



3210 Chaska Boulevard
Chaska, MN 55318
952-227-2475

eventcenter@chaskamn.gov

2027 EVENT AGREEMENT

The Chaska Event Center (CEC) enforces the following policies and procedures with respect to private event rentals. Review all sections of this rental agreement carefully and initial at the bottom of each page, confirming that you have read, understand and agree to comply with this agreement.

EVENT BOOKING AND RENTAL FEES

- The CEC may be rented up to 18 months in advance.
- **A reservation is confirmed when the Renter submits BOTH a Signed Event Agreement and makes the required down payment, including all deposits and fees, for the event date.**
 - Reservations totaling \$800 or less will require full payment at the time of booking.
 - Reservations exceeding \$800 will require a minimum of a 50% down payment at the time of booking.
- Any remaining balance on a reservation is due 30 days prior to the event date.
- The Renter is responsible for timely payments, and the CEC reserves the right to cancel the Event Agreement if the remaining balance is not paid 30 days prior to the event.
- If a reservation is made within 30 days of the event date, full payment is due at the time of booking.
- **In the case of event cancellation, all payments made to the CEC are non-refundable**, except for the damage deposit and security fee, as identified within the Event Agreement.
- **All cancellations must be made in writing. Event dates and payments are non-transferable. Date changes are treated as cancellations.**

RENTAL PERIOD

- **The rental period must include ALL time needed by the Renter and their vendors to decorate, clean up and remove any items brought into the CEC.**
- **All items provided by the Renter, guests, or vendors, must be removed from the Event Center OR placed in CEC provided garbage cans at the end of the contracted rental period.**
- The Renter, guests and vendors must vacate the premises by the end of the contracted rental period.
- Storage of event items at the CEC before or after your rental period is **NOT** permitted.
- The Renter must arrange for all deliveries to occur during the contracted rental period.
 - CEC staff cannot accept and are not responsible for delivered items.
- Additional hours may be added if available and approved by the CEC Full-Time Staff.

DAMAGE DEPOSIT

- **The CEC reserves the right to keep the Renter's damage deposit or make deductions for:**
 - Damage to the building, grounds or equipment
 - Excessive cleaning required after the event
 - Unpaid outside catering fees
 - Policies not being followed (by the Renter, their guests and/or vendors)
 - Time used beyond the contracted rental period
 - Other infractions as determined by the CEC Full-Time Staff.
- The Renter's liability is not limited to the damage deposit paid. The CEC may collect for any amount of damage exceeding the damage deposit.
- Following the event, the damage deposit will be refunded if the Renter complies with all rental policies and procedures outlined in this document.

EVENT CENTER RENTAL INCLUSIONS

- Ballroom (95' x 50' – **maximum capacity 300**), reception hallway, covered patio, catering kitchen.
- Set-up and tear-down of all CEC furniture, use of audio-visual equipment (screen/projector, speakers, microphones), and all catering kitchen equipment.
- A CEC staff member onsite throughout the duration of the event rental period.
- The following CEC furniture is included with the rental:
 - 300 Banquet Chairs
 - 40 Round Tables (60" tables - seats 8)
 - 20 Rectangular Tables (72" tables)
 - 8 High Top Tables
 - 50' Pipe and Black Drape
 - Patio Furniture
- CEC furniture is for indoor use only (excluding patio tables and chairs).
- Please note the following:
 - To use the screen/projector/built in sound system the Renter must provide their own laptop, phone, I-pod or other electronic device.
 - **It is the responsibility of the Renter to provide the proper cord/adaptor needed to connect to the AV System.**
- **Any event requiring a room flip or moving of any furniture during the rental period will be the responsibility of the Renter.**
 - For example, a room flip from ceremony to reception or tables and chairs being moved to create space for a dance floor.

OUTDOOR STAGE RENTAL INCLUSIONS

- The concrete outdoor stage, promenade commons grass space, and outdoor sound system.
- **The Outdoor Stage rental does NOT include chairs.** Outdoor chairs must be rented from an outside vendor, and the Renter must arrange the set-up and removal of the chairs within the rental period.

DÉCOR

- **The Renter is responsible for providing all desired event décor. The CEC does not provide décor, table linens, dishware, food service utensils, etc.**
 - The Renter and their contracted vendors are responsible for the set-up, tear-down, and removal of their décor and event equipment.
 - **CEC staff do not aid with décor set-up, tear-down, or removal.**
 - All decorations must be approved by the CEC Full-Time Staff. The use of prohibited decorations may result in the loss of the Renter's damage deposit.
- **Decorations may not be affixed to the walls, doors, windows, window coverings, chairs, or hung from the ceiling.**
 - Candles are permitted with the flame enclosed in glass (such as votive and hurricane lamps).
 - Helium filled balloons are permitted if they are securely tied down to an anchor.
 - Flowers or petals may be thrown during a wedding ceremony but must be cleaned up by the Renter prior to the end of the rental period.
 - Sparklers are permitted on paved or concrete surfaces outside the building. The Renter must provide a receptacle to extinguish sparklers (i.e. a bucket of sand).
 - **Items NOT PERMITTED include** Confetti, glitter, piñatas, rice, or other similar materials; fog, dry ice, smoke, bubble or other similar machines; and stakes in the ground.

CATERING

- All catered events are subject to a catering fee.
- Crooked Pint/Sterling Catering is the CEC preferred onsite caterer.
 - **Crooked Pint is a separate entity from the CEC. You must arrange catering directly with their Catering & Events Manager.**
 - The Crooked Pint catering invoices include a 12% catering fee that is paid to the CEC.
- **The CEC does allow outside catering. All outside caterers must be licensed and insured in the state of Minnesota to provide food services at the CEC.**
 - The Renter must provide a copy of their outside caterers' license to the CEC 7 days prior to the event date.
 - The CEC reserves the right to deny the caterer entrance to the facility if no license is provided prior to the event.
- **If you choose a caterer other than Crooked Pint/Sterling Catering, a 17% catering fee is required to be paid to the CEC by Renter.**
 - The 17% catering fee is calculated based on the food cost (not including delivery fees, service fees or taxes).
 - If food is provided at no cost to the Renter, the 17% catering fee will be calculated based on the value of the food provided.
 - The Renter must provide the CEC Full-Time Staff with the outside catering receipt/invoice and payment **no later than 14 days after the event.**
 - **If the catering receipt and fee are not received within 14 days of the event, the damage deposit is subject to forfeiture.**
- The caterer or Renter is responsible for cleaning the kitchen after use, following cleaning guidelines provided.

ALCOHOL

- All alcoholic beverages must be purchased and served by Crooked Pint, as they are the exclusive liquor provider for the CEC.
- **Absolutely NO outside alcohol is permitted at the CEC.**
- The CEC reserves the right to confiscate and dispose of any personal/outside alcohol on the premises.
- Any outside alcohol found can result in the forfeiture of the damage deposit.

SECURITY

- **Security is required for all Friday, Saturday, and Sunday events serving alcohol** and will be arranged by the CEC Full-Time Staff.
- There is an additional \$300 flat fee for security.
- The CEC Full-Time Staff reserves the right to determine the hours security is scheduled for the event.
- Events not required to have security, may request security be scheduled and pay the additional security fee.

VENDORS

- The Renter may use any outside vendors they would like for services including but not limited to décor, DJ, photobooth, photography, videography.
- If the Renter utilizes any outside vendors, those contracts are made between the Renter and vendor, not with the CEC.
- The Renter will provide CEC staff with contact information for all vendors utilized for event.

PHOTOGRAPHY & VIDEOGRAPHY

- By signing the Event Agreement, the Renter gives permission to the CEC to take pictures and/or video before, during, and after the event for use in marketing and advertising materials.
- The CEC also has permission to work with the Renter's photographer/videographer to use pictures for its website, social media, and print material.
- At all times, CEC staff reserve the right to take photos or videos of the facility to document any policy violations or damage to the facility.

WI-FI

- The CEC provides a password-protected Wi-Fi option for the Renter's use, as needed.
- In the rare event of an outage, City IT may not be able to troubleshoot and service the Wi-Fi.
- If Wi-Fi is vital to the event, it is encouraged to bring in a hotspot as a backup option.

USE OF THE CEC

- The Renter understands that the CEC is a public building located in a public park, and any area not included in the Event Center rental (ballroom, reception hallway, patio area, and outdoor stage during ceremony) may be used by other patrons, groups, or events.
- **The Renter is responsible for informing all outside vendors and guests of the CEC policies.** Vendor and guest actions may result in the forfeiture of the Renter's damage deposit.
- The Renter, or an assigned day-of contact, must be available in-person or by phone during the entire rental period.
- Hallways and other public areas must remain clear for other CEC guests.
- No illegal drugs, firearms, or weapons are permitted on the premises.
- The CEC and the adjacent park are non-smoking facilities; the use of tobacco products is prohibited.
- Equipment abuse, profanity, and fighting are unacceptable behavior and can result in expulsion from the facility.
- Children must be directly supervised by an adult 18 years or older.
- Running, kicking/throwing of objects, or wrestling is prohibited in the CEC public hallways.
- CEC staff are not liable for the security of any property belonging to the Renter or their event vendors/guests.
- CEC staff have the authority to request changes in, or the cessation of activities as needed.

WEATHER POLICY/UNFORSEEN CIRCUMSTANCES

- The CEC staff reserve the right to cancel any outdoor portion of an event due to severe weather warnings, lightning, or if staff feel it may cause damage to the park property.
- The CEC is not responsible for electrical interruption due to unforeseen circumstances, inclement weather, or a cause of equipment and/or technical malfunctions.
- **Rental of outdoor space will NOT be refunded due to inclement weather.**

NOISE ORDINANCE

- The City of Chaska noise ordinance is complaint driven and the renter may be asked to turn down or turn off any music not in compliance with the City's ordinance.

2027 RENTAL RATES

DATE	REGULAR RATE	CHASKA & CITY OF CARVER RESIDENT RATE
Friday (May-October): 9am-12:30am	\$2,350	\$2,000
Friday (November-April): 9am-12:30am	\$2,075	\$1,800
Saturday (May-October): 9am-12:30am	\$2,700	\$2,350
Saturday (November-April): 9am-12:30am	\$2,425	\$2,100
Sunday: 4 hours, 8 hours <i>*Available event rental hours 9am-11pm</i>	\$575, \$925	\$500, \$800
Monday-Thursday: 4 hours, 8 hours <i>*Available event rental hours 6am-10pm</i>	\$475, \$775	\$400, \$700
Additional Event Center Hours (per hour)	\$100	\$90
Outdoor Stage	\$250	\$250

ADDITIONAL FEES

- Sunday-Thursday refundable Damage Deposit: \$250
- Friday & Saturday refundable Damage Deposit: \$500
- Security (required for all Friday, Saturday, and Sunday events serving alcohol): \$300

HOLIDAYS

- The CEC is closed on New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.
- Christmas Eve and New Year's Eve are reservable dates but are subject to limited hours.

1-MONTH FRIDAY AND SATURDAY AVAILABILITY

- Available Fridays and Saturdays rented within 30 days of the event date can be reserved at the Sunday 4-hour or 8-hour rate. Additional hours are available at the regular hourly rate as needed.

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Primary Contact:		Name of Organization or Primary Contact's relationship to event:	
Email:		Phone:	
Address (Street, City, State, Zip):			
Second Contact:		Second Contact Email:	
		Second Contact Phone:	
Event Name:			
Event Type:		Contracted Rental Period:	
☐ Wedding Reception Only at Event Center		Event Date: _____	
Ceremony location _____		Event Center Access: Time In _____	
☐ Wedding Ceremony & Reception at Event Center		<i>Time you would like access to begin set up/decorating</i>	
☐ Ceremony Inside Event Center Ballroom		Event start time/guest arrival: _____	
☐ Outdoor Stage Ceremony		Event end time: _____	
☐ Celebration		Event Center Access: Time Out _____	
☐ Business Meeting/Corporate		<i>Clean-up and load-out is done; all items removed from the Event Center and all guests departed</i>	
☐ Nonprofit		Estimated attendance: _____	
☐ School		Event Center Equipment:	
☐ Other: _____		☐ Projector/Screen	
		☐ Handheld Wireless Microphone	
		☐ Wireless Lapel Microphone	
Catering & alcohol service:			
☐ No food will be served at the event ☐ Crooked Pint/Sterling Catering ☐ Outside Catering			
Outside Caterer: _____ (Additional license and 17% fee required)			
☐ Alcohol will NOT be served ☐ Alcohol served exclusively by the Crooked Pint (security fee may be required)			
☐ Alcohol Service Start Time ☐ Alcohol Service End Time			
Agreement:			
_____		_____	
<i>Renter Signature</i>		<i>Date</i>	
_____		_____	
<i>CEC Full-Time Staff Signature</i>		<i>Permit #</i>	