Swiftel™ CENTER

Wedding Reception Guide

We are delighted that you are considering Swiftel Center to host your wedding reception. This celebrated occasion requires focused attention to detail, impeccable timing and food preparations that will surpass everyone's expectations. We are "Midwest Hospitality at its Best!"

It begins with our event coordinator who organizes your menu selection with our chef. They will take the necessary steps in preparation of your most important day. Your coordinator will review all the options and record your selection of rooms set up, linens, napkin color, final menu and all of your special arrangements. Nothing is left undone. We are "Midwest Hospitality at its Best!"

We provide continuous consultation leading up to your wedding reception. It is essential that for your peace of mind you find out as much information as possible about the facility so your event runs smoothly.

Swiftel Center Policies:

Food and Beverage

All food functions will need to be catered through our property. Swiftel Center houses a full in house kitchen as well as a full time chef. Guests will be allowed to bring in their own wedding cake, party favors, mints & nuts.

The Guarantee

Each reception that is priced per guest must have the guaranteed minimum number of guests confirmed at least 1 week (7 days) before your event. The guaranteed count is the number of meals prepared. You will be responsible for payment of the guaranteed number.

Catering Price List

As you plan using the Catering Price List, please note Service Charges & applicable Sales Tax will be assessed. The Catering Price List is available at www.swiftelcenter.com under Catering Menu. You can also request a copy via email or mail by calling 605-692-7539.

Two weeks prior to your event

To allow for proper planning and service, your Banquet & Catering Event Contract should be approved by you, signed and returned to the facility two weeks prior to your scheduled event. At this time, 75% of the estimated balance will be due. Payment is accepted by cash, check, Visa or MasterCard.

Decorations

Glitter and confetti are not allowed in any part of the building. If it is brought in undetected by Swiftel Center staff, an additional $50.00 will be added to the final billing for clean-up of the material. Fire codes ask that any candles lit inside the facility be enclosed by a non-flammable surface. Glass hurricane lamps and votive candles are acceptable, candelabras are not. All other candles must be approved by Swiftel Center staff. For your convenience, if the room you are renting is not rented the day before your event, you will be allowed to decorate that day between the hours of 9 am- 4 pm at no extra charge. If the room is not available the day before your reception, please confirm a load in time with your event coordinator. The Swiftel Center is not open 24 hours a day.

Smoking

The Swiftel Center is a non-smoking facility. Smoking is allowed outside the front doors of the facility where ash receptacles are located.

Parking

The Swiftel Center parking lot is located on the south side of the building with easy access to the front entrance. The Swiftel Center is a multiuse facility so there may be an event in the arena, the county extension space as well as the banquet rooms simultaneously. We will work with each individual event to ensure there is ample parking.

Event Manager

The Swiftel Center is NOT OPEN 24 hours a day. An event manager is required to be on duty during all functions at the facility. This person is available to make sure your event runs smoothly. He/She will answer questions, dim lighting, control the temperature of the room and provide direction to your guests in case of an emergency. They will ensure your event runs smoothly, as we know this day is VERY important.

Payment

A non-refundable advanced deposit of $200.00, payable by cash, check, Visa or MasterCard is required to reserve your reception date. The deposit is a guarantee of reception space insuring that you will not be bumped from your space to accommodate another event but this just ensures your space. Two weeks prior to reception, 75% of the estimated balance is due. A detailed invoicing statement of the remaining balance will be mailed to you at the conclusion of your reception. At that time, all balances are to be paid in full by cash, check, Visa or MasterCard.

Indemnification

The Swiftel Center requires a certificate of insurance naming the Swiftel Center, VenuWorks, VenuWorks of Brookings LLC and the city of Brookings as additional insured. This can be obtained through your homeowner's insurance policy. If the certificate of insurance is not given to your event coordinator 2 weeks prior to your reception date, a certificate of insurance will be obtained for you and the expense will be reflected on your final billing statement. In addition, the Swiftel Center is not responsible for any lost or stolen items. Please safeguard your valuables i.e. gifts and cards.

Damages

Any damages to the premises during the time of your function will be the responsibility of the person booking the event. Charges for damages will be handled accordingly.

Rental Rates:

Daktronics Banquet Room (7,000 sq. ft) ..... $800/day* plus $15.00/hr event manager
Seats 450 with a combination of round & rectangle tables
Seats 360 on round tables
Seats 320 on round tables w/dance floor

Daktronics A (3,900 sq. ft)..... $600/day* plus $15.00/hr event manager
Seats 200 on round tables
Seats 150 on round tables w/dance floor

Daktronics B (2,900 sq. ft) .... $400/day* plus $15.00/hr event manager
Seats 160 on round tables
Seats 112 on round tables w/dance floor

Concourse (4,002 sq. ft)..... ..... $600/day plus $15.00/hr event manager
Seats 225 on round tables

All above room prices include set-up of tables and chairs.

Additional Equipment Available:

The rental rate of the room includes tables, chairs, cocktail tables, head tables, cake tables, punch tables, gift tables and guest book tables. Additional equipment can be rented; the cost is reflected below.

Audio-Visual

High Intensity Projector.....$135.00/day
TV/DVD.....$30.00/day
AV Cart $5.00/day
Screen (6'x9').....$30.00/day
Wireless Internet Access.....$75.00/day
Cable Access.....$20.00/day

Decorating

Full Wall Backdrop (choose white or black) ...$300.00 (includes LED uplighting)
LED Uplighting.....$20.00/light (more than 6 colored lights $15.00/light)
Icicle Lights…….....$100.00 (includes labor to hang them)
6' Trees w/ White Lights $10.00/tree
Five (5) Gallon Punch Fountain…….$125.00 (see catering menu)
Mirror Tiles (12x12 Square)……$2.50/each
Centerpiece……...$5.00 (includes mirror tile, glass candle holder and votive)
Table Stand.....$1.00/each

Risers for Head Table

Stage Section (4'x 8').....$11.00/section

Sound

Corded Microphone.....$10.00/day
Wireless Mic (lapel).....$20.00/day
Wireless Mic (hand held).....$20.00/day

Frequently Asked Questions:

What does the Rental Price Include?

- The rental rate reflects the specific room which includes round or rectangle tables, cocktail tables, banquet chairs, skirted guest book table, skirted gift tables, skirted punch table, skirted cake table, set-up and clean up of the room. In addition, we will use white cloth linens and napkins on the tables for food & beverage service. Specific linen and napkin colors can be requested at which time we can provide you with a sample and a price (if applicable). Skirting is available in white or black.

What will I need to provide?

- Items you will need to provide are as follows: cake, cake plates, forks, cake napkins, nuts, mints, decorations/centerpieces, entertainment, cake knife, spatula and people to cut and serve your cake, pour and serve your punch. If you would like our catering staff to cut and serve your cake or punch; an additional fee will be assessed. Please remember to bring a container to take your wedding cake home in as we do not have anything available to accommodate that need.

Can I rent equipment items and bring them into my reception?

- Any rental equipment brought in is the sole responsibility of the client. The Swiftel Center is not responsible for any outside rental items. This includes centerpieces, chocolate fountains, linens, napkins, laptops, projectors etc.

Is entertainment included?

- No, entertainment is your personal choice. However, the band or disc jockey name must be given to your event coordinator so all set-up needs can be discussed.

Do I have to use your catering service?

- Yes, all food and beverage must be purchased through the Swiftel Center. A penalty fee will be assessed if this is not observed. All buffet style meals will remain available to the guests for approximately 15 minutes following the last guest to go through the line. Total amount of time the buffet food will be available to the guests will not exceed 45 minutes as per SD Dept. of Health Code. In addition, no leftover food can be saved and/or taken by the client because of liability reasons. Please refer to catering menu for your meal options.

Can I substitute food items on the menu?

- Yes, please discuss your choices with your event coordinator.

If I choose a plated menu option, may I choose more than one entrée?

- Yes, you many choose up to three entrée selections which your guest can choose from. Individual meal choice must be designated and an exact count must be provided for each choice.

Will the Bride & Groom be “served” their meal if we choose a buffet menu?

- The bride and groom and/or wedding party can be served at your request. We can serve individual plated meals.

If I choose a buffet meal, how are the beverages served?

- Water will be preset at each place setting. Beverage service including lemonade and coffee will be offered by our wait staff to all guests.

Are children’s menus available?

- Children’s menus available for ages 4-12 years, Ages 0-3 are free. Please refer to catering menu for options.

Can I bring in my own alcoholic beverages?

- No, we are licensed in the state of SD to serve alcoholic beverages.

Can you accommodate requests for all types and brands of alcoholic beverages?

- Please let your event coordinator know two weeks prior to your reception and we will try our best to fill your request.

Are host bars available?

- Full service cash bars and host bars are available. City, state and federal laws govern liquor served on our premises. The Swiftel Center does reserve the right to refuse to serve any individual and will not serve those under 21. Host bar options include running a tab, open bar for a certain time frame or dollar amount, or drink tickets. Please refer to catering menu.

Is there an additional charge for bartender (s)?

- The Swiftel Center provides bartenders at no additional charge. The number of bars and/or bartenders will be determined by your event coordinator

Is there a minimum amount required on the bar service?

- There are no minimum requirements of any bar service.

Can we leave our decorations in the room and pick them up another time?

- The Swiftel Center will not be responsible for any items left in the room after your reception/banquet. Please plan to remove all gifts, decorations/centerpieces, cake items and valuables at the conclusion of your function.

Could there be another event in the facility the same night as mine?

- Yes, the Swiftel Center is a multiuse facility so there may be an event in the arena, the county extension space as well as the banquet rooms simultaneously.

Is there a standard time my reception needs to end?

- The Swiftel Center policy is for your dance to end by 1:00 a.m. with load out immediately following.

Do you provide a preferred vendor list?

- The Swiftel Center can provide a preferred vendor list for flower shops, bakeries, decorators, disc jockeys and rental equipment. Please ask your event coordinator for the list.