3210 Chaska Boulevard
Chaska, MN 55318
952-227-2475
eventcenter@chaskamn.gov

2028 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. By signing the agreement, you are confirming you have read, understand, and agree to comply with this agreement in its entirety.

"CEC" refers to the Chaska Event Center, the event venue located within the city-owned Chaska Curling and Event Center and operated by Chaska Parks and Recreation. "Rental Client" refers to the individual entering into this agreement for the purpose of renting the CEC for an event.

EVENT BOOKING AND RENTAL FEES

- The CEC may be reserved up to 18 months in advance.
- **A reservation is confirmed when the Rental Client submits <u>BOTH</u> a signed Event Agreement and makes the required payment.**
    - Room rental fees totaling $1,000 or less, require the full payment of the room rental fee at the time of booking.
    - Room rental fees exceeding $1,000 require a minimum down payment of 50% of the room rental fee at the time of booking.
    - Any remaining balance of the room rental fee, damage deposit and applicable security fees for a reservation are due 30 days prior to the event date.
- The Rental Client 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 <u>ALL</u> time needed by the Rental Client and their vendors for set-up and decoration as well as clean-up and removal of any items brought into the CEC.**
- All items provided by the Rental Client, 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.
    - **<u>Friday and Saturday rental dates have a required Event End Time of 11:30pm,</u>** with time for client and vendor clean-up and load-out from 11:30pm-12:30am.
    - **<u>Sunday rental dates have a required Event End Time of 10:00pm,</u>** with time for client and vendor clean-up and load-out from 10:00pm-11:00pm.
    - All music must be turned off at the Event End Time and all guests not assisting with clean-up and load-out must vacate the building.
    - No extension of event hours is permitted after these end times.
- The Rental Client, 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 **<u>NOT</u>** permitted.

- The Rental Client 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 only be added if available and approved by the CEC full-time staff.

DAMAGE DEPOSIT

- **The CEC reserves the right to keep the Rental Client's damage deposit or make deductions for:**
    - Damage to the building, grounds or equipment
    - Excessive cleaning required after the event
    - Policies not being followed (by the Rental Client, their guests and/or vendors)
    - Time used beyond the contracted rental period
    - Other infractions as determined by the CEC full-time staff
- The Rental Client'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 within 7 days if the Rental Client 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.
- Set-up and tear-down of all CEC furniture and use of audio-visual equipment (screen/projector, speakers, microphones).
- A catering kitchen is available for use through the CEC's exclusive catering providers.
- 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 Rental Client must provide their own laptop, phone, I-pod or other electronic device.
    - **<u>It is the responsibility of the Rental Client to provide the proper cord/adapter needed to connect to the AV System and know how to run programs on their electronic device.</u>**
- **Any room flip or moving of any furniture during the rental period will be the responsibility of the Rental Client.**
    - 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.
- **<u>The Outdoor Stage rental does NOT include chairs.</u>** Outdoor chairs must be rented from an outside vendor, and the Rental Client must arrange the set-up and removal of the chairs within their rental period.

DÉCOR

- **The Rental Client is responsible for providing all desired event décor. The CEC <u>does not</u> provide décor, table linens, dishware, food service utensils, etc.**

- The Rental Client 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 staff. The use of prohibited decorations will likely result in the loss of the Rental Client's damage deposit.
- All décor must be removed from the CEC by the end of the rental period.

- **Decorations may not be affixed to the walls, floors, 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 Rental Client prior to the end of the rental period.
  - Sparklers are permitted on paved or concrete surfaces outside the building. The Rental Client must provide a receptacle to extinguish sparklers (i.e. a bucket of sand).
  - Dance floor decals/stickers are not permitted to be attached directly to Event Center Dance floor. The Rental Client must provide a cover for the dance floor surface that the decal/sticker can be placed on.
  - **Items NOT PERMITTED include** stakes in the ground, confetti, glitter, piñatas, rice, or other similar materials; fog, dry ice, smoke, bubble or other similar machines; perfume dispensers and the creation of perfume products onsite.

CATERING

- **The Deco Catering, Green Mill Catering, Sterling Catering, Stonehouse Catering and Kafe 421 are the exclusive catering providers for all food and beverage services at the CEC.**
  - These exclusive caterers offer a variety of menus and service options to meet your needs and ensure your event is a success.
- To inquire about catering services and view menus, please visit the websites below:
  - The Deco Catering (decocatering.com)
  - Green Mill Catering (greenmillcatering.com)
  - Sterling Catering (sterlingcateringmn.com)
  - Stonehouse Catering (stonehousemn.com)
  - Kafe 421 (kafe421.com)
- All catered events are subject to a 12% Event Center Vendor Fee. This fee will be included on your catering invoice and paid directly to the Event Center by the caterer.
- For events requiring cuisine that cannot reasonably be met by the CEC's exclusive catering partners due to a cultural or religious requirement, please contact eventcenter@chaskamn.gov to inquire.

ALCOHOL

- The Copperfield, the restaurant located inside the Chaska Curling and Event Center, is the exclusive licensed liquor provider for the CEC.
- All alcoholic beverages must be purchased through and served by The Copperfield.
- **Contact The Copperfield Bar Manager via email at:** chaskacatering@thecopperfieldmn.com to inquire and plan for your bar service needs.
- **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 events serving alcohol for more than 3 hours** and will be arranged by CEC staff.
- If security is required for your event, the fee is $300.
- CEC staff reserve the right to determine the hours security is schdueled for the event.
- Events not required to have security, may request security be schdueled and pay the additional security fee.

VENDORS

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

PHOTOGRAPHY, VIDEOGRAPHY, AND MEDIA RELEASE

- By signing the Event Agreement, the Rental Client 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 Rental Client's photographer/videographer to use pictures for its website, social media, and print material, subject to the photographer's/videographer's approval and applicable usage agreements.
- 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 Rental Client'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 Rental Client understands that the CEC is a public building located adjacent to 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 Rental Client is responsible for informing all outside vendors and guests of the CEC policies.** Vendor and guest actions may result in the forfeiture of the Rental Client's damage deposit.
- The Rental Client, or an assigned day-of contact, must be available in-person or by phone during the entire rental period.
- Hallways, restrooms, doorways and other public areas must remain clear for other Curling and Event Center guests. Fire Exits must remain unblocked at all times.
- No illegal drugs, firearms, or weapons are permitted on the premises.
- The CEC and the adjacent park are non-smoking facilities; the use of all smoking 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.
- CEC staff are not liable for the security of any property belonging to the Rental Client 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 the cause of equipment and/or technical malfunctions.
- **Rental of outdoor space will <u>NOT</u> be refunded due to inclement weather.**

NOISE ORDINANCE

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

2028 RENTAL RATES

DATE	STANDARD RATE	CHASKA & CITY OF CARVER RESIDENT RATE
Friday (May-October): 9am-11:30pm **CEC required clean-up from 11:30pm-12:30am*	$2,500	$2,125
Friday (November-April): 9am-11:30pm **CEC required clean-up from 11:30pm-12:30am*	$2,150	$1,850
Saturday (May-October): 9am-11:30pm **CEC required clean-up from 11:30pm-12:30am*	$2,850	$2,425
Saturday (November-April): 9am-11:30pm **CEC required clean-up from 11:30pm-12:30am*	$2,550	$2,200
Sunday: 4 hours, 8 hours Available event rental hours 9am-10pm **CEC required clean-up from 10pm-11pm, if the CEC is reserved until the end of available rental hours*	$625, $1,000	$525, $850
Monday-Thursday: 4 hours, 8 hours Available event rental hours 6am-10pm	$500, $800	$425, $725
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 events serving alcohol for longer than 3 hours): $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 AVAILABLITY

- 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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Rental Client (Primary Contact):	**Name of Organization or Rental Client's relationship to event:**	
Email:	**Phone:**	
Address (Street, City, State, Zip):		
Second Contact:	**Second Contact Email:**	**Second Contact Phone:**
Event Name:		

Event Type:

☐ Wedding Reception Only at Event Center

Ceremony location _____

☐ Wedding Ceremony & Reception at Event Center

☐ Ceremony Inside Event Center Ballroom

☐ Outdoor Stage Ceremony

☐ Celebration

☐ Business Meeting/Corporate

☐ Nonprofit

☐ School

☐ Other: _____

Contracted Rental Period:

Event Date: _____

Event Center Access: Time In _____
Time you would like access to begin set up/decorating

Event start time/guest arrival: _____

Event end time: _____

Event Center Access: Time Out _____
Clean-up and load-out is done; all items removed from the Event Center and all guests departed

Estimated attendance: _____

Event Center Equipment:

☐ Projector/Screen

☐ Handheld Wireless Microphone

☐ Wireless Lapel Microphone

Catering & alcohol service:

☐ Food will be served by the CEC's exclusive caterers (The Deco Catering, Green Mill, Sterling, Stonehouse, Kafe 421)

☐ Catering Approval Form (for approved caterers due to a cultural or religious requirement)

☐ Alcohol served exclusively by The Copperfield *(security fee may be required):* Start Time _____ End Time _____

☐ Food will **NOT** be served at event ☐ Alcohol will **NOT** be served

I hereby confirm that I have read, understand, and agree to comply with this 2028 Event Agreement in its entirety.

_____ _____
Rental Client Signature *Date*

_____ _____
CEC Full-Time Staff Signature *Date*