

HAFFEMAN PAVILION

RENTAL POLICIES



Thank you for choosing the Shoreview Community Center to host your event! Please take the time to review the following information. By signing our rental agreement form, you agree to adhere to these rules and policies.

Haffeman pavilion & garden space

- Behind the community center, next to the lower level parking lot
- Reservation time
 - Includes setting and cleaning up
 - Remove all items from the pavilion at the end of your reservation
- Total capacity:
 - Inside – 32 people (tables and chairs provided)
 - Outside – 125 people (picnic tables)
- You cannot transfer or sublet the space to another user without approval from the community center

Pavilion rental fees

- Must be paid online within 48 hours
 - Including damage deposit
 - Payment link will be sent to you
- Beer and wine permit
 - \$75 + tax
 - Due 30 days before event

Check in

- Check in at lower level service desk inside community center

Beer and wine permit

- Can only serve beer and wine
 - Need to be served in paper or plastic cups, cans, or plastic bottles
 - Glass is not allowed
- Need to obtain beer and wine permit by the city
- Cannot sell beer or wine
- Beer and wine cannot be served outside of the pavilion or picnic area (concrete slab)
- You must adhere to local ordinances and state laws regarding the use of alcohol

General policies

- Food and drink:
 - Can bring your own
 - Electrical outlets are available
 - Kitchen facilities are not available for refrigeration, cleaning, or tap water
 - Glass containers are not allowed
 - Food trucks
 - Provide copy of their license to the city
 - City must be listed on their insurance
 - Must provide their own power source
 - Charcoal grills:
 - Two grills are available
 - You must provide charcoal and utensils
 - You may leave ashes in grill for community center cleaning
 - Do not put hot charcoal or ashes in the garbage
- Tents, canopies, and jump houses:
 - Use weights only
 - Stakes are not allowed due to underground wires and irrigation lines
 - Only allowed in designated areas
- Restrooms:
 - Available in the pavilion
 - Will be unlocked during the reservation time
- Fireplace:
 - Available in the pavilion
 - Ask the manager on duty to turn it on
 - Will be turned on only during cold weather
- Decorations:
 - Only place on tables and chairs
 - Glitter, confetti, and piñatas are not allowed
- Garbage and recycling containers:
 - Available in the picnic area.
 - You must clean up before leaving
- Amplified music is not allowed in the pavilion or surrounding picnic area.

(continued on next page)

Damage deposit

- \$500 refundable damage deposit due at time of booking
 - You will not be refunded if you cancel your event
- City may hold damage deposit if:
 - Policies are violated
 - You run over the reservation time
 - There is an excessive amount of clean up needed
- The city may also charge actual costs for any damages caused to the facility
- The city will refund damage deposit within 14 business days if contract has been satisfied

Cancellations and refunds

- Reservation fees are non-refundable
- Beer and wine permit fees are non-refundable
- Contact the rentals office
 - 651-490-4790
 - rentals@shoreviewmn.gov

Liability

The Shoreview Community Center is not responsible for any loss, damage, injury, or illness by the users of the facilities within the community center or on the surrounding grounds. The community center will not be held responsible for items that are left at the facility.