotel cannot be held liable for any damage or theft of personal articles.

Tax & service charge

All food and beverage items, and services, are subject to the current service charge and state and local sales taxes.



special event specs



Decorations

The Radisson will not permit the affixing of anything to the walls, floors, ceilings or windows of the space with nails, staples, tape or any other materials, unless approved by the banquet department prior to event. To ensure the security of your decorations and belongings, you must remove all decorations, gifts and personal items at the conclusion of your function. Any items left in the banquet space after the conclusion of your event will be discarded by the banquet staff.

Atrium		Ballroom	
Ceiling Height: 9 ft.	Guestbook Table: 4 x4 ft.	Ceiling Height: 14 ft.	Guest Tables: 66" rounds (8 or 10 guests per table)
Banister Length: 105 ft. (1260 in.)	Gift Table: 8ft.	Length of Walls: 203 ft.	Head Table: 8' table per 3-4 guests
Window Length: 45 ft.	Punch Table: Seminar with half round	Square ft.: 3225 sq. ft.	Risers: 8 x 6 ft.
Square ft.: 1500 sq. ft.	Cake Table: half round	Window Length: 50 ft.	220 volt outlets: 2 (both in NE side of
	Candy Bar: varies	Screen Size: 11 x 9 ft.	
	Coffee Station: 6 ft.	Dance Floor: 18' x 24'	
	Buffet line: "S" tables or 8 ft. tables		

Decorations	Vase Styles	Entertainment
Round Mirror Tiles: 30	26 " round vase (5" diameter) : 30	220 volt outlets: 2 (both in NE side of Ballroom)
Square Mirror Tiles: 30	10" round vase (3.5" diameter): 30	Dance Floor: 18' x 24'
T-light votive: 120	4" round vase (3.5" diameter) : 30	Music must be done by 12:30 a.m.
10" cake stand: 12	8" round vase (5" diameter) : 30	No smoke or fog machines allowed.
	6" rectangle vase (4 x 2.75") : 30	
	24" Eiffel vase : 30	

*All decorations listed above are complimentary. You may also use them for bouquet vases.

Linens, Chair Covers & Club Furniture	Miscellaneous
Complimentary white skirting, white and black table clothes and napkins.	∅ You need to provide candles. Our staff will light candles before your guests arrive.
Colored napkin: \$1.00	∅ Some napkin colors may result in a higher charge.
Chair Cover (black or white): \$3.00	∅ Additional chair sashes available as a special order for \$2/sash.
Club Chairs: \$10.00	∅ You may affix things to the walls, as long as they do not puncture or damage the wall.
Leather Couches: \$25.00	∅ You may bring your own CD for back ground music (we have house music as well).
End Table: \$5.00	∅ A \$100 clean up fee will be added if bird seed, glitter or confetti is used
Up-lighting: \$25.00	∅ We do not supply tulle.
Light Up Bar: \$150.00	∅ Icicle light are available for the head table for \$50- you may bring your own at no extra charge.
Skirting (white): Comp.	∅ Icicle lights are available for the Atrium banister for \$75, and tables in the Atrium for \$25 per table.

*Please note white skirting is complimentary on tables in the Atrium, head table and DJ table. If you would like another color we can order it in at an additional cost. All decorations listed above are complimentary. You may also use them for bouquet vases.