SHAKOPEE COMMUNITY ROOM

1255 Fuller Street South

952-233-9500

www.ShakopeeMN.gov

FACILITY RENTAL INFORMATION

Located within the Shakopee Community Center, conveniently accessible and central to area attractions, events, downtown Shakopee, hotels and transportation routes. The perfect location for meetings, events and receptions.

Amenities

Includes a large hall with dance floor, fireplace and a wall of natural light. A catering kitchen, A/V system with projection, dual 65 inch TV's, color changing led wall wash system and warm decorative touches all lend to a first class space.

Specifications

Square footage	Dimensions	Capacity	6' tables	6'tables	½ circle tables	Chairs
Main Room: 2653 Catering Kitchen: 195	85' L x 31' W 17' L x 11.5' W	191	15 (round)	8 (rect)	2	130 armless 50 w/arms

Rates and Options

Day	Rate (hr)	Includes	Terms
Sunday-Friday	$75	Tables, chairs, kitchen, TV's	$100 damage deposit or $500 damage deposit (if serving alcohol) 2 hour minimum
Saturday	$100		

Option	Description	Rate
Coffee Pot Service	All inclusive: coffee maker, coffee, 2 air pots, sugar, cream, filters, cups	$30
Video System	Projector and screen	$25
Audio System	Microphone and speakers	$25
Add'l or Holiday Staff	Per Hour	$30
Special Use Permit	Subject to event details (sales, bounce house, alcohol related, etc.)	$50/$100/$150

Booking/Reservations

- The renter shall organize all activities to fit into the start and end rental time, including setup and takedown/clean up.
- Reservations should be submitted at least two weeks in advance of rental date.
- ~~Wedding rentals and special event requests can be made starting in January of the previous calendar year. All other rentals are subject to seasonal scheduling dates.~~

- After hour events must conclude by 10 pm on Sunday-Thursday or 12 am on Friday and Saturday. Takedown/Cleanup end times may go until 10:30 pm or 12:30 am, respectively, to allow for adequate clean up. Must be included in overall rental time.

Payment, Refunds and Cancellations

- Full payment due upon reservation, including $100 or $500 refundable damage deposit .
- No shows receive no refunds.
- Damage deposit is returned by crediting to credit card or by check in 2-3 weeks if facility is suitable. Any damage will be deducted from the deposit prior to possible refund. Damages in excess of the deposit are the responsibility of the renter and will be billed.
- 30 days notice required to be reimbursed for cancellation, minus $5 service fee.
- The SCC reserves the right to cancel this agreement due to unforeseen circumstances, with no liability. If enacted, a refund will be issued.

Event Set Up

- Rental areas will not be available before the time specified on the agreement.
- Renter is responsible for their own setup and takedown.
- Decorations are permitted within guidelines or with permission only. Failure to follow will result in loss of deposit.
  Encouraged: Free standing items, center pieces, balloons, signage on easels
  Prohibited: Candles, confetti, glitter, tape, glue, nails, tacks, staples, sand, silly string, rice, flower petals, adhered items or hooks on walls, ceilings or fixtures.

Food Service

- Food and beverage may be brought in by the renter or a licensed caterer.
- Buffet, group food service and beverage service stations must remain on hard floor area.

Alcohol

- Full service liquor is only available through a licensed liquor caterer.
- If using a liquor caterer: No fewer than 7 days prior to the event, the liquor licensee must provide the facility coordinator a certificate of insurance listing ‘off premises’ liquor liability coverage and name the City of Shakopee as an additional named insured. Failure to do so will result in denial of the sale and/or service of alcohol.
- Beer and wine is permitted (no sales).
- The person, organization or group hosting the event must provide the alcohol and is responsible for adhering to the regulations.
- No alcohol may be served after 9:30 pm on Sunday-Thursday or 11:30 pm on Friday and Saturday.

- Service and consumption is only allowed in the community room.
- No service to a minor or persons obviously intoxicated.
- Free beer and wine requires no compensation to be exchanged (donations, tips, advanced ticket sales, etc.)
- Service to only persons attending the event for which the room was rented.

Event Take Down and Clean Up

- Must conclude within the time specified on the rental agreement.
- The renter is responsible for returning the area to the condition in which it was found.
- Room clean up fee and/or damage deposit loss may be assessed if left in poor condition.
- Basic cleaning supplies will be provided.
- Tables, chairs, counters, sinks and floors must be cleared of debris sufficiently.
- Wipe down, vacuum, sweep and mop as needed.
- All garbage/recycling put into appropriate receptacles. Garbage bags provided.
- All decorations and renter supplied equipment must be removed.
- The City is not responsible for items left behind, lost or stolen.
- Time overages will be charged and fees taken from the damage deposit. Excess is billed.

Equipment

- Renter is to provide all cords and accessories (ex. Cords, power strips, hdmi ,etc)
- Renter is to provide their own laptop or device for A/V system.
- 2- 65 inch wall mounted TV's are available for cable TV viewing.
- Presentations can be displayed on both the TV's and projection if needed.
- Renters are to provide table coverings, dishwares, utensils, rags, towels. A paper towel station for hand drying is in place.
- The commercial dishwasher in the catering kitchen is only available to licensed caterers.

Additional Rooms and Adjoining Spaces

- Other rooms or gyms may be available for rental along with community room rental.
- The Senior Lounge, connected to the community room via barn door, is not available as part of any rental package.
- The Teen Center, connected via barn door, may be available for rent on a request basis. (this room requires a teen center supervisor on staff to be present). Inquire about the amenities in the teen center separately.
- The renter understands that the connected teen facility may be open during community room rentals. Social activity, sounds and people traffic in the vicinity can be expected.
- Hallways and restrooms are non-exclusive to any rental and are open to the public.

Other

- Smoking is prohibited in the building and on the grounds.
- The Shakopee Community Center operates under a zero-tolerance behavior policy.
- The renter is responsible for the conduct of members of its group. Disorderly conduct will result in exclusion from the facility.
- Children must be supervised.
- Number of guests may not exceed the posted room occupancy/capacity. 191 for the community room. Xxx for the teen center, which may be rented to increase capacity.
- Events that charge fees, sell items or incorporate certain activities will be required to obtain a special use permit and/or to provide insurance. Fees may apply.