



## MISSISSIPPI CROSSINGS EVENT CENTER

### RENTAL POLICIES & REGULATIONS

Welcome to the Mississippi Crossings Event Center. Thank you for your interest in our facility. Our goal is to make your event a success. You can help us with that goal by understanding our policies and rules and ensuring your group is also aware and follow them. As the contract holder, you are responsible for ensuring those attending your event also follow the rules & policies.

#### GENERAL GUIDELINES

- You are responsible to rent and reserve ALL the time needed for your event; this includes and set-up, decorating, the event, and clean-up. If you are hiring a decorator, it is suggested you contact them for realistic estimate of how much time they will need. Should your event begin or exceed the rental contract by more than 15 minutes, additional rental fees may apply or be deducted from your damage deposit.
- There shall ONLY be one designated contact person. This individual assumes responsibility and liability for their group and should be onsite for the rental period. This person is also responsible for the conduct of members of your group. Disorderly conduct is prohibited.
- The contract holder shall assume responsibility for noise levels of their event and participants and shall not disturb the surrounding neighborhood.
- All City facilities are tobacco and smoke free; this includes e-cigarettes. This pertains to all indoor space and outdoor patio areas.
- Illegal gambling is prohibited. Lawful gambling may only be conducted pursuant to State law and only if lawful gaming contract has been issued by the City.
- Please keep in mind that you are renting a public facility and while you may rent a specific area for exclusive use, there are restrooms and common space that may remain open to the public.
- All persons or items associated with the rental must vacate the facility at the end of the rental period. No items are to be left overnight. The City of Champlin, Mississippi Crossings is not responsible for items that may have been left or forgotten.
- Rental contracts may not be assigned, transferred, or sub-let to anyone other than the person/organization making the application.
- Firearms are strictly prohibited in the Mississippi Crossings Event Center.
- Leave banquet room and catering kitchen space in a clean, orderly manner after your rental.

#### DECORATIONS

- Installation of decorations must be completed within the timeframe you have reserved.
- No items may be taped, tacked, or adhered to any wall or ceiling of this facility.
- No paper/metallic confetti, glitter, powder, bird seed, rice or small decorations may be used in the building or on the grounds. Please refrain from balloons with confetti inside, do not pop inside building or out.
- Balloons must be securely anchored and must remain in the rented room only.
- No open flame candles without vase/votives, charcoal or wood burning grills and fire pits are allowed in the building or on the deck. This also includes fireworks, sparklers, and fog machines.
- Outside tents and inflatable jumping toys are not permitted.
- No large outside furniture is permitted to be brought in, this includes, but is not limited to stages, tables, and chairs.

#### FOOD & BEVERAGE

- We partner with a list of approved licensed caterers and bar service vendors. You must choose to work with one of them for catering.
- There is a catering kitchen available onsite, it's use is included in the facility rental. Caterers are responsible to leave the space in a clean and orderly manner. It is up to the contract holder to ensure this happens.



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- Alcohol may be served at the Mississippi Crossings Event Center but must be served by a trained and insured professional. Proof of license and insurance is required.
- When alcohol is being served, a Park Patrol Officer is required to be present for the duration of alcohol service. There is an additional fee assessed to the renter for this, but it will be arranged by the City.
- Service and consumption of alcohol is only allowed in designated event center areas. Alcohol may not be consumed in the front entry, hallways, restrooms, or parking lot.
- All parties consuming alcohol must conform to all City and State liquor laws.
- Bringing in any alcohol of your own that is not supplied by the caterer, strictly prohibited and all damage deposit is forfeited.
- Beverage service must conclude 30 minutes prior to the end of the rental period.

#### DAMAGE & CLEANING DEPOSIT

A damage/cleaning deposit is required for each rental. This deposit will be refunded within 3-5 business days after your event if no problems or no damage was incurred. If the facility rental policies are not met, the damage/cleaning deposit will be forfeited. If necessary, additional fees for excess damage to the facility will be the responsibility of the renter.

Damage Deposit Charges	
Damage / Changes	Deposit Amount Withheld
Post Event Extra Clean Up	\$50 per hour
Facility / Furnishings Damage	Bill for actual cost
Carpet Stains	\$100 - \$500 per incident
Major Room Changes	25% of deposit

Damage Deposit Charges - Policies & Regulations Violations	
Violation	Deposit Amount Withheld
Alcohol	100% of deposit
Catering	50% of deposit
Reservation Time Exceeded	\$100 per every 15 minutes
Room Capacity	100% of deposit

#### CANCELLATIONS

See below to understand the cancellation dates and fees associated with hourly and full day facility rental. All cancellations must be made in writing to [amcgraw@ci.champlin.mn.us](mailto:amcgraw@ci.champlin.mn.us)

HOURLY FACILITY RENTAL	
Timeframe before rental date	Refund Amount
45 days or more	100% facility fee, 100% deposit fee
7 - 44 days	50% facility fee, 100% deposit fee
0 - 6 days	0% facility fee, 100% deposit fee

FULL FACILITY RENTAL	
Timeframe before rental date	Refund Amount
12 - 18 months	100% minus \$100% admin fee
6 - 12 months	50% minus, \$100 admin fee
0 - 6 months	0%

#### LIABILITY

Any group, individual or organization using the Mississippi Crossings Event Center agrees to indemnify and defend the City of Champlin, its agents, and employees from all damages to the facilities, equipment or other property owned by the City, its agents or employees and further assumes all liability for any personal injuries, including death, caused by participants at the scheduled event. The contract holder will be responsible for all damages, including those more than the deposit and must reimburse the City of the cost of reasonable attorneys' fees spent to prosecute or defend a legal claim arising out of the use of MCEC.

A contract may be cancelled by the City up to the time of use when a state of emergency is declared, or unsafe environmental conditions or utility services are interrupted. In these circumstances, the City assumes no responsibility for any disruption the cancellation may cause. The City will make all reasonable attempts to notify the contract holder immediately if cancellation is required. Violation of these rules may result in the forfeiture of all deposit money or denial of future contacts for use of the Mississippi Crossings Event Center. Denial does not exempt violators from possible civil or criminal prosecution under applicable City ordinances, State or Federal laws.