

Southshore Community Center

5735 Country Club Road, Shorewood, MN 55331

Phone: (952) 474-7635 Fax: (952) 474-7977

Website: www.southshore-center.org



Rental Policies

Thank you for your interest in renting a portion of the Southshore Community Center. Please take time to read the following information regarding the rental policies. If you have any questions, please call the Rental Coordinator at (952) 474-7635.

1. Residents of Deephaven, Greenwood, Tonka Bay, Shorewood, and Excelsior rental fees are lower than non-residents. Residents of these communities cannot reserve the facility for non-residents.
2. A 25% deposit is due when you send in the enclosed Occupancy Agreement.
3. Final rent payment, damage deposit, and check for the police officer (if you are using an officer) are due no later than 10 days prior to your rental date. Please make checks payable to: The Southshore Community Center. Please mail the checks to:

Rental Coordinator
Southshore Center
5735 Country Club Road
Shorewood, MN 55331

4. Damage Deposit is required and will be returned, subject to any deductions, within two weeks after the event. Examples of causes that would result in withholding return of damage deposit include:

- Items that are owned by the Center are broken or lost
- Cleaning costs exceed the allowable amount
- Fire alarm system is activated unnecessarily
- Facility is not vacated at the time indicated in the Occupancy Agreement Etc.

5. Our custodian will open the Center at the time you specify and arrange the tables and chairs as you have directed (We must have your directions as to how you would like the room set up at least two weeks prior to your rental date). The custodian does not stay in the building during your event therefore you must let the custodian know when to return to lock the building. The building should never be left unoccupied. The phone number to call is located on the wall behind the desk in the foyer.

7. Food – If an event is open to the public, the person in charge must have a Food Safety Certificate and must be registered with the Minnesota Department of Health. If this requirement can not be met, the group must apply for an Itinerant License. Application for this license is through the Minnesota Department of Health. Call (952) 351-5200 for additional information and to receive the application forms.

For a Private Party, not open to the public: Food may be prepared in the Center kitchen, or brought in and/or catered. A certificate of liability is not required but should be considered.

Alcoholic beverages can be served in the facility but cannot be sold. (See policy)

8. The Kitchen must be left in order. If you rent the Center's dishes, etc., these items should be washed and left on the center island in an orderly fashion. Nothing should be left in the freezer or refrigerator after your event.

9. Coffee makers are available for a fee or you may bring your own.

10. An appointment with the Center staff may be required. This will depend on the extent of your use of the kitchen equipment and the sound system or may include discussion of the decorations for your event.

11. Please clear all decoration plans with the Rental Coordinator or the Center Director.

Do not tape, nail, or tack any items to the walls. Candles are permitted if secured within a chimney. Open flame candles are prohibited.

Birdseed and rice are not permitted. Glitter and metallic confetti is not allowed in the Center. Decorations must be removed after your event.

12. Please confine your activity to the room you have rented. The lobby area is not available for meeting use.

13. The building is smoke free.

14. Please do not open windows or prop open outside doors. The heating and air conditioning system will not work efficiently if outside air is allowed to enter the building.

15. Youth groups using the facility must be under competent adult leadership. The organization or user group shall assume full responsibility for the group's conduct and for any damage to the building or equipment.

Youth may not leave the building once the event has begun. All doors will be locked once the event begins and re-entry will not be allowed.

16. Use of the facility for fundraising or commercial purposes must be approved by the Rental Coordinator.

17. The Southshore Center reserves the right to cancel any activities or events in the case of a natural disaster or circumstances beyond its control.

18. The Southshore Center will not discriminate against any applicant because of race, color, creed, national origin, sexual orientation, disability, age, marital status, or status with regard to public assistance.

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MEETING & EVENT FACILITY RENTAL AGREEMENT

Name of Applicant Renter (PLEASE PRINT): _____

Address: _____

City, State, Zip _____

Phone: _____ Cell: _____

Email: _____

Event: _____

Base Rent: \$ _____
Custodial/Setup/Tear-Down
Chrg: \$ _____
Addl Chrg: \$ _____
Total Due: \$ _____
Deposit: \$ _____
Balance: \$ _____
(due no later than 15 days prior to event)

Damage Deposit \$ _____
(min 25%; \$300/500 dependant upon activity)

Activity Room Banquet Room Conference Room Kitchen

- Date requested (month, date, year): _____
- Start time: _____ (a.m./p.m.) End time: _____ (a.m./p.m.)
- Number of people expected (not to exceed 200): _____
- Does this event include any exchange of money (i.e., charge admission, collect money, sell merchandise or services, etc.)? No Yes (please describe) _____
- Will alcoholic beverages be served? No Yes

* If serving alcoholic beverages, the renter MUST provide a Certificate of Liability Insurance, with the City of Shorewood listed as a certificate holder, showing proof of \$300,000. or greater in liability insurance coverage. The League of Minnesota Cities offers TULIP (Tenant User Liability Insurance Program) providing up to \$1 million of coverage for special events. Visit www.ebi-ins.com/tulip for more info. City of Shorewood City Facility Code is 0501-B4A Coverage for most events costs between \$75 and \$150.

THIS AGREEMENT is between the SouthShore Community Center (hereinafter referred to as the "Center") and _____(hereinafter referred to as "Renter").

LIABILITY

By signing this Rental Agreement, the Renter agrees to assume the responsibility and legal liability for the above described event, and to abide by all Terms and Conditions, Rules and Regulations (Exhibit A) upon acceptance of this Agreement. Additionally, the Renter agrees to indemnify, defend and hold harmless the Center and the City of Shorewood against any and all claims, demands, damages, costs and expenses, including reasonable attorney fees, arising from the use of the premises by the Renter, including any losses caused by NEGLIGENCE OR STRICT LIABILITY of the Center or Renter or from the breach or default on the part of the Renter in the performance of any covenant or agreement on the part of Renter to be performed pursuant to the terms of this Agreement; or from an negligent act of Renter, its agents, contractors, servants, employees, guests through use or contact with premises. In case of any action or proceeding against the Center by reason of such claim, Renter covenants to defend such action or proceeding with counsel reasonably satisfactory to the Center.. Failure to comply with any or all of the above stated rules will result in the withholding of the security deposit. The Renter has also reviewed, completed and signed the attached Damage Deposit form and Rules & Regulations Policy.

AGREED TO BY:

Renter: _____
(Signature)

Date: _____

APPROVED BY:

Rental Coordinator: _____
(Signature)

Date: _____

TERMS & CONDITIONS:

RENTAL

Residents of Deephaven, Excelsior, Greenwood, Shorewood and Tonka Bay cannot apply for, rent or reserve the facility for a non-resident. Non-residents must apply directly.

This Agreement is not transferable.

Use: The premises may be used only for hosting events. Renter shall use premises only as allowed and stated in the SouthShore Community Center Rental Policies (Exhibit A).

Condition: Renter shall - at all times - keep the premises, fixtures, and any rental equipment therein, contained in good order, condition, and in a clean, sanitary and safe condition. Renter shall not permit any waste, damage or injury to the premises. Renter shall notify the Center's Rental Coordinator upon the failure of equipment or any damages.

Rental Fee Deposit: A non-refundable deposit of 25% of the total rental fee of \$_____ (USD) is required at the time this Agreement is signed.

Cleaning Fee: Fee to cover custodial services _____ is required at signing.

Additional services and/or charges:_____.

Make check(s) payable to: SouthShore Community Center, 5735 Country Club Road, Shorewood, MN 55331

Rental Fee: Renter promises to pay Center the agreed rental fee of \$_____ (USD). Remainder of total fee, less deposit, shall be paid to the Center fifteen (15) business days prior to event commencement.

Permits, if applicable, will only be issued in the name of the Renter who will be the responsible party for all communication, floor plan(s), insurance, and the day of the rent.

DAMAGE DEPOSIT & BREACH OF CONTRACT

A Damage/Breach of Contract deposit in the amount of \$_____ (USD) is due at signing of Agreement. If damage deposit is paid by check, deposit (less charges) will be returned within thirty (30) business days following the event.

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

Renter is liable for any damage done to premises. If repairs or replacement costs exceed the damage deposit, Renter will be responsible for the excess amount, and charges will be made. Additional causes that would result in withholding return of damage deposit include, but are not limited to: Items that are broken, lost or stolen; cleaning costs exceeding the allowable amount; fire alarm system is activated unnecessarily; and/or other extraordinary events or circumstances.

A Breach of Contract occurs if hours are exceeded: The damage/breach of contract fee will be charged if the Renter takes possession prior to designated time and/or if the building and property are not vacated by 12:00 midnight. The Renter, guests, and all their service providers (i.e., caterer, DJ, etc.) must be out by 12:00 midnight. For your protection, your guests should be notified of these hours.

ALCOHOLIC BEVERAGES & FOOD

BY LAW, NO ONE UNDER THE AGE OF 21 MAY CONSUME OR TASTE ALCOHOLIC BEVERAGES. The Center Management may ask guests for identification to verify age. The Center reserves the right to ask the entire party to leave if a minor is consuming alcohol or an adult is providing alcohol to a minor. The Renter shall ensure that no underage drinking is allowed. The Center assumes no responsibility or liability for underage drinkers.

Alcoholic beverages may be served at the Center. If alcoholic beverages are being served, the Renter must provide a Certificate of Liability Insurance as stated below. A server, age 21 or older, must be provided by the Renter.

A **Police Officer** will be required on the premises the last three (3) hours of the event. The Rental Coordinator will arrange for the Officer and the Renter will be responsible for the costs, which are payable with final rental payment fifteen (15) days prior to the event.

If serving food, the responsible party/or the caterer, must provide a current catering license to the city. If a non-licensed caterer will be used, a certificate of Liability Insurance must be provided as stated below.

A **Certificate of Liability Insurance** in the amount of \$300,000. or greater naming the City of Shorewood and the Center as additional insured for the day of the event, is required if alcoholic beverages or food is served.

1. *Please sign both copies of the Meeting & Event Facility Rental Agreement*
2. *Make check payable to: SouthShore Community Center*
3. *Mail one signed form and check to:*

*SouthShore Community Center
Attn: Rental Coordinator
5735 Country Club Road
Shorewood, MN 55331*

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ALCOHOLIC BEVERAGE POLICIES

1. Alcoholic beverages may be served at the Community Center with consent from the SouthShore Center.
2. Alcoholic beverages may be served, but the activity must include the serving of food. The organization, group or persons hosting the activity or event must provide all beverages.
 - a. A Certificate of Liability in the amount of \$300,000 or greater naming the City of Shorewood and the SouthShore Center as additional insured is required for this one time event. Your insurance company should be able to help you with this matter.
 - b. A security officer (hired at the renter's expense) on duty during the event will also be required.

This requirement is based on:

- The type of event
- The length of time alcoholic beverages will be served – If alcohol is served in excess of 3 hours, a Security Officer is required on site
- The number of participants

3. No compensation of any nature may be exchanged for alcoholic beverages. This includes donations and/or advanced sale tickets.
4. Alcoholic beverages may only be served until 10:30 p.m. on weeknights and until 11:00 p.m. on Friday and Saturday.
5. All parties serving and consuming alcoholic beverages in the Center must conform to all City and State liquor laws.
6. It is recommended that alcoholic beverages not be consumed outside the Center building. Occupant will assume all responsibility for clean-up of glasses and bottles outside the building. Failure to do so will result in the withholding of damage deposit funds equal to that of additional custodial fees associated with the event.

PLEASE NOTE: If you are serving alcoholic beverages at your event, be aware that as host of the event you may be responsible for any accident that may occur if it is due to alcohol abuse on the part of the person causing the accident.

I have read and understand these procedures and will follow them upon leaving the SouthShore Center.

Renter: _____

Date: _____

SouthShore Community Center Rental Rates

January 15, 2010

20% Discount (applies to room fee only):

Banquet Room: Capacity 175 people at round tables, 200 people theatre style

Day of Week	Time of Day	Hours	Non-Resident Rates	Resident Rates (reflects 20% discount)
Friday or Saturday Eve.	4:00 pm-12:00 midnight	8.0	\$590	\$472
Saturday Daytime per hr	9:00 am- 4:00 pm	7.0	\$55/hr	\$44hr
Saturday >4 hr daily block			\$328	\$262
Sunday Daytime per hr	9:00 am- 6:00 pm	9.0	\$50/hr	\$40/hr
Sunday >4 hr daily block			\$425	\$340
Monday-Friday Day per hr	9:00 am – 4:00 pm	7.0	\$40/hr	\$32/hr
Mon-Fri >4 hr daily block			\$275	\$220
Mon-Thurs Eve. per hr	4:00 pm-12:00 midnight	8.0	\$45/hr	\$36/hr
Mon-Thurs>4 hr block			\$280	\$224

Activity Room: Capacity 50-60 people depending on set-up style

Day of Week	Time of Day	Hours	Non-Resident Rates	Resident Rates (reflects 20% discount)
Friday or Saturday Eve. per hr	4:00 pm-12:00 midnight	8.0	\$42/hr	\$34/hr
Friday or Saturday Eve. - >4 hr block			\$245	\$196
Saturday Daytime per hr	9:00 am-4:00 pm	7.0	\$35/hr	\$28/hr
Saturday >4 hr daily block			\$160	\$128
Sunday Daytime per hr	9:00 am-6:00 pm	9.0	\$36/hr	\$28/hr
Sunday >4 hr block			\$216	\$173
Monday-Friday Day per hr	9:00 am – 4:00 pm	7.0	\$36/hr	\$28/hr
Mon-Fri >4 hr daily block			\$160	\$128
Mon-Thurs Eve. per hr	4:00 pm-12:00 midnight	8.0	\$36hr	\$28/hr
Mon-Thurs >4 hr block			\$150	\$120

Conference Room: Capacity 25 people

Day of Week	Time of Day	Hours	Non-Resident Rates	Resident Rates (reflects 20% discount)
Daily Block >4 up to 7 hrs	9:00am –4:00 pm	7.0	\$150	\$120
Monday-Friday	All hourly slots	2 hour min.	\$30/hr	\$24/hr

All Rates: Based on a 2 (two) hour Minimum rental. Over >4 (four) hour rental subject to the daily block rate.

Banquet room set up/tear down/custodial fee: \$50.00/\$200.00 (Depending upon event - Additional cleaning fees may apply)

Activity Room and Library set up/tear down charge: \$20.00

Kitchen Rental:

- No additional charge if renting entire banquet room
- \$50 additional charge if renting Activity Room or Conference Room
- \$100 without room rental for the day or \$25 per hour or ask for Commercial Kitchen Rates for food business'

All Room and Kitchen rentals are subject to availability. Rate schedule subject to change.

Rentals

Linen:

- ___ Round (21) @ \$6.00 ea.
- ___ Rectangle (12) @ \$6.00 ea.

Dinnerware, Flatware, Glassware Available:

- 200 (4 pc) place settings - White Melamine (10" dinner plate, 7" dessert/salad plates, cup/saucer)
___ \$2.00 per place setting or
___ \$0.45 per additional piece
- 200 (4 pc) place settings flatware - Dinner Knife, Dinner Fork, Salad Fork, Teaspoon
___ \$1.50 per place setting or
___ \$0.35 per additional piece
- 200 (1 pc.) settings - (water glass, wine glass) - Plastic
___ \$0.50 ea.

Serve ware:

- ___ Bowls, platters, trays, salt/pepper @ \$1.00 per piece
- ___ Punch Bowl with Ladle (2 gal.) @ \$10.00
- ___ Roaster @ \$12.00

Coffee Pots:

- ___ 36 cup @ \$10.00
- ___ 55 cup @ \$15.00
- ___ 100 cup @ \$20.00
- ___ 32 oz. Thermos Carafe @ \$2.00 ea.
- ___ Bags of Decaf/Reg Coffee \$5.00 ea.

Audio/Visual Equipment:

- ___ VCR/TV @ \$30.00
- ___ Overhead Projector @ \$25.00
- ___ LCD Projector @ \$30/2 hours
- ___ Projection Screen @ \$15.00
- ___ Easel @ \$10.00 ea.
- ___ Flipcharts (2 pak) @ \$35.00
- ___ Set-Up A/V system @ \$50.00 (includes take-down)

Miscellaneous:

- ___ Outdoor Sign (one-week) @ \$30.00
- ___ Room Set-Up (includes tear-down) Activity Room and Library charge: \$20.00
Banquet Room charge: \$50.00
- ___ SouthShore Police security is required to be hired if serving alcohol @ \$60.00/hour.
- Overnight storage is not permitted.

Meeting Room functions:

Coffee, paper cups and napkins set-up available:

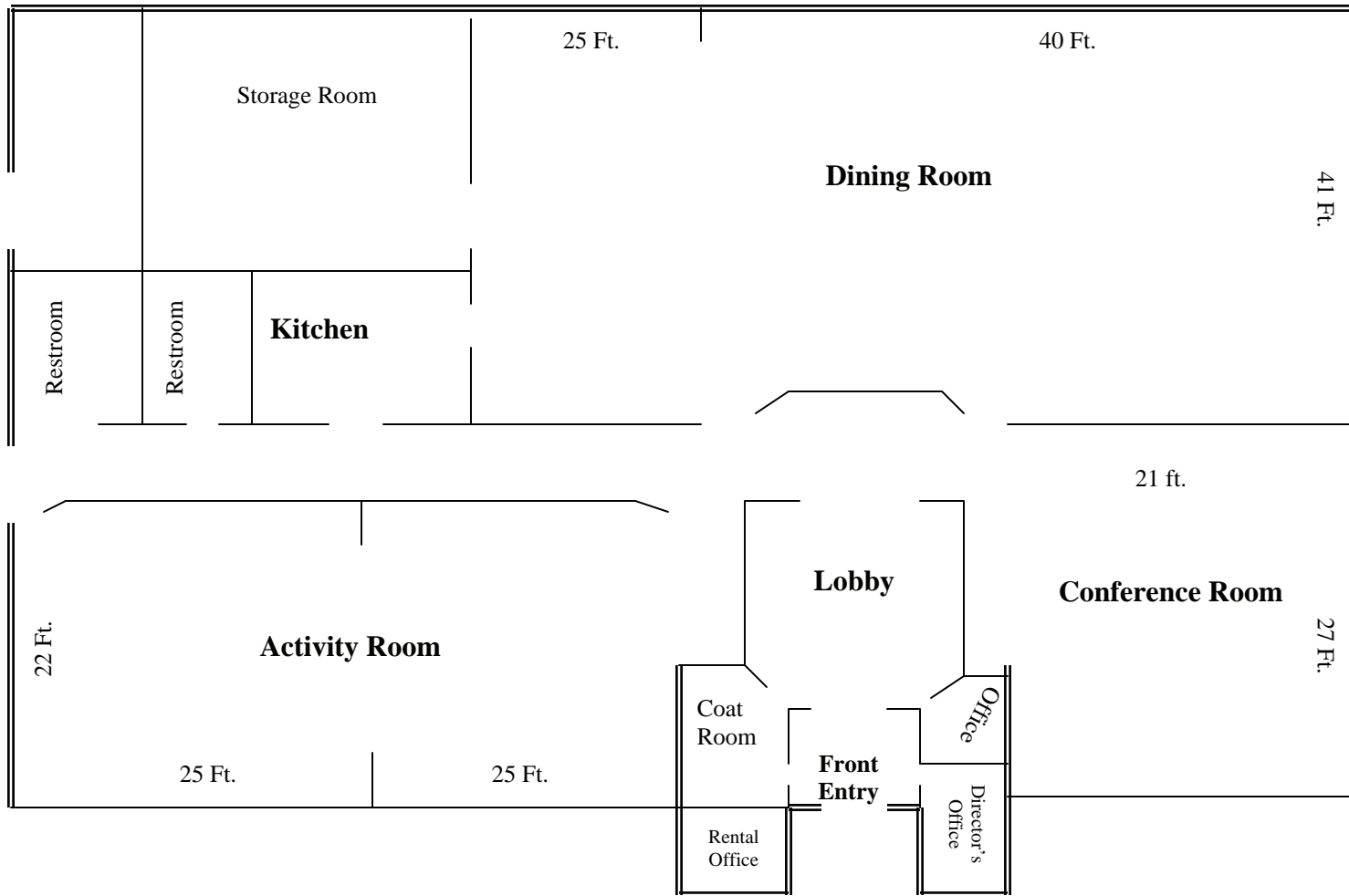
- 12 cups @ \$8.00
- 36 cups @ \$25.00
- 55 cups @ \$30.00
- 100 cups @ \$65.00

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



SouthShore Center Floor Plan

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PRIORITY SCHEDULING FOR THE SOUTHSORE COMMUNITY CENTER

The City recognizes the desirability of having the Community Center used as much as possible by residents and community groups. This policy promotes the active use of the facilities and outlines scheduling procedures and guidelines.

Reservation Priorities. Reservations may be made up to 18 months in advance of events for priorities A-C, up to 12 months in advance of an event for priorities D-F. Reservations are accepted as first come, first served based on the priority classification outlined below.

A tentative reservation may be taken over the phone and space held for two (2) business weeks or fourteen days but will not be considered secure until receipt of the occupancy agreement and non-refundable deposit. Cancellation within one week of reserved space allocation will result in a forfeiture of rental deposit. Refunds will not be issued for no shows.

Facility Use Definitions: these will be incorporated into the prioritization of the Community Center and into the associated fee structure.

A) Parks & Rec Programs: Programs offered by or sponsored by the Shorewood Park & Rec department &/or the Community Center Director. Recreational programming will be required to pay a rental fee, in which case the Director may choose to accept either a percentage of the programming fee as rental fee, a per person fee, or require the hourly fee representative of the fee schedule.

B) City Government/Activities: Meetings, programs, or activities in support of government operations including, but not limited to, City Council meetings, other public meetings representing city departments for all five communities including, Shorewood, Excelsior, Deephaven, Tonka Bay, and Greenwood.

C) Senior Program: Activities associated with the operation of the senior center programming via a shared use of rooms for rentals thus promoting a self-sustaining effective use of center space.

D) Private: An individual or group using the facility for personal non-public or private purposes – such as for weddings, banquets, receptions etc...

1) Resident: Any person who maintains a residential address in the Cities of Shorewood, Excelsior, Tonka Bay, Greenwood, or Deephaven. A group/business is granted fee based resident status if it has a mailing address in the Cities of Shorewood, Excelsior, Tonka Bay, Greenwood, or Deephaven or has at least 35% of its membership roster resides in these Cities.

2) Non-Resident: Any person or business entity who maintains a residential address outside the Cities of Shorewood, Excelsior, Tonka Bay, Greenwood, or Deephaven.

Residents are not allowed to reserve the Community Center for events on behalf of a Non-Resident.

E) Shorewood (5 city) based Commercial and Business

Organizations: businesses and commercial organizations who operate for profit or for the purpose of promotion or advertisement

F) City sponsored or affiliated groups, organizations, activities of a public service nature, non-profit organizations: Limited to community partnerships which contribute to the well-being and betterment of the community – including but not limited to, public entities such as the library, watershed, school; civic groups such as the rotary, chamber of commerce; non-profit groups such as lions clubs, churches, neighborhood meetings.