



CITY OF MINNETONKA

14600 Minnetonka Blvd. | Minnetonka, MN 55345 | 952-939-8390 | minnetonkamn.gov

MINNETONKA COMMUNITY CENTER

Banquet Facility Rental Information

(Community Room, Dining Room & Banquet Room)

Thank you for your interest in the Minnetonka Community Center Banquet Facility.

Enclosed you will find a copy of our current policy and fees along with an application for rental of the facilities. We have created this information packet to describe our facilities and answer the most frequently asked questions.

The banquet facility is available for special events such as receptions, company events, reunions and large meetings. The maximum dining capacity for the banquet facility is 250 people.

Please carefully review all of the information. If you wish to reserve the Community Center banquet facility, please submit a completed application along with a \$250.00 non-refundable down payment.

We appreciate your interest in the Minnetonka Community Center and want to help make your event a success. We welcome the opportunity to answer your questions and provide you with a tour of the facility. Please feel free to call us at (952)939-8390.

Sincerely,

Mike Pavelka
Recreation Services
Community Facilities Superintendent



Minnetonka Community Center
 office:(952) 939-8390 fax:(952) 939-8373
 Effective 7/1/2022 (subject to change)



<i>Minnetonka-based Non-Profit organization</i>	*Banquet Room**	Dining Room**	Community Room**	Council Chambers**	Meeting Room**
Monday – Thursday	\$175	\$125	\$125	\$15/hr	\$10/hr
Friday (4pm-midnight) OR Saturday (up to 10 hours)	\$450	n/a	n/a	\$15/hr	\$10/hr
Saturday All Day (8am-12am)	\$625	n/a	n/a		
Sunday (up to 10 hours)	\$425	n/a	n/a	\$15/hr	\$10/hr
Sunday All Day (8am-10pm)	\$525	n/a	n/a		
Saturday (8am-noon)	\$325	n/a	n/a	\$15/hr	\$10/hr
<i>Non-Minnetonka Non-Profit</i>	*Banquet Room**	Dining Room**	Community Room**	Council Chambers**	Meeting Room**
Monday – Thursday	\$250	\$175	\$175	\$20/hr	\$15/hr
Friday (4pm-midnight) OR Saturday (up to 10 hours)	\$550	n/a	n/a	\$20/hr	\$15/hr
Saturday All Day (8am-12am)	\$800	n/a	n/a		
Sunday (up to 10 hours)	\$525	n/a	n/a	\$20/hr	\$15/hr
Sunday All Day (8am-10pm)	\$650	n/a	n/a		
Saturday (8am-noon)	\$425	n/a	n/a	\$20/hr	\$15/hr
<i>Resident</i>	*Banquet Room**	Dining Room**	Community Room**	Council Chambers**	Meeting Room**
Monday – Thursday	\$400	\$275	\$275	\$25/hr	\$20/hr
Friday (4pm-midnight) OR Saturday (up to 10 hours)	\$850 (\$45/addl hr)	n/a	n/a	\$25/hr	\$20/hr
Saturday All Day (8am-12am)	\$1,025	n/a	n/a		
Sunday (up to 10 hours)	\$725	n/a	n/a	\$25/hr	\$20/hr
Sunday All Day (8am-10pm)	\$825	n/a	n/a		
Saturday (8am-noon)	\$525	n/a	n/a	\$25/hr	\$20/hr
<i>Non-Resident</i>	*Banquet Room**	Dining Room**	Community Room**	Council Chambers**	Meeting Room**
Monday – Thursday	\$525	\$350	\$350	\$30/hr	\$25/hr
Friday (4pm-midnight) OR Saturday (up to 10 hours)	\$1,175 (\$70/addl hr)	n/a	n/a	\$30/hr	\$25/hr
Saturday All Day (8am-12am)	\$1,450	n/a	n/a		
Sunday (up to 10 hours)	\$850	n/a	n/a	\$30/hr	\$25/hr
Sunday All Day (8am-10pm)	\$1,000	n/a	n/a		
Saturday (8am-noon)	\$675	n/a	n/a	\$30/hr	\$25/hr

*The Banquet Room consists of both the Dining Room and Community Rooms

**A/V equipment is included with banquet room, dining room or community room rental. If A/V is needed for council chambers and other meeting rooms, a \$50 fee applies in addition to the room fee.

- All non-profit groups must submit current documentation of non-profit status; i.e, 501c3 form.
- Building closes Sunday-Thursday at 10:00pm and Friday/Saturday 12:00am



**Minnetonka Community Center
Banquet Room Rental Information**
(includes both the Community and Dining Rooms)
Office: (952)939-8390 Fax: (952) 939-8373



Building Hours: The latest building can stay open is Sunday-Thursday 10:00pm and Friday/Saturday 12:00am.
Renter is permitted an additional 30 minutes after their permit end-time to remove their items.

Maximum Seating: 250 Banquet Style (tables & chairs)
300 Theater Style (chairs only - only 250 chairs supplied)

Alcohol; Damage & Cleanup Deposit: (rate subject to change)
\$300.00 - Minnetonka Police security required if serving alcohol – **beer, malt beverage, wine, champagne only.**

- Hard liquor is **not permitted** in the Community Center.
- Renter must provide attendant (at least 21 years of age) to serve.
- Drinks must be available at no charge and servers cannot accept gratuities.
- **If serving alcohol, renter must provide proof of \$300,000.00 or greater in liability insurance coverage.**

\$300.00/\$800.00 – Kitchen and Room damage/cleanup deposit depending upon activity

- Only credit card or cash accepted for damage/cleanup deposit
- If no damage nor additional cleanup, deposit will be returned within 10 business days of your event
- If there is evidence hard liquor (i.e. vodka, rum, tequila, whiskey, liqueurs, etc.) was consumed or served on the premise OR beer, wine or champagne was served without first securing security through the City, renter will forfeit full deposit.
- If renter does not clean space and vacate by end time on their permit, renter will forfeit full deposit

Additional fees and/or damage deposits may be required for unique set-up or decorations.

Resident/Non-resident of the City of Minnetonka:

- Residents can reserve up to 18 months in advance and non-residents up to 12 months.
- A resident CANNOT reserve the room for a non-resident. If found in violation, the reservation will be revoked and rental down payment will not be refunded.

Rentals:

- Projection screen, easel, piano = No charge
 - Projector with laptop no charge
 - TV / DVD = \$15.00
 - Coffee^{**}: 12 cups = \$10.00; 36 cups = \$15.00; 55 cups = \$20.00; 100 cups = \$30.00
- ^{**}Includes percolator & coffee only - NOT INCLUDED: cups, cream, sugar, stir sticks, and napkins

Tables Available: 23 – 5' Round (up to 8 chairs per table)
16 – 6'x3' (up to 8 chairs)
4 – 8'x3' (up to 10 chairs)
4 - 3'x3' (up to 4 chairs)

Setup and Decorations:

Only one room setup and tear down of tables and chairs is provided. All decoration plans and any additional room setup must be approved by the Facility Manager. Tape, tacks, glitter, confetti, cutouts, ceiling decorations and fog or fog-like machines are not permitted. Only self-contained candles are permitted. Renter assumes responsibility for any damage resulting from decorations and/or special setups. Renter must remove all items brought into facility immediately following event.

Dimensions: Room - approximately 100' x 44'; Permanent Dance Floor - half circle, radius approximately 17'

Misc.:

- If SERVING FOOD, renter must use a licensed caterer or have proof of \$300,000 or greater in liability insurance
- OVERNIGHT STORAGE is not permitted.
- LOBBY areas are not available for use unless advanced permission is arranged. A fee would apply.
- Renter CANNOT charge admission, collect money, or sell merchandise or services unless specifically approved by facility management.
- City of Minnetonka facilities are SMOKE-FREE. Smokers' posts are available outside main entrances.



Minnetonka Community Center

Kitchen and Room damage/cleanup deposit (\$300.00/\$800.00)

(No personal checks accepted for damage deposit)



KITCHEN

The City of Minnetonka requires all renters of the Community Center Banquet Room, Community and/or Dining Rooms, who also use the kitchen facilities to thoroughly clean the following areas:

- A. All counter tops, cabinet faces and carts.
- B. All sinks.
- C. All ovens and stove tops, including grease trap.
- D. Dishwasher, its counter and sink trap.
- E. Freezers, Refrigerators, and Microwave.
- F. Any oil used for frying must be removed and disposed of by renting party. Oil containers will not be furnished for this disposal.
- G. Any walls dirtied during the event.

All items brought into the building, including food, alcohol, containers, or decorations must be removed upon the completion of the event. The kitchen floor and any garbage containers used during the event will be cleaned by the Community Center staff. The City does not furnish cleaning supplies.

BANQUET ROOM

The City of Minnetonka requires all renters of the Community Center to be responsible for the operating rules of the Community Center and for undue damage and excessive dirty or untidy conditions to the building, rooms and/or City equipment and furniture provided for the renter's use. Examples of what the renter is responsible for include, but is not limited to:

- Supervision of all their guests in the Community Center
- All supplies and items that will not vacuum under normal circumstances. This includes paper, wrappers, candy, flowers, food, containers, balloons, boxes, etc. Examples of **items not allowed** in the facility **include glitter, confetti, cutouts, tape, tacks, ceiling decorations and fog-like machines.**
- Damage to city buildings, grounds and equipment
- Soiling and/or stains caused by neglect and irresponsible action and activities
- Excessive cleanup, including any staff time in excess of two hours after the scheduled end of the event

By signing below, the renter understands the deposit of \$300.00/\$800.00 will be forfeited if 1. there is evidence that hard liquor (i.e. vodka, rum, tequila, whiskey, liqueurs, etc.) was consumed or served on the premise. 2. alcohol was served without first securing security through the City, 3. the facility is not thoroughly cleaned, 4. the room or equipment is damaged, and/or 5. the renter and vendors do not vacate the building by the reservation end time. Any damages in excess of the amount of the deposit will be billed to the renter.

DATE: _____ RENTER: _____

DATE: _____ City of Minnetonka: _____



**Minnetonka Community Center
 Banquet Rentals**
 14600 Minnetonka Boulevard, Minnetonka, MN 55345
 (952)939-8390

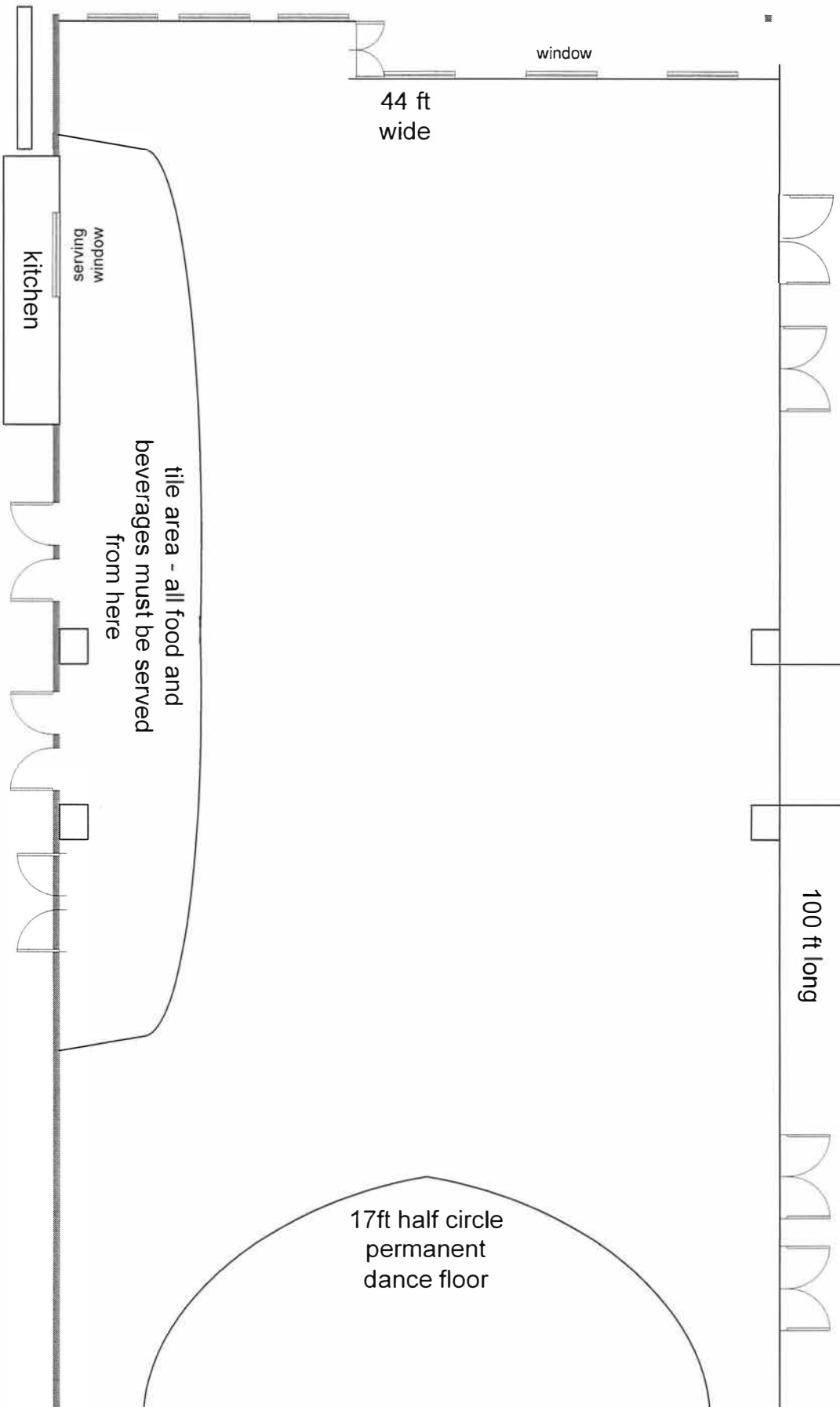


Renter's Name:			
Date of Event:			
	RENTAL COST	ITEMS RENTED	COST
COFFEE (Reg & Decaf) Includes coffee & percolator Not included: cups, cream/sugar, and table servers			
12 Cup	\$ 10.00		
36 Cup	\$ 15.00		
55 Cup	\$20.00		
100 Cup	\$30.00		
AUDIO VISUAL			
TV/DVD	\$ 15.00		
LCD Projector	N/C		
Electronic Message Board (outdoor)	\$50.00		
MISCELLANEOUS			
		TOTAL	



Minnetonka Community Center

Patio Area
no glass or food
served outside



Beer, wine and champagne only. No hard alcohol. **All** decorations must be approved prior to your event. No glitter, confetti, tape or tacks. Self-contained candle only.

**Policy Number 11.7
Scheduling and Use of the Minnetonka Community Center and The Marsh**

Purpose of Policy: This policy establishes the regulations for scheduling and use of the Minnetonka Community Center and The Marsh.

Introduction

The Minnetonka Community Center is operated by the city of Minnetonka under the policies and guidelines established by the Minnetonka city council. The Community Center will serve as the location of the city's senior services program and will also be available for general community use. The facility contains several meeting, conference, and craft room areas and two "special use" areas: the council chambers and the community/dining room/banquet.

The Marsh is operated by the city of Minnetonka under the policies and guidelines established by the Minnetonka city council. The Marsh is a membership-based health and wellness center that also provides spaces for community use.

The Community Center and The Marsh are referred to collectively in this policy as "the Facilities." The city council recognizes the desirability of having the Facilities used as much as possible by residents and community groups. This policy promotes the active use of the Facilities while establishing priorities for use of the Facilities and outlining scheduling procedures and guidelines. It also sets reasonable rules and regulations for use of each of the Facilities.

Priorities for Use of the Community Center and The Marsh

This section of the policy identifies priority classifications for use of the Community Center and The Marsh. For purposes of this policy, the term "User" refers to any public agency, group, organization, or individual(s) who wish to hold a meeting or other event in one of the Facilities. Listed below are the classifications in descending order of priority.

- **A - City government and program activities** – The City of Minnetonka has first priority for use of the Facilities for meetings, programs or events related to the administration of city government and city-sponsored programs. Activities associated with the operation of Minnetonka senior services will have exclusive use of the first floor area of the Community Center, with the exception of the community room, all weekdays between 8:00 a.m. and 4:30 p.m.
- **B - Minnetonka-based public agencies, civic groups, non-profit organizations or resident groups** – Second priority for use of the Facilities is given to other tax supported public agencies which affect residents of Minnetonka. This priority classification also includes Minnetonka-based civic groups and non-profit organizations which contribute to the well-being and betterment of the community such as senior clubs, Lions clubs, scout troops, theater organizations, etc., and resident groups holding neighborhood meetings.

A public agency, civic, non-profit or resident group is considered Minnetonka-based if

it has its headquarters or mailing address in the city of Minnetonka or has at least 35% of its membership roster residing in the city.

- C - Minnetonka-based commercial and business organizations and residents for personal use – Third priority for use of the Facilities is given to Minnetonka-based businesses and commercial organizations and to Minnetonka residents who wish to use the facilities for personal use such as wedding receptions, family reunions, anniversaries, banquets, parties, meetings, etc.
- D - Other individuals, groups and organizations – Last priority for use of the Facilities is given to non-resident individuals and groups and to commercial or business organizations that are not based in Minnetonka.

General Information and Use Regulations

- *Facility Regulations and Rental Agreements*

The city manager or designee must establish rules for use of each of the Facilities that are consistent with and incorporate the requirements of this policy. The purpose of the regulations is to ensure orderly and safe operation of the Facilities, in compliance with applicable laws and ordinances. The regulations may address any subject necessary to achieve that purpose, including, without limitation:

- the days and hours when rooms or areas within the Facility are available for reservation;
- the rental fees, if any, applicable for specific rooms or areas, which may be different for evening and weekend use versus daytime and weekday use;
- when rental agreements are required;
- requirements related to room set-up, decorations and handling of deliveries;
- responsibility for event supervision , which may include added charges if additional city personnel are required, or which may include requirement to provide security for the event;
- responsibility for clean-up, damages and liability related to the event, which may include requirements for a damage deposit, liability insurance and liability waivers;
- use of city equipment, including video equipment, which may include charges for use of city personnel;
- prohibition of uses that are in direct competition with city programs or activities;
- requirements related to service of food and beverages, including alcoholic beverages (beer, wine or champagne only); the requirements may limit the types of alcoholic beverages that may be served, may restrict the hours for service of alcohol, and may include a requirement to provide security, a damage deposit, and/or liability insurance; and
- regulations related to acceptable and unacceptable behavior.

- Reservation Priorities

1. Users wishing to use one of the Facilities should make arrangements through the staff for the appropriate Facility. Prior to scheduling outside groups, the staff will first schedule all city meetings, programs and activities.
2. Scheduling for each Facility will be on a first come-first served basis based on the priority listing outlined earlier in this policy.
 - Users from within Minnetonka (classifications A, B, and C) may reserve the Community Center meeting rooms up to 12 months in advance. Non-resident Users may only reserve the Community Center meeting rooms up to 6 months in advance.
 - Users from within Minnetonka (Classifications A, B, and C) may reserve the Community Center community/dining/banquet room up to 18 months in advance. Non-resident Users (Classification D) may reserve the Community Center community/dining/banquet room up to 12 months in advance.
 - Users in any classification may reserve The Marsh up to 18 months in advance.
 - Once an activity has been scheduled, it cannot be replaced by a higher priority User unless an acceptable alternate space can be arranged.
3. Residents may not reserve a room or facility for non-residents.

The Facilities staff may limit the number of dates a specific User may reserve in advance to ensure that one User does not dominate use of a particular room or facility.

- Fund Raising Activities and Gambling (exchange of money)

For-profit, commercial activities are not permitted at the Facilities. Users in Classifications A or B only may conduct fund raising activities for charitable, educational or non-profit purposes at the Facilities. These activities must be in keeping with the atmosphere and decor of the Facilities and approved by the applicable Facility's manager.

If an event is to be a fund raiser, whether it be by charging admission, selling articles, advanced sale or any other means of collecting monies for fund raising, the User conducting the fund raiser will be charged the "resident" rate as set forth in the rate schedule for the Facilities. In addition, the User may be required to show it is a non-profit by providing proof of 501c3 status.

The only forms of gambling allowed at the Facilities are raffles and bingo events conducted in compliance with Minn. Stat. § 346.166. The User must comply with all

applicable requirements of state law and city ordinances and may not use either Facility more than once per calendar year for gambling events.

- No Smoking Policy

Smoking and vaping are prohibited in the Facilities. The Facilities, like all other city-owned buildings, are designated as smoke-free.

- Cancellation

The city reserves the right to cancel any activities or events in the case of natural disaster, Act of God, etc.

- Violation of Rules

Violation of the rules in this policy or of any rental agreement may result in the loss of any damage deposit and the denial of future use of the Facilities. In addition, violators may be subject to criminal prosecution under applicable city ordinances, State or Federal laws. The city may pursue all remedies available under law for any violations.

Adopted by Resolution No. 87-8473
Council Meeting of September 8, 1987

Amended by Council Motion
Council Meeting of October 23, 1989

Amended by Council Motion
Council Meeting of July 30, 1990

Amended by Resolution No. 92-9442
Council Meeting of September 28, 1992

Amended by Resolution No. 96-137
Council Meeting of September 24, 1996

Amended by Council Motion
Council Meeting of March 5, 2001

Amended by Resolution No. 2003-077
Council Meeting of August 25, 2003

Amended by Resolution No. 2023-107
Council Meeting of Dec. 18, 2023



APPLICATION FOR RENTAL - MINNETONKA COMMUNITY CENTER
 14600 Minnetonka Blvd, Minnetonka MN 55345 Phone (952)939-8390; Fax (952)939-8373
 Hours to process application: Monday - Friday 8am-4pm



This application must be filled out by individuals interested in reserving the Minnetonka Community Center Dining Room, Community Room or entire Banquet Room. The facilities office requires a completed application along with payment of the entire reservation fee or \$250.00 down payment, whichever is less, at the time of reservation. Cash, check, VISA, Discover or Master Card accepted for down payment.
 This amount is NON-REFUNDABLE and NON-TRANSFERABLE. Rates are subject to change.

NAME OF RESPONSIBLE PARTY: (PLEASE PRINT) _____
(Name listed above is the only individual who will be allowed to make arrangements regarding the reserved date and must be at floor plan.)
 STREET ADDRESS _____ CITY _____ ZIP _____
 HOME PHONE _____ WORK PHONE _____
 E-MAIL ADDRESS _____
 ROOM REQUESTED: (please circle one) Community Room (max 125) Dining Room (max 125)
 Banquet Room (max 250) *(Community and Dining Rooms combined)*
 DATE REQUESTED: MONTH _____ DAY _____ YEAR _____
 TIME TO GET IN ROOM: _____ LEAVE AT: _____
 NUMBER OF PEOPLE YOU EXPECT (NOT TO EXCEED 250) _____
 TYPE OF EVENT _____
 RELATIONSHIP OF RESPONSIBLE PARTY TO EVENT LISTED ABOVE: _____

DOES YOUR EVENT INCLUDE ANY EXCHANGE OF MONEY (i.e. CHARGE ADMISSION, COLLECT MONEY, SELL MERCHANDISE OR SERVICES, ETC)? YES _____ (describe) _____ NO _____
If your event charges admission, collects money or sells merchandise or services of any kind you MUST have your event approved by Facility Management before application is approved.

WILL BEER, WINE OR CHAMPAGNE BE SERVED? YES _____ NO _____
If serving beer, wine or champagne, the renter must provide a certificate of liability insurance, with the City of Minnetonka listed as a certificate holder, showing proof of \$300,000.00 or greater in liability insurance coverage.

1. Residents cannot apply for, rent or reserve the facility for a non-resident.
2. Contracts will only be issued in the name of the above applicant.
3. Applicant must be present at above event in its entirety.
4. If serving food, the responsible party must provide a current catering license to the city. If a non-licensed caterer will be used, a certificate of liability insurance from your insurance company which shows you have liability coverage in the amount of \$300,000 or greater is required for the day of your event. The City of Minnetonka must be listed as a certificate holder and the certificate must be in the name of the applicant.
5. By signing this application form, the Lessee acknowledges on behalf of him/herself and the Lessee's organization or group ("participant") that use of Minnetonka's facilities may carry a risk of personal injury. The participants RELEASE AND DISCHARGE, the City of Minnetonka and their agents and employees, from liability for injuries or damages, including any losses CAUSED BY THE NEGLIGENCE OR STRICT LIABILITY of the Released Parties.
6. This application is only a request. An approved date will be confirmed with a permit issued to the responsible person above. Down payments for confirmed dates are non-refundable/non-transferable. If requested date is not available, down payment will be returned.
7. Approved reservations could be cancelled or the event capacity could be restricted due to circumstances outside of the city's control.

I have read all of the above information, as well as the Minnetonka Community Center policy, and have a complete understanding of its content.
 APPLICANT: Signature _____ Date: _____

OFFICE USE ONLY:

Payment method Check _____ Cash _____ Credit Card Visa _____ Master Card _____ Discover _____

Application received by _____ Date _____ Resident verification _____