

# Large event rentals

This information is subject to change.  
Visit [shoreviewmn.gov](http://shoreviewmn.gov) for details.



## Shoreview room

- Maximum capacity of 300 people (300 theater, 256 seated)
- Private outdoor deck (seasonal use only)
- Choose your own licensed caterer (page 7)
- Alcohol service available with in-house provider (page 7)
- Complimentary use of AV equipment— LCD projector and screen, wireless microphones, podium, & wifi
- Security is required for Friday & Saturday rentals that extend past 8 pm at the rate of \$125 per hour, minimum of four hours
- \$1,000 refundable reservation deposit required
- Rental and Security fees are subject to change

### 2023 Rates

Sunday – Thursday  
Friday  
Saturday

### Regular

\$1,000  
\$1,465  
\$1,820

### Shoreview resident

\$855  
\$1,300  
\$1,600



## Wedell Community room

- Maximum capacity of 250 people (250 theater, 220 seated)
- Choose your own licensed caterer (page 7)
- Alcohol service available with in-house provider (page 7)
- Complimentary use of AV equipment— LCD projector and screen, microphones, podium, & wifi
- Security is required for Friday & Saturday rentals that extend past 8 pm at the rate of \$125 per hour, minimum four hours
- \$1,000 refundable reservation deposit required
- Fees are subject to change

### 2023 rates

Sunday – Thursday  
 Friday  
 Saturday

### Regular

\$715  
 \$1,105  
 \$1,375

### Shoreview resident

\$590  
 \$950  
 \$1,205

## Half Community room

- Available Sunday - Thursday
- Maximum capacity 100 people (100 theater, 80 seated)
- Complimentary use of AV equipment— LCD projector and screen, microphones, podium, & wifi
- \$500 refundable reservation deposit required
- Fees are subject to change

### 2023 rates

Sunday – Thursday

### Regular

\$425

### Shoreview resident

\$390



Half room



Full room

## Summer Saturday package

Package includes

- Shoreview room & deck (8 am - midnight)
- Haffeman pavilion (8 am - 8 pm)
- Garden space (8 am - 8 pm)

### 2023 rates

Saturday

### Month

May - September

### Regular

\$2,200

### Shoreview resident

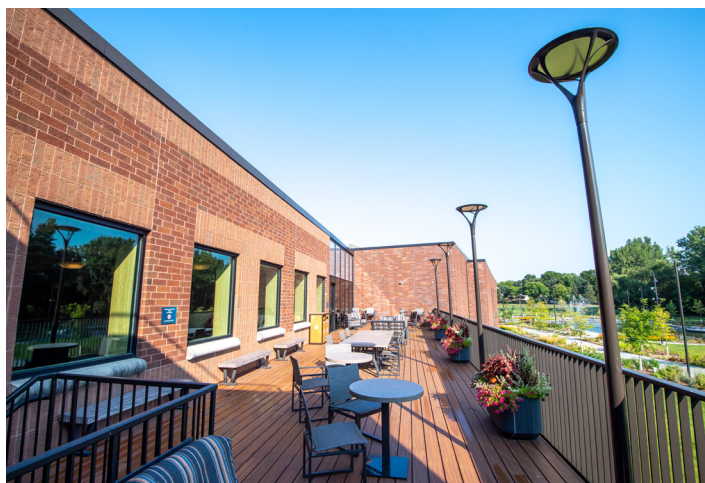
\$2,000

### Additional fees

- Refundable reservation deposit: \$1000
- Security guard: \$125 per hour (see page 7)



Garden space



Shoreview room deck



Haffeman pavilion

## Haffeman pavilion & garden space

- Ideal space for ceremonies (bring or rent your own chairs)
- Located in Commons Park directly behind the community center
- Permanent picnic tables seat up to 150 guests
- Two on-site charcoal grills (bring your own charcoal)
- Indoor room with air conditioning, restrooms and fireplace\* with seating for up to 32 guests at 4 tables (\*fireplace only turned on during cold weather)
- Decorative pond with fountain and benches
- Beer and wine permit available. Cost: \$75 + tax
- \$500 refundable reservation deposit required
- Fees are subject to change

2023 Rates	Month	Rate	Shoreview resident
Sunday - Friday	May - Sept	\$550	\$500
Monday - Sunday	Mar, Apr, Oct, Nov	\$440	\$400



Garden space

Haffeman pavilion

## Meeting rooms

- Monday - Thursday: Capacity of 20 guests
- Friday - Sunday: Capacity of 16 guests (admission wristbands included)
- Rates are listed per room for each time block rented
- Retractable walls to allow flexibility for larger groups at an additional cost
- \$100 refundable reservation deposit required
- Fees are subject to change

### 2023 rates

Monday – Thursday (per 2-hour time block)

Friday - Sunday: single room (per 3-hour time block)

### Regular

\$75

\$350 +tax

### Shoreview resident

\$60

\$300 +tax

## Meeting room 4

- Maximum capacity of 16 people
- Rates are listed per room for each time block rented
- On-site audio visual equipment
- \$100 refundable reservation deposit required
- Fees are subject to change

### 2023 rates

Monday - Sunday (per 2-hour time block)

### Regular

\$100

### Shoreview resident

\$90



Meeting room



Meeting room 4

## Activity rooms

- Monday - Thursday: Capacity of 35 guests
- Friday - Sunday: Capacity of 24 guests (admission wristbands included)
- Large windows with natural light
- Retractable walls allow flexible seating options for larger groups at an additional cost
- Decorations allowed (\*decorations must be hung with blue painter's tape or 3M Command Hooks)
- Rates are listed per room for each time block rented
- \$100 refundable reservation deposit required
- Fees are subject to change

### 2023 rates

Monday - Thursday (per 2-hour time block)

Friday - Sunday: single room (per 3-hour time block)

### Regular

\$100

\$500 +tax

### Shoreview resident

\$90

\$450 +tax



Activity room



Activity room

### Contact us

651-490-4790

[rentals@shoreviewmn.gov](mailto:rentals@shoreviewmn.gov)

[shoreviewmn.gov](http://shoreviewmn.gov)

4580 Victoria St N, Shoreview, MN 55126

Office hours: Monday - Friday, 9 am - 4:30 pm

## Facility use

Banquet rooms are available:

Monday - Thursday: 8 am - 8 pm

Friday - Saturday: 8 am - midnight

Sunday: 2 pm - 7 pm

These times include your set up and tear down of decorations. Due to fire code, we strictly enforce room capacity limits.

## Payment

The refundable reservation deposit is due at the time of booking banquet rooms. The room rental fee and security fee are due at least 60 days prior to your event; these payments are non-refundable.

## Security

Security is required on Friday and Saturday evenings from 8 pm until the end of your rental.

The fee is \$125/hour with a minimum of 4 hours. (prices may vary)

## Food and beverages

Renters can bring in their own food and non-alcoholic beverages. Kitchen use is only available with at least 30 days notice to licensed caterers and requires an additional \$300 fee.

Alcoholic beverages can only be served by our exclusive alcohol providers. Please contact them for pricing and information.

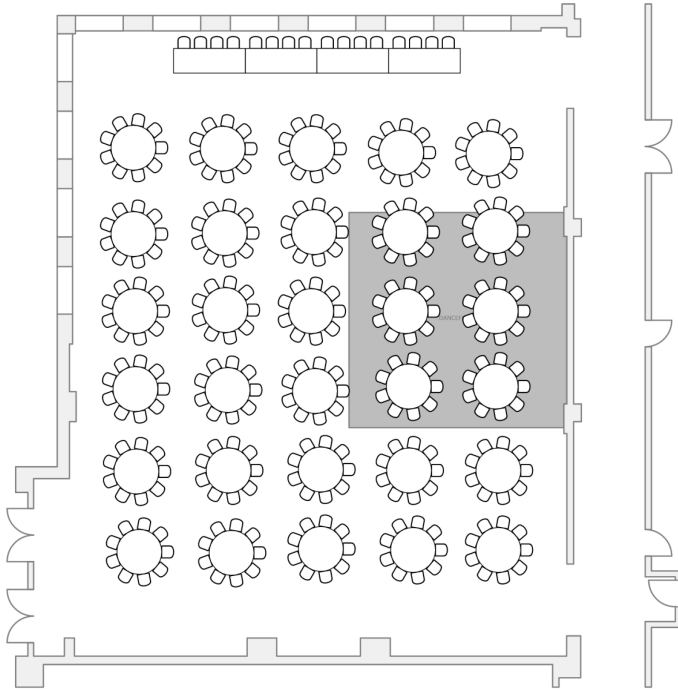
- **Big 10 Catering** 651-243-0411 bigtencatering@gmail.com
- **Stonehouse Catering** 651-426-8831 events@stonehousemn.com

## Set up and decorations

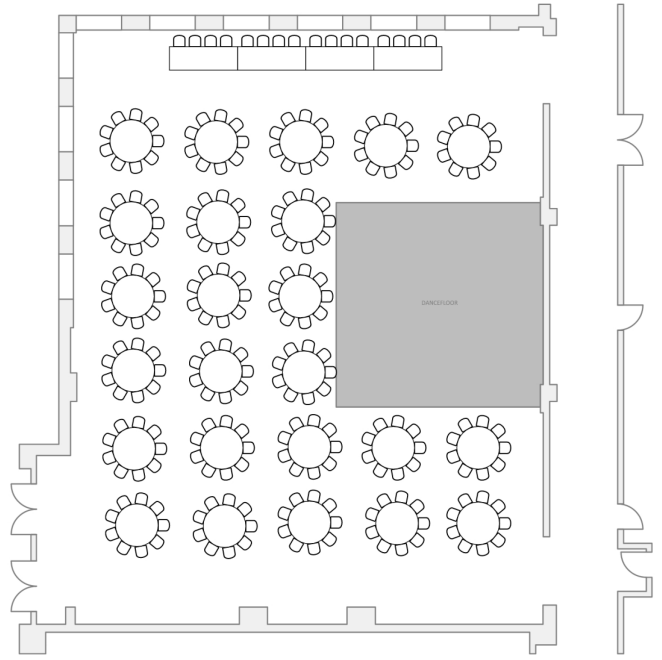
- Tables, chairs and some AV equipment will be provided. Table linens, decorations, and kitchen supplies will not be provided.
- Confetti, piñatas, glitter, bird seed, rice, feathers, and rose petals are strictly prohibited.
- Candles must be in a non-flammable container.
- We do not allow hanging decorations from the ceiling, wood molding, or lights. You are allowed to hang items to the wallpaper but only with 3M command hooks or blue painters tape.
- Set up needs will need to be finalized 30 days prior to your event.

## Shoreview room example set ups

**256 seats**

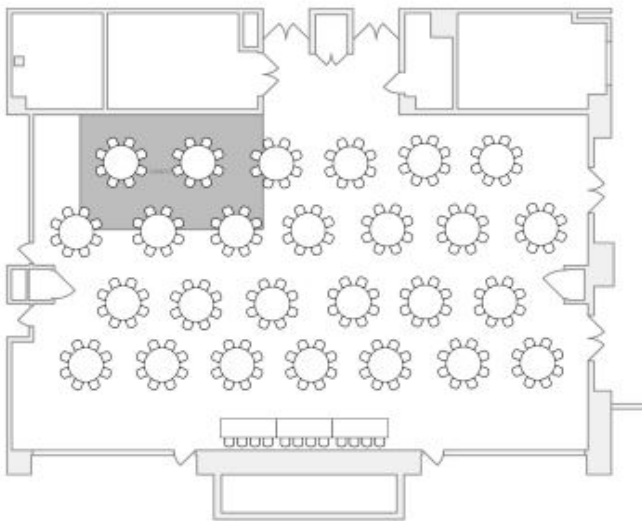


**208 seats**



## Community room example set ups

**220 seats**



**180 seats**

