



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

### **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.

## **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. City of Chaska residents can book from 8:00am-2:00pm. At 2:00 pm, bookings open to non-residents as well. Reservations are booked when the renter submits a signed facility use contract and fifty percent (50%) of the rental fee (unless the reservation is made within thirty (30) days of the event date; in which case the total rental fee, sales tax, and damage deposit would be due). Contracts signed 12-18 months prior to the event date are subject to a rate increase not to exceed 10% of the contracted rate. Rates are no longer subject to change within 364 days of the event date.

Please contact the CEC office to make a reservation, reschedule, or cancel an event, and for additional facility information.

**EVENT RENTAL PERIOD:** Rental party and vendors may arrive at the Chaska Event Center at the start of the chosen rental period. The rental period must include ALL time needed by the renter (for decorate and cleanup) and vendors (for setup and breakdown). Arrange for all deliveries occur during the allotted rental period and not interfere with the rental periods of other guests. If additional time is needed, renter must adjust their block to appropriately include the time they wish to enter. Additional hours may be added, if available, and approved by the CEC manager. Events must begin and end at times specified all guests must vacate the premises by the end of your rental period. We do not rent past 1:00am on Friday and Saturday or past midnight on Sunday – Thursday.

**RENTAL BALANCE:** The rental party agrees to pay the remaining balance of the contract no less than 30 days prior to the event date. CEC reserves the right to cancel the facility use contract if the rental fee balance and damage deposit are not paid when due, thirty (30) days prior to the event date.

**DAMAGE DEPOSIT:** The rental party agrees to pay the damage deposit no less than 30 days prior to the event date. The rental party agrees and acknowledges that the CEC staff 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. Deductions may be made for damage, excessive cleaning, outside catering fee, policies not being followed (by the rental party, their guests and/or vendors), or time used beyond the contracted 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 manager. The rental party’s liability is not limited to the paid damage deposit and any additional cost shall be paid immediately by rental party. Damage deposits are deposited and will be returned, via city check or direct deposited back on the credit card the original deposit was made on, 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 no less than 60 days prior to scheduled event.

**EVENT CANCELLATION:** All cancellations must be made in writing. Refunds are as follows:

- 18-12 months before event date → 50%
- 12-0 months before event date → 0%, deposit is non-refundable at this point

Event date and times are not transferrable. Date changes are treated as cancellations. Plan your event as accurately as possible; refunds are not given for leaving early.

## VENDORS

**BEVERAGE SERVICE:** All alcoholic beverages must be served via our exclusive on-site liquor caterer, Crooked Pint Ale House/Sterling Catering. Any outside alcoholic beverages found on the premises during or after the event will result in lost damage deposit and is subject to additional fees.

Crooked Pint Ale House /  
Sterling Catering  
[chaskacatering@crookedpint.com](mailto:chaskacatering@crookedpint.com)  
952-361-6794

**FOOD SERVICE:** Only licensed Minnesota caterers can provide food services at the CEC. If you choose an outside licensed/insured MN caterer, it must be approved by the CEC manager and a separate written contract between the caterer and CEC must be completed and a 17% service fee will apply. Our preferred caterer is Crooked Pint/Sterling Catering. Contact Crooked Pint/Sterling Catering to discuss food options as well as what services will be provided. If caterers do not properly clean the catering kitchen, the event is ultimately responsible to clean it or pay for 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 Event Center Supervisor approval.

**PHOTOGRAPHY & VIDEOGRAPHY:** The CEC has the right to take pictures and/or video before, during, or after the event. They also have the right to work with your photographer/videographer to use pictures for their website, social media, or print material.

## EVENT DETAILS

**FLOOR PLAN:** The rental party agrees to submit the expected floor plan no less than 14 days prior to the event date including additional equipment requested. If the submitted floor plan does not meet safety regulations or occupancy limits, staff 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 do the initial setup of uncovered tables, chairs, and in-house AV equipment as requested. If changes need to be made, they must be made no later than 72 hours in advance of the event and during normal business hours which are Monday – Friday: 8:00am to 4:00pm. Any changes made after this time will be the responsibility of the renter to make during the rented timeframe.

Included in CEC rental fee:		House Sound/Microphone	
Stacking Banquet Chairs	300	Projector/Screen Ballroom	
60" Round Tables (seats 8)	40	Additional Equipment for rent:	
Child Highchairs	2	50' Pipe and Black Drape	\$100

\* Renter is responsible for all cords and accessories. CEC does not provide laptops, laptop cords, VGA cords, extension cords, converters, etc.

**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 dance floor area.

**SECURITY AND GROUP CONDUCT:** Security is required for all events serving alcohol and will be arranged by the CEC Manager. For non-Friday or Saturday package price events, there is an additional fee of \$40 per hour for security once alcohol service is started until the end of the event. If your event date is on a recognized holiday, additional fees will apply. Security is included in Friday and Saturday package rates.

- Courtesy and safety are mandatory. Equipment abuse, profanity, and fighting are unacceptable behavior and may result in expulsion from the facility.
- 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.
- All alcoholic beverages must be served from our exclusive liquor caterer. 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.

- 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 Event Monitor. 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 Management. Examples of music usually approved outside: ceremony music, string quartet, harpist, acoustic guitar. Examples of music usually NOT approved outside: steel drums, live bands, DJs.

**EVENT SUPERVISION:** CEC staff will be assigned to permitted activities and shall have complete authority over the facility, all equipment, participants, and activities, including the authority to request changes in activities or cessation of activities. The contracted renter must be present during the entire rental period and must be available for questions, comments, and concerns from the Event Center staff. The only exception to this rule is when an honoree (i.e., bride and groom) is the contracted renter. In this case, the contracted renter must designate another attendee to be the main contact.

**DECORATIONS & CLEAN UP:**

- 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.
- Decorations may not be affixed to the walls, doors, windows, window coverings, chairs, painted surfaces, or hung from the ceiling. Tape, tacks, nails, staples, etc. are not permitted to attach your decorations.
- 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). Candles may also be used if floating in nonflammable liquid. Any spills of candle wax may result in an additional cleanup fee.
- 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 a member of the rental party immediately following the ceremony, regardless of the rental period duration.
- No stakes are allowed in the ground outside due to irrigation system.

Decorations are permitted within reason and must be approved by the CEC management. Decorations are permitted only in the space you have reserved, during the reservation timeframe. It is the responsibility of the renter to remove ALL decorations immediately after your event, prior to the end of your rental time frame, tables and chairs must be cleared of all debris. The rental facility must be returned to the condition it was provided to the renter. If decorations or debris is left behind, additional clean up fees may apply. 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 timeframe.

**WI-FI:** The City of Chaska offers free public Wi-Fi to your attendees; no password is needed to connect to the public side. We also have a password-protected option for your presenter's computer and other A/V needs. The password will be given to you once you are onsite as it changes several times a year. 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 Event Center staff reserves the right to cancel the ceremony if we have 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 time. Changes in room layout are the responsibility of the renter.

The City 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 that may result in cancellation/postponement of

the event. The City of Chaska reserves the right to postpone, cancel, or delay scheduled events should circumstances occur that are beyond the City's control.

**LIABILITIES AND DELIVERIES:** The CEC staff shall not be liable for the safety and/or security of any property belonging to the rental party or to those persons participating in the use of the property with the rental party. The contracted renter may not schedule any deliveries outside of the rental time and all deliveries must be signed for by the Rental Party. CEC staff is not allowed to accept or sign for any deliveries. If a delivery is made, the CEC staff is 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 will not be permitted.

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## Rates

EVENTS IN 2023		
	Regular Rate	Chaska Resident Rate
Friday Package (May - October)	\$1,950	\$1,750
Friday Package (November - April)	\$1,700	\$1,500
Saturday Package (May - October)	\$2,350	\$2,050
Saturday Package (November - April)	\$2,100	\$1,800
Sunday - Thursday: 4, 8 Hours	\$475, \$775	\$400, \$700
Damage Deposit	\$500	\$500
Outdoor Stage	\$250 w/pkg, \$500	\$250 w/pkg, \$500
Security	40/hr + tax	40/hr + tax
Additional Hours	\$100	\$90

Packages also include ballroom, reception hallway, patio from 9am-1am, and event security.

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: July 4, December 24 and December 31 are peak season Saturday rate. The Sunday and Monday of Memorial Day and Labor Day weekend have an additional fee of \$200/4 hours.

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## Facility Use Contract

### 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 → <input type="checkbox"/> Ceremony	Est Attendance	<input type="text"/>
	<input type="checkbox"/> Memorial	<input type="checkbox"/> Offsite Location/Time:	<input type="text"/>
	<input type="checkbox"/> Business	<input type="checkbox"/> Ballroom	
	<input type="checkbox"/> Party	<input type="checkbox"/> Performance Stage	
	<input type="checkbox"/> Other: <input type="text"/>		
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: <input type="text"/>	

### CATERING

<input type="checkbox"/> Alcohol will NOT be served
<input type="checkbox"/> Alcohol will be served exclusively by Crooked Pint - security is required
Start Time <input type="text"/>
End Time <input type="text"/>
<input type="checkbox"/> Food catering by Crooked Pint/Sterling
<input type="checkbox"/> Food catering by outside vendor* Vendor Name: <input type="text"/>
*Additional contract, license, insurance and fees required

### AGREEMENT

Event will follow MN health guidelines in place (including size & capacity) on the event date.

<input type="text"/>	<input type="text"/>	Permit #
Responsible Payer Signature	Date	
<input type="text"/>	<input type="text"/>	
Chaska Event Center Supervisor	Date	

The Renter signing this agreement hereby acknowledges receipt of this Facility Use Contract and agrees to be personally liable for any CEC damages caused by event including guests, vendors, etc. The renter agrees to all policies, procedures and fees. If any fees, terms, or conditions are not met, the Renter risks losing their full damage deposit and subject to additional fees. This agreement may not be assigned or transferred. All final payments are due 30 days prior to your rental. Damage deposits, when submitted, are processed and will be returned within 6 weeks following the event.

Return completed form to: [eventcenter@chaskamn.com](mailto:eventcenter@chaskamn.com)