



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

### Rental Information – Policies and Procedures

The Chaska Event Center (CEC) is located in the heart of Chaska’s historic downtown area and provides the ideal location for business meetings, weddings, receptions, banquets, parties, and more. The CEC includes a ballroom, catering kitchen, reception hallway, covered patio, as well as ceremony site options. The ballroom is 95’ X 50’ and seats 300 banquet style.

## 2024 BOOKING DETAILS

**EVENT BOOKING:** The CEC books up to 18 months in advance. When making a reservation for 18 months in advance, booking opens the first business day of the month. Reservations are made when the renter submits both a signed Facility Use Agreement and fifty percent (50%) of the total rental fee. If the reservation is made within thirty (30) days of the event date, the total rental fee including any taxes and deposits are due at the time of booking. Please contact the CEC office to make a reservation, provide event updates, cancel an event, and for additional facility information.

**EVENT RENTAL PERIOD:** The rental party and vendors may arrive at the Chaska Event Center at the start of the contracted rental period. The rental period must include ALL time needed by the renter (to decorate and cleanup) and vendors (to setup and teardown). The event client must arrange for all deliveries to occur during the contracted rental period and not interfere with the rental periods of other guests. If additional time is needed, the event client must adjust their block to appropriately include the time they wish to have access to the space. Additional hours may be added no later than 1 month prior to the event, if available, and approved by the CEC Supervisor. Events must begin and end at times specified. All guests and vendors must vacate the premises by the end of your contracted rental period. The CEC cannot be rented past 1:00am on Friday and Saturday or past 12:00am on Sunday-Thursday.

**RENTAL BALANCE:** The rental party agrees to pay the remaining balance of the contract no less than thirty (30) days prior to the event date. The CEC reserves the right to cancel the Facility Use Agreement if the remaining balance is not paid when due.

**DAMAGE DEPOSIT:** The rental party agrees and acknowledges that the CEC Supervisor may use the damage deposit without prior approval of the rental party for any damage, loss, or expense incurred by the CEC due to the rental party’s use of the facility. Deductions may be made for damage, excessive cleaning, outside catering fees, policies not being followed (by the rental party, their guests and/or vendors), or time used beyond the rental period. The rental party agrees to be responsible for the building, grounds, and equipment associated with their use of the CEC. The rental party shall make no temporary or permanent modifications to the property without prior written consent of the CEC Supervisor. The rental party’s liability is not limited to the paid damage deposit and any additional cost shall be paid immediately by the rental party. Damage deposits are deposited and will be refunded via city check or directly deposited back on the credit card used for payment, following the event.

**TAX EXEMPT STATUS:** Any rental party that wishes to claim tax exemption must provide the Chaska Event Center with a tax exemption form prior to your event date.

**EVENT CANCELLATION:** All cancellations must be made in writing. Event dates and deposits are non-transferable. Refunds are as follows:

- 18-12 months before event date → 50% of room rental deposit refundable, damage deposit refundable.
- 12-1 months before event date → 0% of room rental deposit refundable, damage deposit refundable.
- 30-0 days before event date → Full room rental is due and is non-refundable, damage deposit refundable.

Date changes are treated as cancellations. Please plan your event as accurately as possible; refunds are not provided for your event ending early.

## VENDORS

**BEVERAGE SERVICE:** All alcoholic beverages must be served via our exclusive on-site liquor provider, Crooked Pint Ale House/Sterling Catering. Any outside alcoholic beverages found on the premises during or after the event may result in loss of damage deposit and are subject to additional fees. Outside alcohol found during your event will be confiscated by Event Staff.

Crooked Pint/Sterling Catering  
Email: [chaskacatering@crookedpint.com](mailto:chaskacatering@crookedpint.com)  
Phone: 612-699-1460

Please note, bar service is NOT included with room rental and must be secured by contacting The Crooked Pint directly.

**FOOD SERVICE:** Only licensed and insured Minnesota caterers can provide food services at the CEC. Our preferred caterer is Crooked Pint Ale House/Sterling Catering. Contact Crooked Pint Ale House/Sterling Catering to discuss food options as well as what services are available.

If you choose an outside licensed/insured MN caterer, your caterer must be approved by the CEC Supervisor. A separate written contract between the caterer and CEC must be completed, and a 17% outside catering fee will apply. The event client must provide a copy of their outside caterers' license and insurance to the CEC no later than 7 days prior to your event date. If your caterer's documents have not been submitted 7 days prior to your event date, the CEC reserves the right to deny your caterer entrance to the facility.

The 17% outside catering fee will be calculated based on the event client's food cost (this does not include delivery fees, service fees or taxes). If food is being provided at no cost to the event client, the 17% outside catering fee will be calculated based on the value of the food provided. The event client must provide the CEC Supervisor with the outside catering receipt no later than 30 days after your event date for calculation of the outside catering fee. If catering receipt and fee are not received within 30 days of the event, the damage deposit is subject to forfeit. If caterers do not properly clean the catering kitchen, the event client is ultimately responsible to clean the kitchen or pay any additional cleaning fees.

**OUTSIDE CONTRACTORS:** If the rental party utilizes any outside contractors for service, those contracts are made between the rental party and vendor, not with the CEC. Contractors are subject to CEC Supervisor approval.

**PHOTOGRAPHY & VIDEOGRAPHY:** If the photography release section of the agreement is signed, the CEC has the right to take pictures and/or video before, during, or after the event for use in marketing and advertising materials. They also have the right to work with your photographer/videographer to use pictures for their website, social media, or print material. At all times, CEC staff reserve the right to take photos or video of the facility to document any policy violations or damage to the facility.

## EVENT DETAILS

**FLOOR PLAN:** The rental party agrees to submit the expected floor plan no less than 14 days prior to the event date. If the submitted floor plan does not meet safety regulations or occupancy limits, the CEC Supervisor will contact the rental party prior to making the necessary changes. All portions of the sidewalks, entries, doors, vestibules, halls, corridors, stairways, passageways, and all access points to public utilities on the premises must be kept unobstructed by the rental party. CEC Staff will complete the initial floor plan setup of uncovered tables, chairs, and in-house AV equipment prior to the start of the rental period. Any changes made during the rental period will be the responsibility of the rental party. All CEC furniture (excluding patio furniture) is for indoor use only.

Included in CEC rental fee:

Stacking Banquet Chairs	300
60" Round Tables (seats 8)	40
72" Rectangular Tables	15
High Top Tables	5
Child Highchairs	2
House Sound/Microphone, Projector/Screen	
50' Pipe and Black Drape	
Patio Furniture	

A/V: The CEC does not provide laptops, laptop cords, VGA cords, extension cords, converters, etc. The rental party is responsible for all cords and accessories.

CHANGEOVERS: Any setup requiring a changeover, regardless of changeover needs, will be the responsibility of the rental party. Additionally, any event requiring removal of tables and/or chairs will be the responsibility of the rental party, including those needing to be removed from the dance floor area.

SECURITY AND GROUP CONDUCT: Security is required for all events serving alcohol for 4 hours or longer and will be arranged by the CEC Supervisor. Security is included in all package rates. For non-package events, there is an additional \$250 flat fee if security is required. If your event date is on a recognized holiday, additional fees may apply.

- **All alcoholic beverages must be served via our exclusive alcohol provider, The Crooked Pint Ale House.** The CEC reserves the right to confiscate and dispose of any personal alcohol on the premises. Any outside alcohol found is also subject to additional fees, including but not limited to the damage deposit.
- No illegal drugs, firearms, or weapons will be permitted on the premises.
- The Chaska Event Center is a non-smoking facility; the use of tobacco products is prohibited indoors.
- Courtesy and safety are mandatory. Equipment abuse, profanity, and fighting are unacceptable behavior and may result in expulsion from the facility.
- Children must be directly supervised by an adult 18 years or older. For children's parties, a list of chaperones and contact information may be requested by the CEC Supervisor or CEC Staff. There is no running in the hallways.

NOISE ORDINANCE: The City of Chaska noise ordinance is complaint driven and the rental party may be asked to turn down or turn off any music not meeting the City's requirements. Any music performed or played outside of the building, including the patio areas, requires written approval from CEC Supervisor.

EVENT SUPERVISION: CEC staff will be onsite throughout the duration of your event rental period. CEC Staff shall have complete authority over the facility, all equipment, and activities. This shall include the authority to request changes in, or the cessation of activities as needed.

The contracted renter or an assigned day-of contact must be available in-person or by phone during the entire rental period for questions, comments, and concerns from the Event Center staff. CEC staff must be provided with contact information for your assigned day of contact prior to your event date.

DECOR POLICIES: The rental party is responsible for the setup and teardown of all décor used during their event. CEC staff do not provide assistance with décor setup or teardown.

- No rice (including puffed rice or biodegradable rice), birdseed, confetti, glitter, piñatas, or other similar materials may be used inside or outside the CEC. Bubbles are only permitted outside. No fog machines are permitted.
- Sparklers are permitted only on paved or concrete surfaces outside the building. The rental party must provide a receptacle to extinguish sparklers (i.e. bucket with sand).
- Decorations may not be affixed to the walls, doors, windows, window coverings, chairs, painted surfaces, or hung from the ceiling.
- On the black portion of the fireplace, a banner or sign may be hung using 3M hooks or painters' tape only. This must be removed immediately following the event. Nothing can be placed on top of the fireplace.
- Candles are permitted with the flame enclosed in glass (such as votive and hurricane lamps).
- Helium filled balloons are allowed if they are securely tied down to an anchor. If a balloon gets free and floats up to the vaulted ceiling, a retrieval fee may occur.
- Flowers or petals may be thrown during a wedding ceremony but must be cleaned up by the rental party prior to the end of your rental period.
- No stakes are allowed in the ground outside due to the irrigation system.

Decorations must be approved by the CEC Supervisor. Decorations are permitted only in the space you have reserved, during the rental period. No storing of decorations will be allowed prior to or following an event. All decorations must be put up and taken down within the rental period. Failure to follow décor policies may result in forfeiture of all or a portion of your damage deposit.

**CLEAN UP AND GARBAGE REMOVAL:** The CEC will provide garbage bags and receptacles for use within the rented space. It is the responsibility of the rental party to remove ALL decorations and ensure all debris and garbage are placed into provided receptacles at the end of the event rental period. Any items not removed from the rented space or placed in provided receptacles at the end of the rental period may be disposed of by CEC staff and may result in all or a portion of the damage deposit being forfeited.

**WI-FI:** The CEC offers free public Wi-Fi to your attendees; no password is needed to connect to the public side. The CEC also provides a password-protected option for the rental party's use as needed. The CEC Staff will provide the password at the start of your rental period. In the rare event of an outage, City IT may not be able to troubleshoot and service the Wi-Fi. It is best practice to have your presentations and any vital information downloaded to the device you are presenting on. If Wi-Fi is vital to your event, it is encouraged to bring in a hotspot as a backup option.

**WEATHER POLICY/UNFORSEEN CIRCUMSTANCES:** If you have rented an on-site outdoor space for your ceremony, the CEC Staff reserve the right to cancel the outdoor portion of your event due to severe weather warnings, lightning, or if we feel it may cause damage to the park property. If severe weather forces you to cancel your on-site outdoor ceremony, you may move it inside, beginning at room rental period. Changes in room layout are the responsibility of the rental party. Rental of outdoor space will not be refunded due to inclement weather.

The CEC is not responsible for electrical interruption due to acts of God, inclement weather, or a cause of equipment and/or technical malfunctions due to unforeseen circumstances. The CEC reserves the right to postpone, cancel, or delay scheduled events should circumstances occur that are beyond the CEC's control.

**LIABILITIES:** CEC staff shall not be liable for the security of any property belonging to the rental party or their event guests at any time.

**DELIVERIES & STORAGE:** All deliveries must be scheduled and made within the event rental period. CEC staff are not allowed to sign for or accept any deliveries. CEC staff are not responsible for delivered items. Items cannot be left in the facility at the conclusion of the event and must be removed prior to vacating the facility. Due to limited space, storage of event items outside of event rental period will not be permitted.

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eventcenter@chaskamn.gov

## Rates

### EVENTS IN 2024

	Regular Rate	Chaska/Carver Resident Rate	
Friday Package (May - October)	\$1,975	\$1,750	Packages include ballroom, reception hallway, patio from 9am-1am, and event security.
Friday Package (November - April)	\$1,725	\$1,500	
Saturday Package (May - October)	\$2,375	\$2,050	
Saturday Package (November - April)	\$2,125	\$1,800	
Sunday - Thursday: 4, 8 Hours	\$475, \$775	\$400, \$700	
Additional Event Center Hours	\$100	\$90	
Outdoor Stage	\$250 w/pkg, \$500	\$250 w/pkg, \$500	
Damage Deposit (Sunday - Thursday)	\$250	\$250	
Damage Deposit (Friday and Saturday)	\$500	\$500	
Security (If alcohol served for 4 hours or longer)	\$250	\$250	

Rental is inclusive of: ballroom, reception hallway, patio, custom floorplan, initial set up of uncovered tables and chairs, house sound, 1 laveliere and 1 wireless handheld microphone, projector and screen.

Outdoor Stage Rental is inclusive of: outdoor sound, the stage and promenade commons grass space. This does NOT include chairs. Outdoor chairs are the responsibility of the event to rent, setup and tear down.

Holidays/Special Day Rates: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day the Event Center is closed. The day after Thanksgiving, Christmas Eve and New Year Eve are rentable at peak season Saturday rate and subject to limited hours. The Sunday of Memorial Day and Labor Day are subject to a \$250 flat fee.

Friday and Saturday 1 Month Availability: available Fridays and Saturdays rented within 1 month of event date can be reserved at the Sunday - Thursday regular 4-hour (\$475) or 8-hour (\$775) rate. Additional hours available at regular hourly rate (\$100) as needed. Friday and Saturday dates rented within 1 month of the event date cannot be rented past 12:00am.

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## Facility Use Agreement

RENTER			
Primary Client/Org	<input type="text"/>	2nd Contact	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Address	<input type="text"/>	Phone	<input type="text"/>
City, State ZIP	<input type="text"/>		
Phone	<input type="text"/>		

EVENT			
Event Name	<input type="text"/>	Date	<input type="text"/>
Event Type	<input type="checkbox"/> Wedding → <b>Ceremony Location</b>	Est Attendance	<input type="text"/>
	<input type="checkbox"/> Celebration <input type="checkbox"/> Offsite Location _____		
	<input type="checkbox"/> Corporate <input type="checkbox"/> Event Center Ballroom		
	<input type="checkbox"/> Nonprofit <input type="checkbox"/> Outdoor Stage		
	<input type="checkbox"/> School		
	<input type="checkbox"/> Other: _____		
Set Up-Time In	<input type="text"/>	<input type="checkbox"/> Projector/Screen	
Event Start	<input type="text"/>	<input type="checkbox"/> Handheld Wireless Microphone	
Event End	<input type="text"/>	<input type="checkbox"/> Wireless Lavelier Microphone	
Clean Up-Time Out	<input type="text"/>	<input type="checkbox"/> Other: _____	

CATERING	
<input type="checkbox"/> Alcohol will NOT be served	
<input type="checkbox"/> Alcohol will be served exclusively by Crooked Pint - security may be required	
Start Time	<input type="text"/>
End Time	<input type="text"/>
<input type="checkbox"/> No food will be served at event	
<input type="checkbox"/> Food catering by Crooked Pint/Sterling	
<input type="checkbox"/> Food catering by outside caterer* Caterer Name: _____	
*Additional contract, license, insurance and 17% fee is required	

PHOTOGRAPHY AND VIDEOGRAPHY	
_____ Event Client Signature	_____ Date
This photography release gives the CEC the right to take pictures and/or video before, during, or after the event to use in marketing or advertising materials. The CEC also has the right to work with your photographer/videographer to use pictures for their website, social media, or print material.	

AGREEMENT		
_____ Event Client Signature	_____ Date	Permit #
_____ Chaska Event Center Supervisor	_____ Date	

The Renter signing this agreement hereby acknowledges receipt of this Facility Use Contract and agrees to all policies, procedures and fees as outlined. **Return completed form to: [eventcenter@chaskamn.gov](mailto:eventcenter@chaskamn.gov)**