



# CHASKA COMMUNITY CENTER Brick City Banquet Room Rental Application

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

**Check Appropriate Boxes Below:**

- Monday-Thursday  
 Chaska Resident/CCC Member—\$35/hr  
 Non-Resident/Non-Member—\$40/hr

- Friday/Saturday/Sunday  
 Chaska Resident/CCC Member—\$50/hr  
 Non-Resident/Non-Member—\$60/hr

w/Kitchen (no extra fee)

Request to have the room divider pulled— Yes  No  
*Smaller groups of 40-70 may want the divider pulled for use of a smaller space; full room can accommodate up to 200.*

Do you plan to serve alcohol at your event?  Yes\*  No  
 If Yes, you may only serve alcohol for a 3-hr block of time—  
 please indicate time frame: \_\_\_\_\_ am/pm TO \_\_\_\_\_ am/pm  
 \*Automatic Take Down fee of \$50 is applied if alcohol his being served.

<u>Equipment Needs</u>
<input type="checkbox"/> TV/DVD ( <i>with HDMI capability</i> )
<input type="checkbox"/> Projection Screen
<input type="checkbox"/> Podium
Microphone— <i>check one</i>
__ Wired
__ Wireless Handheld
__ Wireless Lapel
<input type="checkbox"/> LCD Projector— <i>\$40 flat fee</i>
<input type="checkbox"/> Audio Cord ( <i>to plug into PA system</i> )

<u>Set-Up/Take-Down</u>
<input type="checkbox"/> CCC Set Up tables and chairs—\$50
<input type="checkbox"/> CCC Take Down tables and chairs—\$50*
*Take Down fee is automatic if alcohol is being served.

----- Contact Person	----- Name of Organization ( <i>if applicable</i> )	
----- Address	----- City	----- Zip
----- Phone Number	----- Alternate Number	
----- Email		

**Event Details**

----- Requested Date of Event	----- Nature of Event	----- Est. Attendance	----- Room Signage ( <i>ex. "Johnson Wedding"</i> )	
----- _____ am/pm	----- _____ am/pm	----- _____ am/pm	----- _____ am/ pm	
Room Start/Set up time	Event Start Time	Event End Time	Take Down/Clean Up Time	Total Rental Hours

Are you serving food?  Yes  No *If Yes, please explain (bringing own, catering, etc.)* \_\_\_\_\_

Are you providing 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 of Applicant

-----  
Date

----- Date Received
----- Permit Number



# Chaska Community Center

## Brick City Banquet Room Policies and Procedures

- A minimum of 7 days notice is required to reserve the Community Room. Residents cannot reserve the Community Room or any other Chaska Community Center space for a non-resident group.
- A \$300/\$600 refundable damage/clean up deposit may be required for certain large events– the Parks and Recreation office will advise if this is applicable. If you are serving alcohol, the \$600 refundable damage/clean up deposit is automatic. Renters are responsible for any damage occurring during and by their use.
- If you are serving alcohol the \$50 take down/clean up charge is automatic. Please also review, and adhere to, the separate Alcohol Policies which will be provided when serving alcohol.
- All of the appropriate forms and fees must be submitted prior to any confirmation permit being issued. Do not consider the space booked for your group until you receive a “Facility Permit” confirming your date and time. This includes all forms required for alcohol consumption.
- No reservation requests will be accepted earlier than 12 months prior to the requested usage date.
- 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 20% of the total room fee (damage deposit automatically returned).
- Smoking is prohibited in the Brick City Banquet Room and all other parts of the Community Center. Please make sure your guests observe this ordinance.
- The Brick City Banquet Room is intended to meet a variety of needs. Its primary use is for larger gatherings best suited in a banquet room this size. Other uses may include small functions such as meetings, wedding/baby showers, athletic banquets, etc. Groups which would require monthly or bi-weekly bookings solely in the Brick City Banquet Room will be requested to seek other available facilities. The policy is necessary to accommodate the largest number of groups possible.
- NO CANDLES!
- 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. If you can find magnetic hooks to attach to the ceiling tiles in order hang things that is acceptable. 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; wiping tables down before putting away; cleaning kitchen if used. Supplies (broom, dust pan, spray cleaner and rags) located in Chair Storage closet.
- The Brick City Banquet Room has a maximum capacity of 200 with tables and chairs banquet style; 230 using chairs only in a theater-style arrangement. Larger groups may rent adjacent areas. Smaller groups of 45-70 may request to have the divider pulled and use half of the room, which has a maximum capacity of 70 with tables and chairs; 100 using chairs only in a theater-style arrangement.
- Please have guests to your event enter the main doors to the Community Center.
- 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.



# CHASKA COMMUNITY CENTER Brick City Banquet Room Damage/Clean Up Deposit

## CONTRACT

\*Please read carefully and return with Rental Application form.

\$300 Damage Deposit (no alcohol)    \$600 Damage Deposit (w/alcohol)    Damage Deposit 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, as well as for the conduct of its group or others present during the rental period. The rental party shall take full responsibility for undue damage and excessive dirty, or untidy, conditions to the building, rooms and/or City equipment and furniture. Please remind your group that the Chaska Community Center is a place of business. Children running or playing in the hallways or restrooms will not be tolerated, and if serving alcohol, all beverages must be contained in the area that is rented and are NOT allowed in the hallway, Auditorium, or Gallery.

### Brick City Banquet Room

Examples that renter is responsible for include, but are not limited to:

- Supervision of all guests in the Community Center.
- Damage resulting from inappropriate actions.
- Soiling and/or stains caused by neglect and irresponsible action and activities.
- Making sure all garbage is thrown away in garbage cans provided in the room.
- Wipe down all tables before putting them away.
- Sweep the floor before leaving - large and small brooms located in the chair storage closet.
- All decorations taken down and removed - please see Policies sheet for rules on decorating.
- Any clean-up period of time that is in excess of our average clean up time that is the result of any of the above noted examples.

### KITCHEN \*The CCC will not furnish cleaning supplies or any cooking utensils.

Thoroughly clean the following areas as used:

- All counter tops and sinks
- Oven, stove top, and microwave
- Coffee makers (if used)
- Any spills in the refrigerator or freezer
- Any walls dirtied during the event.
- Sweep the floor

### **\*IF YOU HAVE CONTRACTED WITH THE CCC STAFF TO DO TAKE DOWN FOR YOU (\$50):**

Take down by the CCC staff means our staff will take down and put away the tables and chairs after your event, and clean the floors. The Renter is responsible for making sure all garbage is thrown away in the garbage cans provided; make sure all tables are cleared of any paper products (plates, napkins, cups, table clothes, etc); and have all decorations removed.

It is understood that the renter's deposit of \$\_\_\_\_\_ will be held if the items listed are not thoroughly cleaned or are damaged. Any damages in excess of the amount of the deposit will be billed to the renter.

\_\_\_\_\_  
Signature(s) of Primary Renter(s)

\_\_\_\_\_  
Date

Dear Prospective Community Room Renter,

Thank you for your interest in the Chaska Community Center Brick City Banquet Room. Enclosed are copies of the room policies and a room rental application form. Please note that the Community Center is a tobacco-free facility. The use of tobacco products on the premises may result in a loss of the damage deposit.

To reserve the Community Room definitely for your event, you must return the following to the Facility Coordinator:

- Completed Application Form
- Signed Damage Deposit/Clean Up Contract
- Full Payment for your rental
- Refundable Damage Deposit (if applicable)

You will then receive a 'Facility Permit' confirming your dates and times. *Do not consider any space held for your group until you receive this confirmation.*

Please hold on to your facility reservation contract, as you may need to refer to specific information on the contract.

Again, thank you for your inquiry.

Sincerely,

Jaime Wiemann  
City Resource & Events Supervisor  
City of Chaska