

St. Croix Boats 2018 Wedding Information Kit

WELCOME!

Congratulations on your wedding with us here at St. Croix Boats in Stillwater, Minnesota! You will have two 45 minute consultation tours with us on your boat prior to your event. We suggest you call to schedule them one week before your desired tour date.

TAKE A TOUR

Experience what our riverboats can offer you! Make an appointment with us a few days before you would like to tour one of our riverboats. Your tour will be 45 minutes long, and you'll be given a welcome packet filled with information, along with a free estimate. Note: for your tour, please do not bring more than 4 friends with you as we are limited with space. Tours must be with the client, not with a client's vendor, friend or family member(s). **The client must be present at the tour.** We do give tours of the boats year round. With that, please arrive on time and dress accordingly to the weather. This requires you to wear warm boots, hats and mittens in our Minnesota winter!

Information Kit Contents:

-Tips-

Timing for your event on the boat
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-Rules & Regulations-

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-Miscellaneous tips & rules for the day of your event-

-Tips-

Timing Tips:

- You will have 1 hour prior to your event to add decor and have vendors set up prior to your event.
- Guests will be boarded one half hour prior to your charter.

Example Ceremony & Reception Timeline on the Empress:

4:00pm- Decorate & DJ set up
4:30pm- Boarding to 3rd deck for ceremony
5:00pm- Boat departs promptly
5:15pm- Ceremony begins on the 3rd deck
6:00- Social hour on 2nd deck
7:00pm- Dinner on the 1st deck
8:00pm- Boat staff clears dance floor & Reception on the 1st deck
9:00 Boat docks
9:00-11:00- Drinks and dancing continue at the dock (Optional)

Event Decorating Tips:

- Pack things tightly in bins and have them labeled where they will go on the boat, which will help your friends/family who are decorating with you.
- Use our Rubbermaid carts to help make less trips down the ramp to the boat.
- Ask to see samples of décor from our wedding portfolios that we have available.

Note: nothing can be removed from the boats (i.e. pictures on the walls) and there are some restrictions to where some décor can go.

- Gather a team of reliable friends to help decorate.
- Use hardy flowers that will tolerate heat and sun and wind. (i.e. baby's breath, potted herbs, branches, gerber daisies, etc.)
- Take photos of the actual décor, and then text/email them to your friends/family that are helping decorate before the event. They will then know where the décor goes, and how to set it up on the boat properly.
- Check out craft stores like Michaels and consignment shops like Bride to Be Consignment for tools to help your decorating go smoothly.

Vendor Tips:

- Please have the vendor call with any questions about parking, our boats, lay-outs, and other topics. We **DO NOT** offer private showings for your vendor prior to the event. Vendors may come one hour prior to your event to set up-- the same time as when you're decorating. They may use our Rubbermaid carts to help them haul their décor and gear to the boat.
- We suggest they use zip ties and floral wire to tie things down if needed.

-Rules & Regulations-

Boat Seating:

- The boats are at a maximum capacity basis for your guest count. This is a Coast Guard rule. Note: the vendors, and children must also be included in the guest count total.
- You may not exceed the total amount of the capacity allowed. The total number of guests coming is due 2 weeks prior to your event.
- The maximums are as follows: Majestic Star- 300 guests, Empress 225 guests, Jubilee II/Showboat 150 guests, Anastasia 75 guests.
- Also note, that seating may have to be on 2 separate levels for your meal. We suggest you make it easy on the guests and allow them to sit anywhere they wish to.
- We have basic layouts for each floor of all the boats available in PDF format online, or just ask for a hard-copy during your tour. These layouts have the maximum number of tables listed on each floor.

Menus:

- Our menus are available online at stillwaterriverboats.com or you can request a copy at the time of your tour with us. Final Menu Choice is due **2 weeks** prior to your event. The final items cannot be changed the **2 weeks** prior to your event.
- The food minimum per guests is \$10.95.
- Tastings are available with our chef, by appointment for \$100.00, which is added to your final bill. You will need to call (651) 430-2376 to schedule an appointment.
- We offer a special Gluten Free/vegetarian/dairy free Lemon Asparagus Risotto for no additional cost.
- NO outside food/alcohol is allowed on the boats.

Host bars:

- You may choose a certain value to host drinks to, and pre -pay this amount. The bartender will approach your contact person prior to the end of the amount. You may stop the hosting, or increase it.
- If you do not use the full host bar amount, we will refund that pre-paid bar to you within a few days after your event is over.
- An 18% service charge will be added to all host bars.

Decorating Rules:

- Please do not use REAL flower petals for flower girls
- NO live/open flames, confetti, rice, or fog machines of any kind and NO tape may be used on the boat to hang décor. Please use clips, Command hooks, floral wire, or zip ties to hang décor.
- Upgrade to our ivory, white or black table linens if you wish to create a more formal boat. Ask our event planners about pricing.
- Add another touch of class and purchase linen napkins in an array of colors for .75/napkin.

-Miscellaneous tips & rules for the day of your event-

- Signage: We suggest that you design 2 sided signs and post them near our entrance on Highway 95/ Main Strre S. with an arrow pointing to our boats.
- Sorry, no pets are allowed on the boats. ONLY if an authentic documentation is provided for a service dog.
- The boats are all handicap accessible.
- Our charters go out rain or shine. If severe weather occurs, we will wait at the dock and let it pass before continuing.
- The boats will go south on the St. Croix River towards Hudson, Wisconsin. We can try to go north if the water is at the proper levels and the captains deem it safe.
- Kids are welcome, as long as they are accompanied by adults at all times.
- Bands and DJs are welcome. They will have to supply their own sound systems.
- The parking here at the marina South of our boats is free to our clients. You may not reserve any parking spots. There is a \$5.00/day lot right next to our building, street parking, and other various pay lots throughout the downtown area.
- You may choose to do a cruising or a docked ceremony.
- Dock time is for **AFTER** the event only, and is at a maximum of 2 hours. Please, ask about pricing.
- If you change from an outdoor to an indoor ceremony due to weather, please contact the office the morning of your event.
- After you tour our boats and you wish to book one, please note you wish for a 7 day hold, where we hold the boat until you book the charter officially with a \$2000.00 non-refundable deposit via credit card, cash or check and a signed and dated contract. After 7 days we release your hold and the boat, date, and time are up for grabs again to anyone.
- To help you with any other a la carte services here in Stillwater, we have a Preferred Vendors list. You may choose from this list, or choose any other vendor that you would like. Vendors allowed on our charters are: photographers, officiants, florists, DJs, magicians, bands, and your cake **deliveries**, event planners, and stylists.