

BANQUET ROOM

CORPORATE 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.

By signing our facility permit and contract, you and/or your organization agree to adhere to the following rules and policies. Renter is defined as the individual or organization named on the facility permit and contract.

Banquet rooms

- On upper level of the community center
- 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)
 - Rental requests with less than 30 days' notice require room set-up details to be provided at the time of reservation. Meeting or event time must align with an existing rental.

Room capacities

- Capacities include vendors and guests
- Shoreview room:
 - Banquet seating for 256 (30 round tables, 8 people per table and a presenter's table of 16)
 - Classroom seating for 196 (30 round tables, 6 people per table and a presenter's table of 16)
 - Theater seating for 300 (chairs only)
- Community room:
 - Banquet seating for 220 (26 round tables, 8 people per table and presenter's table of 12)
 - Classroom seating for 168 (26 round tables, 6 people per table and presenter's table of 12)
 - Theater seating for 250

Room rental fees

- Payments due:
 - Balance should be paid in full prior to your event date

- If your organization/corporation requires payment be made after the event, please inform rental staff at the time of your reservation
- We accept all major credit cards
- A check from the organization may be mailed to the rentals department
- Resident discounts:
 - To receive a resident discount, the organization/business address must be located in Shoreview

Cancellation policy

- Cancellations made less than 30 days in advance will forfeit all fees paid
- 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 or guests of the event
- 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.
- 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
- 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
- A single registration table may be placed outside your room. No other items may be placed or stored in the lobby and hallway.
- 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
 - If your group requires a smaller meeting space for small group meetings and/or breakout rooms, please notify the rentals department prior to your event. There are additional meeting spaces available for rent.
- 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
 - Office equipment
 - Table linens or chair covers
 - Utensils for cooking/serving/eating
 - Coffee carafes
 - Water pitchers
- The following items are not permitted:
 - Glitter & 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
- 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
- There is no microwave available for public use
- 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
- You may not bring, consume or serve your own alcohol
- A \$1,000 refundable reservation deposit is required if you plan to serve alcohol at your event

Reservation deposit

- Major rental changes after the initial walkthrough will only be made if staff and facility availability exists. This includes changes to:
 - Rental times
 - Room selection
 - Room set-up
- If excessive changes are made, you may be required to pay a deposit prior to your next event
- 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
 - Community center staff take care of the following after the event:
 - Table and chair take down
 - Trash bag removal
 - Vacuuming and other general cleaning duties
- Damage
 - If damage occurs to the facility or facility equipment – city will bill you for the actual costs from your reservation deposit

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.