



Chaska Community Center Brick City Banquet Room – Rental Application Form

1661 Park Ridge Drive / Chaska, MN 55318 / (952) 448-5633

DAY OF THE WEEK	CCC MEMBER & CHASKA RESIDENT	REGULAR RATE
Monday-Thursday	\$55/hr	\$60/hr
Friday/Saturday	Option 1-Block = \$1000 <i>Room booked 9 am-12 am (11 pm May-August)</i> Option 2-Hourly = \$70/hr	Option 1-Block = \$1125 <i>Room booked 9 am-12 am (11 pm May-August)</i> Option 2-Hourly = \$80/hr
Sunday (1 pm-8 pm) 4 / 7 Hours	\$265 / \$465	\$300 / \$525
Additional Hours Between 4-7 [hours] (Sunday only)	\$45/hr	\$55/hr

Application must be filled out completely prior to the requested date. Reservations are booked when signed application form is submitted and full payment is received. Do not consider the space booked until you have a Facility Permit.

RENTER

Primary Contact _____ Name of Organization (if applicable) _____
 Address _____ City _____ Zip _____
 Primary Phone Number _____ Email _____

EVENT INFORMATION

Requested Date _____ Nature of the Event _____

Room Access: Time In _____ am pm Room End: Time Out _____ am pm Estimated Attendance _____
Time you would like access to begin set up /decorating. Take down/clean up is done by this time; vacating building.

Event start time/guest arrival: _____ am pm Event end time/guest departure: _____ am pm

Are you requesting access to the kitchen (no extra fee)? Yes No

Do you plan to serve alcohol at your event? Yes* No If Yes, you may only serve for a 3-hour block of time. Please indicate the 3-hour block you plan to serve: _____ am pm TO _____ am pm

Equipment Needs:

TV/DVD (with HDMI capability) Projection Screen Podium LCD Projector—\$50 flat fee Audio Cord (To plug into the room's PA system)
 Microphone - wireless hand held (1)
 clip-on lapel (1)
 wired mic

Select if you would like set-up / take-town of tables and chairs:

CC Staff Set Up —\$75 CC Staff Take Down —\$75 *Take Down fee is automatic if alcohol is being served.

Are you serving food? Yes No If Yes, please explain: _____

Any entertainment (music, entertainer, etc.)? Yes No If Yes, please explain: _____

The undersigned hereby agrees to be responsible for any damage to the facility occurring during and by this use, and agrees to be responsible for the conduct of all persons attending this function. Applicant further agrees to be responsible for any accident or injury occurring to anyone during and by this use, and agrees that the city of Chaska and its employees shall not be responsible for any such injury or loss.

Signature _____ Date _____

PAYMENT INFORMATION

Full payment is due at the time of application:

Card Number: _____ (Visa, Master, Discover, AmEx) Exp. Date: _____ CVV: _____



CHASKA COMMUNITY CENTER
Brick City Banquet Room Facility Use Contract

FACILITY USE DEPOSIT:
\$500 Not Applicable

The Chaska Community Center requires all renters within the Community Center to be responsible for the operating rules of the Chaska Community Center, and are bound by these policies set forth. By signing below, you agree deductions may be made for damage, excessive staff cleaning time, policies not being followed by renter or guests, or time used beyond the contracted period.

RESERVATION TIMES

- Your Facility Permit identifies the start and end time of your reservation and must include setup, event time, and take down/clean-up.
- If you wish to make any changes to your time, please do so at least one week prior to your event or sooner.
- You are required to be cleaned up and vacating the premises by the end time on your permit-no exceptions.
- Occupancy outside of your reserved times without prior approval will result in additional fees. This includes not being cleaned up and vacated by the end time on your permit.

TABLES AND CHAIRS

- Tables and chairs are provided in the room.
- If you choose to have CC Staff do the set up of the tables and chairs for you, you must meet with the Resource and Event Supervisor no later than one week prior to your event to discuss the arrangement.
- Any other tables/chairs, staging or other props brought in from other sources can be brought in only during your rental hours stated on your Facility Permit, and must be removed from the facility at end of rental time.

DECORATING

- Decorating is permitted only within the reservation times requested on your Facility Permit.
- All decorations must be removed or discarded from the room by the reservation end time.
- ONLY the blue 3M painters tape OR 3M Command strips are allowed on the walls. Other tapes, adhesives, or pins/tacks are NOT allowed.
- Confetti or glitter of any kind is not allowed. Candles are not permitted except on a cake.

CLEANING

- Have all garbage thrown away in the cans provided in the room.
- Remove all decorations.
- Wipe tables down before putting them away. Take down/put away any tables and chairs used (unless contracted with the CC to do this for you).
- If kitchen used: wipe down counters, sweep the floor, clean coffee pot if used, remove any items from fridge/freezer.
- Cleaning supplies are provided in the chair storage closet, if needed.
- If required clean-up is not done or you leave the room excessively messy resulting in extra staff clean-up time, you will be billed a staff clean-up fee.

FOOD AND BEVERAGES

- You may bring in your own food, or catering service.
- Alcohol is allowed ONLY if selected YES on the application form-this cannot be changed once Facility Permit issued. Proof of Liquor Liability Insurance must be submitted no later than one week prior to your event. If not received, alcohol may not be served.
- ⇒ You may only serve alcohol for a three-hour block of time, indicated on application.
- ⇒ Absolutely NO hard liquor.
- ⇒ Beer and wine ONLY.

DAMAGE/LIABILITY - Damage Deposits are deposited and will be returned via city check or directly refunded back to the credit card payment was made on.

- You are responsible for the conduct of all your guests.
- All guests must remain in your reserved area.
- Any loss, breakage, or damage to the room, or equipment can result in a portion or all of your damage deposit being held.
- Disorderly conduct shall be grounds for immediate termination of your event without refund.
- All youth must be under adult supervision at all times. Children are expected to remain in the reserved area and not left unsupervised to wander the building and run the hallways.
- The Chaska Community Center is not responsible for any items that are left at the facility by you or contracted service providers.

CANCELLATION

- Cancellations should be made at least six weeks in advance to receive a full refund.
- If cancelled less than six weeks from event date you will be refunded 50% of your total cost.

Signature(s) of Primary Renter(s)

Date



Chaska Community Center Brick City Banquet Room-General Information

RESERVATIONS

A minimum of 7 days notice is required to reserve the Community Room. Residents/Members cannot reserve the banquet room or any other Chaska Community Center space for a non-resident group. Do not consider the space booked for your group until you receive a Facility Permit confirming your date and time. Occupancy outside of your reserved times without prior approval will result in additional fees, this includes not being cleaned up and vacating the premises by the end time on your permit.

DAMAGE DEPOSIT

A \$500 refundable damage/clean up deposit may be required for certain large events – the Resource and Event Supervisor will advise if this is applicable. If you are serving alcohol, the \$500 refundable damage/clean up deposit is automatic. Renters are responsible for any damage occurring during and by their use.

ALCOHOL

If you are serving alcohol proof of Liquor Liability Insurance is required no later than one week prior to your event. If this is not received, alcohol may not be served-no exceptions. The \$75 take down/clean up charge is automatic with alcohol service. Please also review, and adhere to, the separate Alcohol Policies which will be provided when serving alcohol.

CANCELLATIONS

Cancellations must be made at least 6 weeks from the date of event to receive a full refund of any payments made (damage deposit automatically returned). Cancellations made less than 6 weeks to the date of the event will be charged 50% of the total room fee (damage deposit, if applicable, automatically returned).

TABACCO-FREE FACILITY

Smoking is prohibited in the banquet room and all other parts of the Community Center. Please make sure your guests observe this ordinance.

CANDLES

Candles only allowed for a cake. No other open flame allowed.

TABLES AND CHAIRS

Tables are 6 foot rectangular, about 30 inches wide. We do NOT have round tables. The chairs do have arms.

DECORATING

Tacks, nails, glue, tape and other adhesive type products are not permitted use on any walls. Nothing from the ceilings. The blue 3M painters tape or 3M Command Strips are acceptable. Absolutely no tape may be used on the floor EXCEPT the blue 3M painters tape.

CLEANING:

Renter is responsible for clean-up of room – this includes sweeping floor; throwing all garbage away in cans provided in the room; wiping tables down before putting away; cleaning kitchen if used. Supplies (broom, dust pan, spray cleaner and rags) located in chair storage closet. You are required to be cleaned up and vacating the premises by the end time on your permit-no exceptions.

CAPACITY

Maximum capacity of 200 with tables and chairs banquet style; 230 using chairs only in a theater-style arrangement.

MUSIC

If providing music, please keep at a reasonable level as well as no music with foul language, as the CCC is open to the public during your event.