

CHASKA COMMUNITY CENTER BRICK CITY BANQUET ROOM – RENTAL APPLICATION FORM

DAY OF THE WEEK	CHASKA/CARVER RESIDENT	STANDARD RATE
Monday – Thursday; Sunday	\$68/hr	\$80/hr
Friday / Saturday	\$87/hr	\$102/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 received a Facility Permit.

APPLICANT

Primary Contact:
Name of Organization <i>(if applicable)</i> :
Address:
Primary Phone Number:
Email:

EVENT INFORMATION

Requested Date:	
Nature of the Event:	Est. Attendance:
Room Access: Time In: _____ <input type="checkbox"/> am <input type="checkbox"/> pm <i>Time you would like access to begin set up /decorating.</i>	Time Out: _____ <input type="checkbox"/> am <input type="checkbox"/> pm <i>Take down/clean-up is done; vacating building.</i>
Event start time/guest arrival: _____ <input type="checkbox"/> am <input type="checkbox"/> pm / Event end time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm	
Kitchen Access: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*no extra fee</i>	
Do you wish to serve alcohol at your event: <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, you may only serve alcohol for a 3-hour block of time. Please indicate the 3-hour block you plan to serve: _____ <input type="checkbox"/> am <input type="checkbox"/> pm TO _____ <input type="checkbox"/> am <input type="checkbox"/> pm <i>*Additional alcohol policies apply.</i>	
Are you serving food: <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please explain:	
Any entertainment: <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please explain:	
Select if you would like CC Staff to set-up / take down tables and chairs for you: <input type="checkbox"/> CC Staff Set-Up - \$75 <input type="checkbox"/> CC Staff Take Down - \$75 <i>*Take down fee is automatic with alcohol.</i>	
Select the type of tables you want: <input type="checkbox"/> Round <input type="checkbox"/> Rectangular banquet table (6ft)	

EQUIPMENT NEEDS

<input type="checkbox"/> Access to Smart TV- Mounted 100" smart TV for presentations. HDMI capability (cable provided). <input type="checkbox"/> Podium <input type="checkbox"/> Audio Cord– to connect to the room's speakers via your device. Device must have headphone jack. <input type="checkbox"/> Microphone: check all the apply <input type="checkbox"/> Wireless handheld (1) <input type="checkbox"/> Clip-on Lapel (1) <input type="checkbox"/> Wired

BRICK CITY ROOM RENTAL AGREEMENT

Failure to comply with any terms in the rental agreement stated below may result in the forfeiture of your security deposit.

RESERVATION TIMES

- You are required to abide by the start and end time on your Facility Contract. It is imperative to uphold this timeline out of consideration for our dedicated staff who diligently work to maintain a seamless operation.
- 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.

GALLERY

- The art Gallery outside the Theater entrance is not an extension of your rental space or intended as a gathering area for extended socializing after your event.

TABLES AND CHAIRS

- If you choose to have CC Staff do the setup 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.
- If you are doing your own set up, this must be done within your contracted time.
- 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 Contract 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 Contract.
- ONLY 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 and remove all decorations.
- Wipe tables down before putting them away. Take down/put away any tables and chairs used within your contracted rental time (unless contracted with the CC to do this for you). If CCC is doing the take down of tables and chairs you must still clear all the tables, have all garbage thrown away and have all decorations taken down.
- 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 within your contracted rental time, or you leave the room excessively messy resulting in extra staff clean-up time, a portion of your security deposit may be held.

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 is 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. Additional Alcohol Policies will be provided and must be adhered to.

SECURITY DEPOSIT/LIABILITY - \$500 Security Deposit is applicable. It will be deposited and returned via city check or directly refunded back to the credit card payment was made on within one week after rental provided rental terms were adhered to.

- You are responsible for the conduct of all your guests and 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 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: _____ **Date:** _____

The above signed 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 people 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.

Chaska Community Center Brick City Banquet Room - General Information

RESERVATIONS

A minimum of 7 days' notice is required to reserve the Community Room. Residents 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.

SECURITY DEPOSIT

A \$500 refundable deposit is required and will be deposited and returned via city check or directly refunded back to the credit card payment was made on within one week after rental. Renters are responsible for any damage occurring during and by their use. Failure to comply with any terms in the rental agreement stated below may result in the forfeiture of your security deposit.

LIABILITY

You are responsible for the conduct of all your guests and must remain in your reserved area. Any loss, breakage, or damage to the room, or equipment can result in a portion or all your 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 and not left unsupervised to wander the building and run the hallways

GALLERY

The art Gallery outside the Theater entrance is not an extension of your rental space or intended as a gathering area for extended socializing after your event.

ALCOHOL

If you are serving alcohol proof of Liquor Liability Insurance is required and should be submitted to the Resource and Event Services Supervisor 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 the event to receive a full refund of any payments made (damage deposit automatically returned). Cancellations made in 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 are only allowed on a cake. No other open flame allowed.

TABLES AND CHAIRS

We have both round tables (5ft diameter) and 6-foot rectangular banquet tables. The chairs are armless.

DECORATING

Tacks, nails, glue, tape and other adhesive type products are not permitted use on any walls. Nothing from the ceilings. 3M painter's tape or 3M Command Strips are acceptable. Absolutely no tape may be used on the floor EXCEPT 3M painter's 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 them away; cleaning kitchen if used. Supplies (broom, dustpan, 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 exception.

CAPACITY

Maximum capacity of 200. The adjacent Sun Room, if reserved, can accommodate an additional 40.

MUSIC

If providing music (band, DJ, via Bluetooth), 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.