

# the Chaska Event Center

## CEREMONY AND RENTAL INFORMATION - FEES, TERMS, AND CONDITIONS

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 banquet facility, catering kitchen, reception hallway, covered patio, dressing rooms, as well as ceremony sites.



SQUARE FOOTAGE	SEATING CAPACITY	
	BANQUET STYLE	THEATRE STYLE
95' L X 50' W	300	340

**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). The rental party must make arrangements so 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, 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, 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:** Please read the schedule below to understand the percentage of the initial rental fee deposit that will be refunded if the booking is cancelled. All cancellations must be made in writing.

TIME PERIOD BEFORE EVENT DATE	AMOUNT OF DEPOSIT REFUNDED
18 months-12 months	100% minus \$100.00 Administrative Fee
12 months-6 months	50% or \$100 Administrative Fee, whichever is greater, will be charged
6 months-0 months	0%

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.

**CATERING:** Only licensed Minnesota caterers are allowed to provide food services at the CEC. If you choose an **outside** licensed 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 or Sterling Catering.

<b>CROOKED PINT/STERLING CATERING</b>	<b>SARAH ROSENOW</b>	CHASKACATERING@CROOKEDPINT.COM	<b>952.738.2478</b>
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Contact Sarah to discuss food options as well as what services will be provided. Packages include setup service and cleanup, as well as linens, china, etc.

**BEVERAGE:** All alcoholic beverages must be served via our exclusive on-site liquor caterer, Crooked Pint Ale House. Please contact:

<b>CROOKED PINT/STERLING CATERING</b>	<b>SARAH ROSENOW</b>	CHASKACATERING@CROOKEDPINT.COM	<b>952.738.2478</b>
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**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 Manager approval.

**FLOOR PLAN:** The rental party agrees to submit the expected floor plan no less than fifteen (15) 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 setup tables, chairs, and additional AV equipment as requested. If changes need to be made, they must be made no later than 24 hours in advance of the event and during normal business hours which are Monday – Friday: 8:00am to 4:30pm.

Included in CEC rental fee:

STACKING BANQUET CHAIRS	300	72" (6') X 30" RECTANGULAR TABLES	15
60" (5') ROUND TABLES (SEAT 8)	40	42" HIGH-TOP COCKTAIL TABLES	5
CHILD HIGHCHAIRS	3		

Additional rental equipment:

DESCRIPTION	LOCATION	RATE
PROJECTOR AND SCREENS	IN BALLROOM	\$100
FLAT-SCREEN TV/DVD	PORTABLE	\$40

\* 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. 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.

- 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 any personal alcohol on the premises.
- Children must be directly supervised by an adult 18 years or older. There is no running in the Welcome Hall.

**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 to review both a pre-activity and a post-activity checklist with Events 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 review the checklists at the time that the room set up is submitted.

**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. Candles are permitted as long as the flame is enclosed in glass (such as votive and hurricane lamps). Candles may also be used if floating in nonflammable liquid. 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. Decorations are permitted within reason and must be approved by the CEC management. Decorations are permitted only in the space you have reserved. It is the responsibility of the renter to remove ALL decorations immediately after your event, tables and chairs must be cleared of all debris. The rental facility must be returned to the condition it was provided to the renter.

**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.



Date Received

Facility Use Agreement

Client Name:
Contact Person:
Address
Phone number
Email:
City
State
Zip
2nd Phone number

Event Date
Nature of Event
Event Signage ex. The Johnson Wedding

Set up notes (examples: Theater, Banquet, Classroom, U –Shape, Square, Other) You must turn in map 15 days prior to event

Set up Time
Event Start Time
Event End Time
Event Take Down Time
Total Hours of Rental
Estimated Attendance

Indicate any AV needs and how many requested: Projector/Screen, Microphone, and Portable Flat Screen TV/DVD

Please Indicate Caterer

Will alcohol be served at your event: Yes No Indicate time alcohol will be served: Start Time: End Time:
Renter must use CEC designated alcohol provider if serving alcohol. Events that serve alcohol will be required to have security from the start of alcohol serve time to the end of the event. The fee is \$40 per hour.

Ceremony Site Request

Will you be having an onsite ceremony YES NO If you are having an offsite ceremony, please list location and time of ceremony

Onsite Ceremony location request:

Two picturesque outdoor ceremony sites are available. Both provide beautiful ceremony locations with stunning views of the lake and the event lawn. The Ballroom may be used as an indoor ceremony site or in lieu of the outdoor sites in case of inclement weather

Brickyard Gardens (up to 40)
Event Center Lawn (up to 300) \$500.00
Event Center Ballroom (up to 300)

Start time
End Time
Estimated attendance

Rentals include a scheduled one (1) hour rehearsal for your ceremony. Rehearsals may be scheduled Monday-Thursday (excluding holidays) between 9:00 AM and 4:30 PM or weekday evenings with the approval of the CEC manager. Reservations for rehearsals are booked one month prior to the event date and are based on availability.

**2018 RENTAL RATES:** RENTAL INCLUDES THE BALLROOM, GARDEN CEREMONY SITE, PATIO, DRESSING ROOMS, AND RECEPTION HALL.

**FRIDAY EVENING BLOCK - 8 HOUR BLOCK MINIMUM (ADDITIONAL HOURS MAY BE ADDED IF AVAILABLE, SEE HOURLY RENTAL RATES)**

<b>CHASKA RESIDENT</b>	<b>NON RESIDENT</b>
\$800	\$1000

**SATURDAY BLOCK - 8 HOUR BLOCK MINIMUM (ADDITIONAL HOURS MAY BE ADDED IF AVAILABLE, SEE HOURLY RENTAL RATES)**

<b>CHASKA RESIDENT</b>	<b>NON RESIDENT</b>
\$1100	\$1350

**SUNDAY- THURSDAY BLOCK RATES:**

**4 HOUR BLOCK (ADDITIONAL HOURS MAY BE ADDED IF AVAILABLE, SEE HOURLY RENTAL RATES)**

<b>CHASKA RESIDENT</b>	<b>NON RESIDENT</b>
\$275	\$350

**8 HOUR BLOCK (ADDITIONAL HOURS MAY BE ADDED IF AVAILABLE, SEE HOURLY RENTAL RATES)**

<b>CHASKA RESIDENT</b>	<b>NON RESIDENT</b>
\$500	\$625

**2 HOUR BLOCK (ADDITIONAL HOURS MAY BE ADDED IF AVAILABLE, SEE HOURLY RENTAL RATES)**

<b>CHASKA RESIDENT</b>	<b>NON RESIDENT</b>
\$125	\$175

**HOURLY RATES**

If you need to add additional hours to your block time these hourly rates would apply. Hourly rates are only available with approval from the CEC manager. Please see block rates for initial booking fees.

<b>CHASKA RESIDENT</b>	<b>NON RESIDENT</b>
\$50	\$75

**DAMAGE DEPOSIT**

<b>FRIDAY AND SATURDAY</b>	<b>SUNDAY – THURSDAY</b>
\$500	\$300

Total estimate for event, block time plus any additional hours \$ \_\_\_\_\_ 50% down \$ \_\_\_\_\_  
 (Additional hours can be added closer to event depending on availability)

\_\_\_\_\_  
 Responsible Payer Signature (by signing this you are responsible for all payments on this contract) Date

\_\_\_\_\_  
 Chaska Event Center Manager Date

*The Renter signing this agreement hereby acknowledges receipt of this Facility Use Contract and agrees to be personally liable for any damages caused to the CEC during the period of rental stated on the contract. If any of the above fees, terms, or conditions are not met, the Renter risks losing their full damage deposit. The amount of the damage deposit paid hereunder is not a limit of the Rental Party's liability to the CEC for damage. This agreement may not be assigned or transferred.*

Damage Deposits are due thirty (30) days prior to your rental period. Damage Deposits, when submitted, are deposited and will be returned via city check, usually within six (6) weeks following the event. Deductions may be made for damage, excessive cleaning, or time used beyond the contracted period.

**FOR OFFICE USE ONLY**

**Fees:** Facility \_\_\_\_\_ A/V: \_\_\_\_\_ other: \_\_\_\_\_

Amount	Date Due	Paid By	Reason	Payment method	Date Processed
\$					
\$					
\$					

Total Fees: (not including damage deposit)	
\$	
Damage Deposit:	Due:

**RENTAL RATE  
CHANGES FOR THE  
2019 CALENDAR  
YEAR GO INTO EFFECT  
JANUARY 1ST, 2018**

**PLEASE SEE FOLLOWING PAGE FOR  
2019 PRICING**

**2019 RENTAL RATES:** RENTAL INCLUDES THE BALLROOM, GARDEN CEREMONY SITE, PATIO, DRESSING ROOMS, AND RECEPTION HALL.

**FRIDAY EVENING BLOCK - 8 HOUR BLOCK MINIMUM (ADDITIONAL HOURS MAY BE ADDED IF AVAILABLE, SEE HOURLY RENTAL RATES)**

CHASKA RESIDENT	NON RESIDENT
\$1,000	\$1,200

**SATURDAY BLOCK - 8 HOUR BLOCK MINIMUM (ADDITIONAL HOURS MAY BE ADDED IF AVAILABLE, SEE HOURLY RENTAL RATES)**

CHASKA RESIDENT	NON RESIDENT
\$1,250	\$1,500

**SUNDAY BLOCK RATES:**

**4 HOUR BLOCK (ADDITIONAL HOURS MAY BE ADDED IF AVAILABLE, SEE HOURLY RENTAL RATES)**

CHASKA RESIDENT	NON RESIDENT
\$300	\$375

**8 HOUR BLOCK (ADDITIONAL HOURS MAY BE ADDED IF AVAILABLE, SEE HOURLY RENTAL RATES)**

CHASKA RESIDENT	NON RESIDENT
\$550	\$675

**2 HOUR BLOCK (ADDITIONAL HOURS MAY BE ADDED IF AVAILABLE, SEE HOURLY RENTAL RATES)**

CHASKA RESIDENT	NON RESIDENT
\$150	\$200

**MONDAY- THURSDAY BLOCK RATES:**

**4 HOUR BLOCK (ADDITIONAL HOURS MAY BE ADDED IF AVAILABLE, SEE HOURLY RENTAL RATES)**

CHASKA RESIDENT	NON RESIDENT
\$275	\$350

**8 HOUR BLOCK (ADDITIONAL HOURS MAY BE ADDED IF AVAILABLE, SEE HOURLY RENTAL RATES)**

CHASKA RESIDENT	NON RESIDENT
\$500	\$625

**2 HOUR BLOCK (ADDITIONAL HOURS MAY BE ADDED IF AVAILABLE, SEE HOURLY RENTAL RATES)**

CHASKA RESIDENT	NON RESIDENT
\$125	\$175

**HOURLY RATES**

If you need to add additional hours to your block time, additional hourly rates apply. Hourly rates are only available with approval from the CEC manager. Please see block rates for initial booking fees.

CHASKA RESIDENT	NON RESIDENT
\$50	\$75

**DAMAGE DEPOSIT**

FRIDAY AND SATURDAY	SUNDAY – THURSDAY
\$500	\$300

Total estimate for event, block time plus any additional hours \$ \_\_\_\_\_ 50% down \$ \_\_\_\_\_  
(Additional hours can be added closer to event depending on availability)

\_\_\_\_\_  
Responsible Payer Signature (by signing this you are responsible for all payments on this contract)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chaska Event Center Manager

\_\_\_\_\_  
Date

The Renter signing this agreement hereby acknowledges receipt of this Facility Use Contract and agrees to be personally liable for any damages caused to the CEC during the period of rental stated on the contract. If any of the above fees, terms, or conditions are not met, the Renter risks losing their full damage deposit. The amount of the damage deposit paid hereunder is not a limit of the Rental Party's liability to the CEC for damage. This agreement may not be assigned or transferred.

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