



Before submitting your application be sure to check availability by contacting the Facility Manager at 763-923-7163 or eventcenter@ci.champlin.mn.us. View the [online calendar](#) for Park & Facility Rentals. Please note that submission of a date request or current calendar status is not a guarantee of availability, as some permits or submissions may be in progress.

Event Information

Welcome to Mississippi Crossings! Our goal is to make your event a success. You can help us help you by understanding our policies and ensuring those in your group follow them. Please read through this entire document to make sure you have all the information needed to make your reservation. If you have questions, please contact the Facility Manager at 763-923-7163. We are happy to help!

Spaces for Rent

View information on each space available to rent at the [Mississippi Crossings Event Center](#).

- [The Main Hall](#)
- [The Conference Room](#)
- [The Plaza & Outdoor Performance Area](#)
- The Lawn (Coming Soon)

General Information & Guidelines for all Events

We ask that you pay special attention to all the information below. Failure to do so may result in your permit being canceled or event ending prematurely due to noncompliance.

- Permit Applicants must be 25 years or older. The Permit Holder is the liable party for all activities related to the permit reservation. Permit Holder may designate a Responsible Person, who will be on site for the duration of the rental time and assumes responsibility and liability for the event and all attendees on behalf of the Permit Holder. [View City Ordinance-Chapter 42](#)
- Mississippi Crossings does not allow transfer of a permit to another individual after approval.
- All City facilities are tobacco and smoke free, including banquet space, and outdoor patio areas. [View City Ordinance-Chapter 42](#)
- Please keep in mind you are renting a public facility. While you may rent an area for exclusive use, there are restrooms and common space that may remain open to the public.
- Hosting a private event does not preclude the safety, comfort, or ease of other park patrons. It cannot impede on the ability of the public or future Permit Applicants to enjoy the facilities now, or in the future. Any actions by members of your party that interfere with those items will be your responsibility and may result in your event being closed prematurely. This includes areas adjacent to the building such as walkways and parking lots. [View City Ordinance-Chapter 42](#)
- Any food, beverage, additional rentals, or any other items outside of the inventory provided by the city or approved by your Facility Manager must follow guidelines listed, as well as any pertinent [city ordinances](#).

- Alcohol is not permitted on site or in the facility unless associated with a designated City permit holder (i.e., renter has an approved permit for alcohol with the city or is working with an approved & insured catering service, or an approved & insured bartending service. [View FAQs.](#)
- Depending on the scope of your event, you may be required to hire Park Patrol at an additional cost. [View rental rates \(PDF\).](#)
- The City of Champlin reserves the right to require more than one Park Patrol depending on the nature and details of the event. Information on events that may require security discretion. [View FAQs.](#)
- Damage deposits are required for all events and dependent on time reserved. [View rental rates \(PDF\).](#)
- Park Patrol is required for all events over 100 guests and/or all events with service of alcohol. [View rental rates \(PDF\).](#)

Furniture and Audio/Visual Inventory

Rentals include inventory of furniture, AV, speakers, and microphones. [View floor plans.](#) Set up must be discussed with staff 14 days prior to your event and cannot be changed the day of your event.

- If a floor plan change is needed during your event, such as a space being used for a wedding ceremony and then reception, additional charges for staffing will apply. [View rental rates \(PDF\).](#) Only city employees may move furniture within the space.
- Furniture may not be moved from one space to another.
- Any additional rentals brought into the space must be approved by staff **14 days prior.**

Decor Policies

The following policies preserve use of the building for all renters now and in the future. You must follow these restrictions and all décor must be approved by staff **14 days before your event.**

- **No open candle flames.**
- No pins, tape, glue, or any other adhesive materials may be used on the walls or windows.
- Live animals are not allowed inside or outside the building, as part of decor or entertainment, except for service animals. [View FAQs.](#)

Clean-Up Policies & Damage Deposits

It is the responsibility of the Permit Holder and/or Responsible Person to properly remove and dispose of all trash, refuse, and debris throughout the event and immediately upon conclusion of the event.

- Items left on property before or after an event, will be charged an Event Storage Fee of that may be deducted from the damage deposit. [View rental rates \(PDF\).](#)
- Loss of entire damage deposit and/or additional personnel charges will result if staff must clean up waste from the event site. [View rental rates \(PDF\).](#)
- A walk through at the conclusion of the event with the staff is required of the Permit Holder to ensure that all items have been removed. Assuming no significant damage or clean-up is found at that point or within the following 24 hours, the damage deposit will be returned.

Health & Safety

Mississippi Crossings is committed to the safety and health of all visitors to the area.

- During inclement weather, the staff and/or Park Patrol will be responsible for monitoring any changes in weather, watches, or warnings that are issued by the National Weather Service. Any

information obtained by them that requires attendees to move to a safe area will be requested immediately and requires cooperation with the Permit Holder, Responsible Party, and attendees.

- In the case of a fire inside or outside of Mississippi Crossings, the staff and/or Park Patrol will be in charge of communication and clearing the building.
- In case of a medical emergency, Park Patrol will be called to assess the situation and communicate with health professionals if escalated response is needed.
- Mississippi Crossings will abide by any state or city mandates regarding the gatherings of people in a space or restrictions on the number of attendees.
- The City of Champlin always maintains a safe work environment and complies with all local, state, and federal health and safety laws, directives, and rules and regulations. We reserve the right to discontinue service as directed by law in the event of unsafe conditions such as areas affected by communicable diseases, civil unrest, or city-mandated curfews. No guns or illegal drugs are allowed on the premises. [View City Ordinance-Chapter 42](#)

Rental Timing

Rentals of the spaces at Mississippi Crossings are booked in designated time blocks. The cost for these time blocks can be found here. [View rental rates \(PDF\)](#).

- Private events (i.e.. weddings, birthday parties) may be booked up to 18 months in advance and include a full 12-hour time block. [View rental rates \(PDF\)](#).
- Private events less than 6 months prior may be booked hourly with a 4-hour minimum.
- Reservation fees cover the use of the facility for the hours specified on rental agreement. The rental agreement time must include all set-up and clean up time required by the users.
- Occupancy of the reserved facility before or after indicated time may result in additional rental fees which shall be deducted from the damage deposit.

Rental Payments

A discount of 10% will be applied to all reservations made by residents of Champlin. A designated 55316 zip code defines a resident, and a non-resident is anyone who has a zip code that is other than 55316. A rental reservation is not confirmed until agreement has been signed and payment has been received; both are needed to secure a date and space.

- A 50% down payment is due at the time of signing/booking the event. This down payment becomes non-refundable 72 hours after signing. The remaining 50% rental fee is due 30 days in advance of your event. **All payments, paid or due, are non-refundable.** If your event is less than 30 days from the date of booking, the full rental fee is due upon signing.
- Inclement weather does not qualify for a refund of your rental fee. If you are reserving an outdoor area, please prepare an inclement weather back up location either with Mississippi Crossings or another location or discuss the reservation of a tent. [View preferred vendors](#). Your reservation may be rescheduled based on availability.
- Force Majeure. Except for payment of sums due, neither Party shall be liable to the other or deemed in default under this Agreement, if and to the extent that Party's performance is prevented by reason of *force majeure*. "*Force majeure*" includes war, an act of terrorism, fire, earthquake, flood, and other circumstances which are beyond the control and without the fault or negligence of the Party affected and which by the exercise of reasonable diligence the Party affected was unable to prevent. This does not include instances of inclement weather as listed above.

Violation of Policies

The City reserves the right to end any event early if policies are violated. A violation of these policies may result in a withholding from your damage deposit and may also result in the denial of future use of Mississippi Crossings.

Weather, Shelter, and Available Equipment

If your event is being hosted on The Lawn, and you would like to have a tent, rental of this is available through one of our preferred vendors. [View preferred vendors.](#)

- No other tent rentals or installation are allowed, without exception, regardless of the size or installation method.
- Nothing of any size may be staked into the ground, unless done so by permission of the Facility Manager. There is underground infrastructure beneath The Lawn that can be damaged by staking any items into the grass or result in serious bodily injury.
- Any items staked into the ground will result in a fee deducted from your damage deposit.

If your event requires rental furniture or equipment outside of what is being provided by the city, it must be approved by staff **14 days before your event**. It is essential that the restrictions are adhered to not impede on the ability of the public or future Permit Holder Applicants to enjoy the facilities now, or in the future. Any actions by members of your party that interfere with those items will be your responsibility and may result in your event being closed prematurely. [View FAQs.](#)

Food, Beverage and Other Supporting Vendors

We partner with a list of preferred licensed caterers and beverage service vendors. [View preferred vendors.](#) You may request to use your own caterer for an additional fee. [View rental rates \(PDF\).](#) All caterers must provide proof of MN state license, insurance (if serving alcohol, along with naming the City as an additionally insured) and be approved by the city **30 days prior to the event**.

All other supporting event vendors must be approved by the city **30 days prior to the event**.

Alcohol

An additional permit is required for any alcohol on City property. All events with alcohol will be required to hire Park Patrol at the expense of the Permit Holder. Park Patrol will be required to be at the event from the time of guest arrival to 1 hour post event. Finally, an insured bartender service is required to serve all alcoholic beverages. The following are required with any alcohol on-site:

1. An additional permit from the city for alcohol.
2. Hired Park Patrol Officer on-site from guest arrival until 1 hour post event
3. A copy of the bartending service provider's insurance.

Indemnification

Renter(s) are responsible for all damage done to City property during your rental period and you agree to replace or pay the cost of replacing any missing items. You hereby agree to defend, indemnify, and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses,

costs, or charges (including attorneys' fees) incurred by the City or any of its officials, employees or agents as a result of any claim, demand, action, or suit relating to any bodily injury (including death), loss, or property damage caused by, arising out of, related to or associated with the use of the facility by you or by your guests or invitees, except to the extent caused by the sole negligence, gross negligence, or willful misconduct of the City or its officers, employees, or agents.

Waiver & Assumption of Risk

You know, understand, and acknowledge the risks and hazards associated with using the facility and hereby assume all risks and hazards associated therewith. You hereby irrevocably waive all claims against the City or any of its officials, employees, or agents for any bodily injury (including death), loss, or property damage incurred by you as a result of using the facility and hereby irrevocably release and discharge the City and any of its officials, employees, or agents from any and all claims of liability.

LIABILITY INSURANCE

The City, in its discretion, may require the User to obtain liability insurance for an event.

If liability insurance is required, the following requirements apply:

- \$1,000,000 minimum coverage
- Insurance shall cover liability for injury, death, and property damage, including coverage for alcohol-related claims.
- The insurance policy must be issued by an insurance company licensed to do business in Minnesota and acceptable to the City.
- The City must be named as an "Additional Insured" on the policy.
- At least fourteen (14) days prior to the start of the Rental Term, the User must give to the City a certificate of insurance showing the required coverage.

The League of Minnesota Cities Insurance Trust offers a Tenant User Liability Program ("TULIP") that helps individuals and groups protect themselves and their guests at events held at city-owned facilities by providing low-cost liability coverage, including liquor liability, up to \$1 million. To learn more about TULIP, please contact the League of Minnesota Cities or more information can be found at: <https://www.lmc.org/wp-content/uploads/documents/TULIP-Flyer.pdf>

Additional Possible Event Considerations

This list attempts to cover many possible scenarios, but is not exhaustive, and lack of information given to the Facility Manager does not constitute passive consent. If your event is planning a set-up or activities of any kind that are not covered here, check with your facility manager to ensure you will be able to conduct your event as planned. The actions of any vendors, suppliers, or guests are also required to adhere to policies, and the Permit Holder and/or Responsible Person must supervise them to ensure that they are compliant. Any actions by members of your party that interfere with those policies will be the responsibility of the Permit Holder and/or Responsible Person and may result in your event being closed prematurely and/or forfeiture of your damage deposit.

- No sound amplification outside of use of our internal sound system is allowed (aka no Bluetooth speakers or other related items). The City's noise ordinance must be followed in all areas of Mississippi Crossings. Music with profanities, or other obscene language is prohibited. The renter is responsible for complying with applicable licensing and copyright requirements.

- No fireworks are allowed, without exception. This includes items such as sparklers, cold sparks, poppers, snakes, snaps, or any other kind of firework colloquially known as “kiddy fireworks”.
- Drones may be used in relation to your event only if it complies with all city ordinances. [View City Ordinances.](#)
- Photos taken outside the building, by your attendees or other park patrons, are protected under rights of public domain. For photos taken inside the building, Mississippi Crossings reserves the right to reproduce, publish or exhibit photographs, video, images, and any other products from the event as samples of the work of the facility.
- If your load in of decor, rental items, or any other event related items requires a designated parking spot, you may arrange with your Facility Manager to reserve a spot or spots to facilitate. You may not block in other cars or spots for load in without reserving a spot in advance.
- Events, uses and entertainment that involve gambling, nudity, profanity, violence, fighting, extreme sports, combative sports (such as ultimate fighting), excessive noise levels, weapons, or unlawful, obscene, dangerous, or sexually oriented activities are prohibited. In addition, Events, uses, and entertainment that, in the City’s judgment, are likely to cause damage or injury to persons or to the facility, premises, property, or fixtures are prohibited.
- If you are planning an event that requires barricades, road closures, power outside of standard wall outlets, or any other additional special and unique arrangements, please communicate with the Facility Manager prior to submitting your application to ensure that we can facilitate your event. We may be able to suggest alternate City of Champlin locations that are a better fit for the nature of your event if we cannot do so at Mississippi Crossings.
 - Phone: 763-923-7163
 - Email: eventcenter@ci.champlin.mn.us

The city does not discriminate based on race, color, religion, gender, age, sexual orientation, marital status, disability, national origin, or status with respect to public assistance. Allowing any individual or group to use Mississippi Crossings does not imply endorsement of the individual’s or group’s views or ideology by the city.
