

BANQUET ROOM RENTAL POLICIES



Thank you for choosing the Shoreview Community Center to host your event! We ask that you or your designee carefully read this material, share the information with your group, and abide by this. If you have any questions or concerns, feel free to contact us.

Banquet rooms

- All attendees must follow all community center policies
- You may only use the facilities listed in your rental permit
- Reservation times:
 - Monday – Friday
 - 7 am – 8 pm (regular business hours)
 - Friday until midnight (after hours time), event must end at 11 pm
 - \$200 for one additional hour of rental available for clean-up time, event ends at 11 pm
 - Saturday
 - 7 am – 7 pm
 - Saturday until midnight (after hours time), event must end at 11 pm
 - \$200 for one additional hour of rental available for clean-up time, event ends at 11 pm
 - Sunday
 - 2 – 7 pm
 - Security guard required for events ending after 8 pm
 - Ramsey county sheriff: \$125/hour, 4-hour minimum (prices may vary)
 - 60-day notice required for rentals with after hours
 - 30-day notice required for rentals during business hours
 - Required one-hour clean up time with all rentals
 - Rental requests with less than 30 days' notice require payment in full at the time of reservation, including all fees and security deposit. Room set-up details must be provided at the time of reservation. Meeting or event time must align with an existing rental.

Room capacities

- Capacities include vendors and children
- Shoreview room:
 - Banquet seating for 256 (30 round tables, 8 people per table and head table of 16)

- Theater seating for 300
- Community room:
 - Banquet seating for 220 (26 round tables, 8 people per table and head table of 12)
 - Theater seating for 250

Room rental fees

- Payments due:
 - \$1,000 reservation deposit is due at time of booking (non-refundable if you cancel)
 - 100% of balance due 30 days before reservation date
 - Your rental may be cancelled if you have a balance due within 30 days of your reservation
 - All payments must be made by the name on the reservation
 - We accept all major credit cards
- Resident discounts:
 - To receive a resident discount, the rental must be reserved by a Shoreview resident at the time of booking
 - Resident must be the primary renter and present at the event

Cancellation policy

- Any cancellations will forfeit the \$1000 reservation deposit. Please make your decision carefully before choosing to book your rental.
- Cancellations made less than 30 days in advance will forfeit all fees paid
- Cancellations received more than 30 days in advance will receive a refund for the reservation payment, but will forfeit the \$1000 reservation deposit
- Cancellations must be made via email and sent to rentals@shoreviewmn.gov

General rules

- Rental reservation does not include wristbands or the use of our waterparks, playground, gym or fitness center
- The room will open at the time indicated on your rental permit. There is no early access for caterers, florists, event planners, decoration, or family/friends
- Renters are expected to remove all food and non-food items at the end of their event. All items must be taken with you or disposed of in the trash cans provided.

- Children must be supervised by an adult at all times. Community center staff are not responsible for supervising children.
- Food and beverages must remain inside the room
- Smoking, vaping, tobacco, and cannabis use is prohibited in the facility, on the deck, and within 25 feet of all entrances
- No standing or sitting on tables, counters, railings, or ledges
- Candles must be in a non-flammable container (i.e., votive, hurricane candle, etc.). Open pillars and candle sticks are not allowed.
- Removable Painters Tape and 3M Command Hooks are the only adhesive allowed on walls, tables, windows, counters, doors, and other surfaces
- Nails, tacks, pins, and other similar items are NOT permitted
- The entryway, lobby, rear stairwells, stairs, hallways, and upper level are not rentable or usable spaces for rental activities
- Lobby furniture may not be moved
- No items may be stored at Shoreview Community Center prior to or after an event
- Please bring all items that you will need for your event. We do NOT provide:
 - Ladders
 - Extension cords or power strips
 - Tools
 - Hardware
 - Office equipment
 - Table linens or chair covers
 - Center pieces
 - Stages
 - Decorations
 - Utensils for cooking/serving/eating
 - Food and beverages
- The following items are not permitted:
 - Glitter and sequins
 - Confetti or confetti-like décor
 - Rice, straw, silly string, and bubbles
 - Ovens, stoves or grills with an open flame
 - Deep fryers or oil fryers
 - Smoke or fog machines (please inform your DJ)

- Sound levels throughout the facility must remain at an appropriate level. Community center staff has the right to stop music or entertainment if sound level interferes with community center guest experience.

Kitchen rental

- Kitchen access available only to valid Minnesota licensed caterers
- Caterer's license must be received and approved at least 30 days before your reservation date
- If the caterer's license is not received within 30 days of your reservation the kitchen will not be available. The kitchen will remain locked during your event and all food will need to be prepared offsite.
- Kitchen use fee: \$300
- We do not have a means of heating, refrigerating, or storing food unless you rent the kitchen

Alcohol

- Alcohol may be served by a licensed and insured bar tender from one of these exclusive bar providers:
 - Big Ten Catering | 651-243-0411
 - Stonehouse Catering | 651-426-8831
- Alcohol may be served by an approved caterer until 11 pm
- You may not bring, consume or serve your own alcohol
- Any beverages with an alcohol content is considered an alcoholic beverage. This includes beer, wine and champagne.
- Alcohol is not permitted outside of the rented room
- If any of the above alcohol requirements are not met and alcohol is present at your event, 100% of your reservation deposit will be forfeited and you will be asked to remove all alcohol from the building. If alcohol is not removed immediately after the first request, the event will be cancelled without a refund.

Reservation deposit

The reservation deposit applies to all general rules and damages. The city will keep a portion of your reservation deposit based on the following.

- Rental changes
 - Major rental changes after the initial walk through will only be made if staff and facility availability exists. This includes changes to:
 - Rental times

- Room selection
 - Room set-up
 - Number of guests
- If changes are made on the day of – city will keep 25% of the reservation deposit
- Children
 - Need to be supervised by an adult at all times
 - Community center staff are not responsible for supervising children
 - If children are playing, running or roughhousing outside of the rented room(s) – city will keep 50% of your reservation deposit
 - This includes the lobby, entry, hallways, restrooms, stairs, and storage rooms
- Post-event cleanup
 - Renters need to remove all food and non-food items at the end of their event
 - All items must be taken with you or placed in the trashcans provided
 - If items remain – city will keep 50% of your reservation deposit
 - Community center staff take care of the following after the event:
 - Table & chair take down
 - Trash bag removal
 - Please leave trash bags inside the trash cans
 - Vacuuming and other general cleaning duties
 - If there are areas that need extra cleaning services – city will bill you \$50 per hour from your reservation deposit
- Damage
 - If damage occurs to the facility or facility equipment – city will bill you for the actual costs from your reservation deposit
 - This includes replacement and labor costs
 - Labor costs are \$50 per hour for the physical repair or replacement of damaged items
- Reservation time
 - **If an event extends 31 minutes or more beyond the end time specified on the rental permit, the responsible party with forfeit 100% of the reservation deposit**
 - If an event extends 10 – 30 minutes beyond the end time specified on the rental permit, the responsible party with forfeit 50% of the reservation deposit.

- **Everyone is to be out of the building before or by the end time. (Everyone = renter, guests, caterer, decorator companies, band, DJ, etc.)**
- Capacity
 - **If room capacity is exceeded, 100% of the reservation deposit will be held**
 - If an event exceeds 15 – 25% of the attendance indicated on the rental permit, 25% of the reservation deposit will be held
 - If an event exceeds more than 25% of the attendance indicated on the rental permit, 50% of the reservation deposit will be held

Room	Capacity
Community room A	80 banquet seating at round tables; 100 theater seating
Community room B	80 banquet seating at round tables; 100 theater seating
Full community room	220 banquet seating at (26) round tables and 12 at head table; 250 theater seating
Shoreview room	250 banquet seating at (30) round tables and 16 at head table; 300 theater seating

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.

Above banquet room policies effective October 1, 2023