

Heritage Center

www.lakevilleheritagecenter.com

A community partnership supported by the Lakeville Area Active Adults, Lakeville Yellow Ribbon and Lakeville Area Historical Society

LAKEVILLE AREA ACTIVE ADULTS

A recreation and resource building for our seniors

LAKEVILLE YELLOW RIBBON

A gathering and support center for our military veterans

LAKEVILLE AREA HISTORICAL SOCIETY

A space to preserve and honor our history

BUILDING ADDRESS

20110 Holyoke Ave.

MAILING ADDRESS

20195 Holyoke Ave.
Lakeville, MN 55044

RENTAL INFO

952-985-4600

rental_info@lakevillemn.gov



Creating
Community
through
People, Parks
& Programs

WELCOME

Thank you for your interest in the Lakeville Heritage Center. This facility serves the City's growing active adults population with recreational and social opportunities. It is a place to honor, serve and support our veterans as well as a place for individuals to preserve and participate in our community's history. As a multi-purpose community center, we strive to enrich the lives of all residents and to contribute to the quality of life and vitality of the entire community.

Facility reservations are managed by an application process. Organizations/Individuals wishing to schedule use of the facility will be required to fill out an application with the details of the event and submit a deposit.

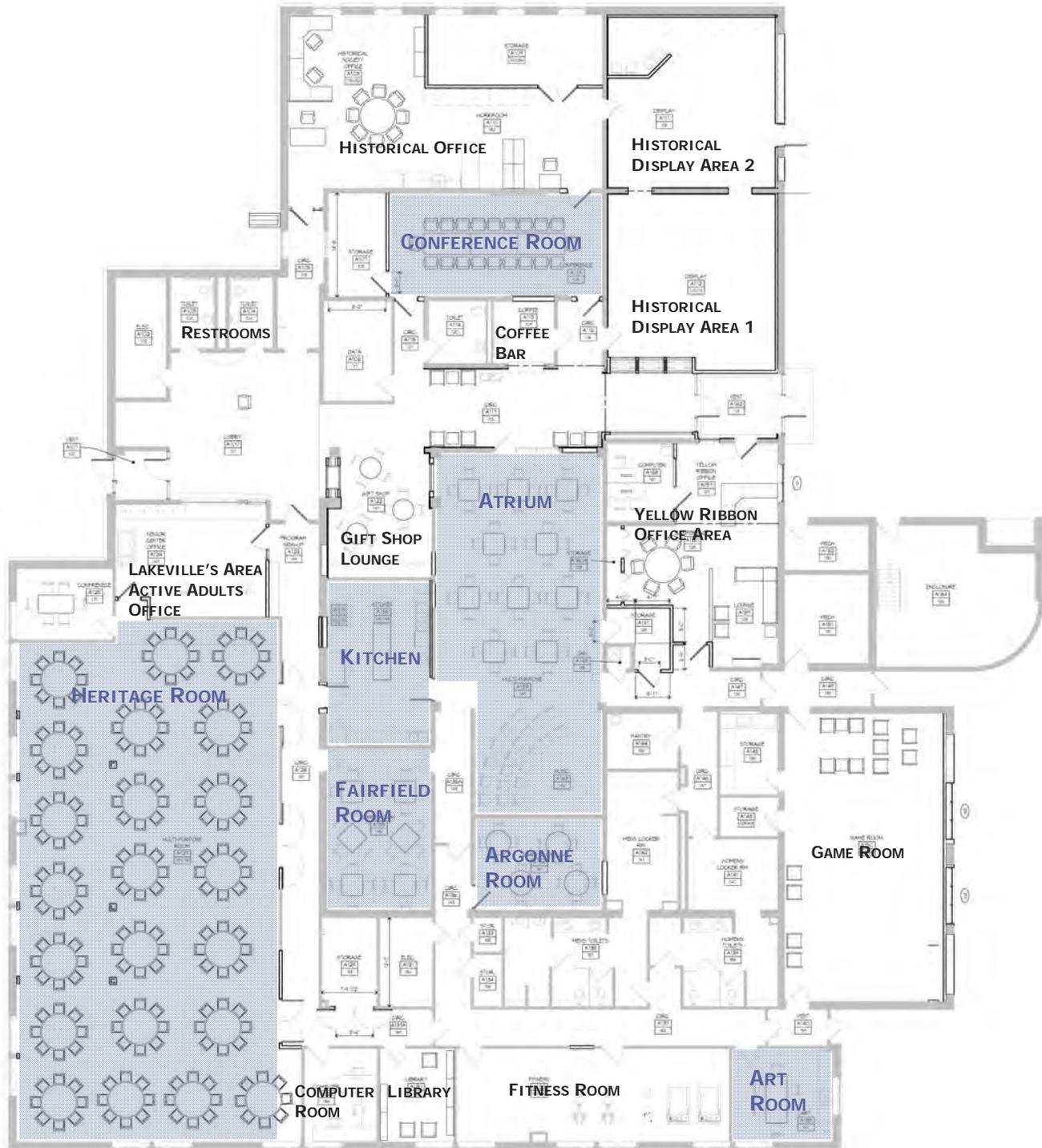
The City of Lakeville reserves the right to schedule activities in the Heritage Center, as well as the right to negotiate with all Organizations/Individuals to make the best use of time available. There may be times when groups cannot be accommodated in the Heritage Center schedule.

Organizations/Individuals seeking to schedule use of the facility must be as specific as possible when requesting rooms in the facility. The use of the scheduled rooms will be for the scheduled time only. **Other** groups will be scheduled around and in-between reservations as space and time is available.





FACILITY LAYOUT





BUILDING HOURS

BUSINESS HOURS

Monday-Friday, 8am-4:30pm

CLOSED for holidays:

- New Year's Day (if day falls on weekend, observed on Fri. or Mon.)
- Monday, Martin Luther King Day
- Monday, President's Day
- Monday, Memorial Day
- July 4 Independence Day (if day falls on weekend, observed on Fri. or Mon.)
- Monday, Labor Day
- Veteran's Day (if day falls on weekend, observed on Fri. or Mon.)
- Thursday, Thanksgiving
- Friday, day after Thanksgiving
- December 24 Christmas Eve day (if day falls on weekend, observed on Fri. or Mon.)
- December 25 Christmas Day (if day falls on weekend, observed on Fri. or Mon.)

RENTAL HOURS

Monday-Thursday, 8am-10pm

Friday, Saturday, 8am-12am (midnight)

Sunday, 8am-6pm

Holidays (listed above), may be available for rent, pending facility attendant availability

BUILDING IS ACCESSIBLE TO ACTIVE ADULTS, YELLOW RIBBON AND HISTORICAL SOCIETY (without a building attendant present)

Monday-Friday, 8am-9pm

Saturday, 8am-9pm

Sunday, 8am-6pm

PRIORITY SCHEDULING

USER (Group A)

Lakeville Area Active Adults (LAAA), Historical Society (HIST) and Yellow Ribbon (YR)

The following rooms are to be scheduled through Parks & Recreation. User behind room name (below) has priority in scheduling. Request for space by Yellow Ribbon and Historical Society in rooms designated for Lakeville Area Active Adults (LAAA), will be scheduled through Parks & Recreation upon review and approval of the Recreation Supervisor.

Heritage Room (LAAA)
Atrium (LAAA)
Fairfield Room (LAAA)
Argonne Room (LAAA)
Art Room (LAAA)
Kitchen (LAAA)
Game Room (LAAA)
Conference Room (HIST, LAAA, YR)

The following rooms are to be scheduled through Parks & Recreation for the purpose of "special events" by Group A user. This allows for the "special event" to appear on Parks & Recreation weekly facility schedule. It assists Parks & Recreation staff in assuring adequate facility attendant, cleaning, etc.

Historical Display (HIST)
Historical Office Area (HIST)
Yellow Ribbon Area (YR)

USER (Group B)

All other user requests will be reviewed and scheduled based on availability.





RESERVATION POLICY

Read through Facility Use Policies (pages 6-7) to insure the space requested will fit your needs.

Email us at rental_info@lakevillemn.gov to check if your date is available. Include the following if applicable:

- Date(s) and time(s)
- Room(s)
- Approximate attendance
- Purpose of use
- Equipment needs
- Contact name
- Organization/group
- Mailing address
- Cell number
- Use of caterer

or complete Facility Rental Application form (page 8) and mail to Lakeville Parks & Recreation, 20195 Holyoke Avenue, Lakeville, MN 55044.

See page 5 for rental fee. Damage deposit for use of the facility is \$200. If you are using the kitchen, an additional \$200 deposit is required. If no damages are incurred, the deposit will be returned within 30 days following the rental period. Form of payment accepted: credit card, check and cash.

If space is available, full rental fee and damage deposit is required at the time the reservation is made. If using a caterer, copies of food caterer's license and liability insurance naming the City of Lakeville as an additional insured is required.

WE MUST HAVE PAYMENT TO SECURE YOUR DATE!

EXTRA SERVICES

TABLES, CHAIRS AND OTHER EQUIPMENT

Rooms are equipped with furniture (see page 5). The following items and equipment are available for use on a first come-first serve basis:

Additional furniture/equipment not listed in page 5

- (4) 8'x30" mity lite folding tables
- (14) 8'x18" mity lite folding tables
- (8) 8'x30" folding tables on wheels
- (4) 8'x30" banquet folding table
- (5) 8'x36" banquet folding table
- (3) 6'x30" banquet folding table
- (53) chairs - orange, plastic, armless, slider
- (40) chairs armless, mesh, stackable, black
- (27) chairs - gray, plastic, armless, slider
- 32" TV with DVD/VCR player on cart, 37" w x 28" d x 41" h
- (2) Portable coat racks, hooks only (120 coats)
- Podium – floor
- (2) 100-cup coffee urns (user must provide own coffee and cups)
- (2) 30-cup coffee thermos (user must provide own coffee and cups)
- (24) Coffee server (1 quart)
- (21) Water carafes
- Ice, \$5-5 gallon bucket, free if renting kitchen
- (2) 2.5 gallon glass beverage dispenser with spicket, \$10
- Table linens (inquire on pricing)
- Vintage Dinner, Salad plates/Flatware (.75/.25 per setting)
- White Ceramic Coffee Cups (.25 each)

ELECTRONIC EQUIPMENT available for rent

- Epson Portable Projector-\$50
- Bose Bluetooth Mini Speaker-\$25 (\$250 security deposit)
- Portable Fender Sound System, one cordless handheld mic-\$50

COAT ROOM

There is a small coat room located on the left side of the lobby. The Lakeville Heritage Center is not responsible for lost or stolen articles.

STORAGE

There is no long-term storage available at the Lakeville Heritage Center. All items and materials must leave the building immediately following the end of the rental period. The City of Lakeville is not responsible for items left at the Heritage Center following your event.





Room	Fee - Member of Senior Center, non-profit organizations, Lakeville Resident/ Business	Fee - Non-Lakeville Resident/Business	Room Capacity / Features
Art Room 12'6"x13'	\$30/hr	\$40/hr	<u>Room Capacity: approximately 6-10</u> (2) 6'x30" banquet tables (8) chairs - plastic, armless, slider 12"x16" stainless sink
Conference Room¹ 14'8"x30"	\$30/hr	\$40/hr	<u>Room Capacity: approximately 10-16</u> (3) 3'6"x6' tables, set up as 6'x10'6" Wall mount 46" TV (10) conference chairs Pull-down projector screen, 60"x60"
Fairfield Room 14'8"x22'10"	\$30/hr, 2hr min	\$40/hr, 2hr min	<u>Room Capacity: approximately 12-16</u> (4) 3'x3' tables (16) chairs, fabric, arms 4'x6' white board
Argonne Room 18'x12'10'	\$30/hr, 2hr min	\$40/hr, 2hr min	<u>Room Capacity: approximately 8-10</u> 52" Poker table-8 sides (unavailable for use) (1) 3'x3' table (7) chairs, fabric, arms (4) chairs, plastic, armless
Kitchen 14'8"x23'5"	\$55/hr	\$65/hr	4 burner gas cooktop, 22"x12" griddle Gas oven, 26"x26" Freezer-BeverageAir, 23 cubic ft. Fridge-BeverageAir, 49 cubic ft. Hobart dishwasher Ice Maker (2) 30"x36" stainless work surface 8'x30" stainless island work surface 10'x30" counter with (2) 20"x16" sinks Wash, rinse, sanitize sink bay Hand sink Microwave
Heritage Room* 37'x74'	\$160/4hr, \$30 add'l/hr	\$185/4hr, \$40 add'l/hr	<u>Room Capacity: banquet seating 160</u> (20) 60" round table Baby Grand Piano (not to be moved) (160) MityLite chairs, armless, mesh, stackable, black Wall mount 46" TV Pull-down projector screen, 92"wx68"h
Heritage Room* & kitchen	\$275/4hr, \$45 add'l/hr \$500/all day (10hr max)	\$325/4hr, \$55 add'l/hr \$600/all day (10hr max)	See Heritage Room and Kitchen
Atrium* 23'8"x36', "music area" 18'x15'	\$30/hr, 4hr min	\$40/hr, 4hr min	<u>Room Capacity: approximately 48</u> (8) 36" square folding tables (18) chairs, grey, plastic, armless (32) MityLite chairs, armless, mesh, stackable, black Upright Piano (not to be moved) Wall mount 46" TV Pull-down projector screen, 92"wx68"h
Atrium* & kitchen	\$45/hr, 4hr min	\$55/hr, 4hr min	See Atrium and Kitchen
* room set up/take down, tables & chairs (if different than standard room set up)	\$25/set up \$25/take down	\$25/set up \$25/take down	

¹ Lakeville Non-Profit Groups - Conference room is available at no charge, up to 2hrs per month, Monday-Friday, 8am-9pm.





FACILITY USE POLICIES

CHARGES. The rental charge shall include use of the Lakeville Heritage Center as specified in the rates, page 5.

DAMAGE DEPOSIT. The Lakeville Heritage Center requires a \$200 damage deposit with all facility rentals. If damages are incurred, the Organization/Individual agrees to fully reimburse the City of Lakeville upon demand for any amount exceeding the original damage deposit. This includes any and all damages to, including the loss of, the building, furniture, equipment, fixtures, grounds or any other property, real or personal, owned, used or operated by the Lakeville Heritage Center, due to any act or omission of the members, representatives, employees, patrons, invitees or guests of the Organization/Individual using the facility. If no damages are incurred, the damage deposit will be returned within 30 days following the end of the rental period.

PAYMENT. Full rental fee payment AND damage deposit is required at the time the reservation is made.

LIABILITY INSURANCE. The Organization/Individual using the facility will sign a waiver of liability as a part of the Rental Agreement. Policies including, but not limited to, the Lakeville Heritage Center Alcohol Policy and Food Catering Policy may require the Organization/Individual to provide a copy of their Certificate of Insurance as proof of liability coverage, including host liquor liability insurance naming the City of Lakeville as additional insured, if applicable.

CANCELLATION POLICY. The Renting Organization/Individual agrees and understands that in the event of a cancellation, ninety (90) days notice must be given in order for both the rental payment and damage deposit to be returned. If less than 90 days notice is given, the damage deposit will be returned, however, the Lakeville Heritage Center will retain the rental payment.

NO SMOKING POLICY. The Lakeville Heritage Center is a smoke free facility. There is no smoking allowed anywhere in the building.

PYROTECHNICS. The use of pyrotechnics, open flames or other combustible materials within the facility is strictly forbidden.

LIQUOR. The Renting Organization/Individual using the facility shall not sell, serve or allow alcoholic beverages of any kind to be sold, brought into or served upon the premises except as permitted by the Lakeville Heritage Center Alcohol Policy (page 7) and in accordance with all City Ordinances and State laws. If utilizing a caterer, the caterer shall provide proof of licensure by the State of Minnesota. The caterer shall also provide liability insurance coverage with minimum limits as stated in City ordinance 3-1-9-2A and also provide a Certificate of Insurance as proof of liability coverage, including host liquor liability insurance naming the City of Lakeville as additional insured.

DECORATIONS. All decorations must be approved in writing two weeks in advance of any function. The following items are **NOT ALLOWED:** 1)No confetti and/or glitter 2)No candles with flame 3)No nails, tacks, tape, glue, paint, etc. All decorations must be hung without defacing the building. The Lakeville Heritage Center does not provide ladders for decorating. All decorations must meet fire code regulations. No electrical circuits may be altered.

SPECIAL SETUP. Special setup shall be done at the Renting Organization's/Individual's expense under the supervision of, and subject to, the approval of Lakeville Heritage Center Management, and shall be furnished and paid for by the renting Organization/Individual.

CLEANUP. The Renting Organization/Individual using the facility shall clear all areas after use unless otherwise approved by Lakeville Heritage

Center Management. The Lakeville Heritage Center and the City of Lakeville are not responsible for any items left beyond the contracted rental period. The Renting Organization/Individual shall also leave all areas in a clean and orderly condition at the end of the term of this agreement. If areas are not cleared and/or cleaned within the contracted time period, the Lakeville Heritage Center and the City of Lakeville will clean the facility and deduct the cleanup cost from the damage deposit.

ADVERTISING. If using our name, please state our complete name, "Lakeville Heritage Center," when making references.

CONDUCT. The Renting Organization/Individual is responsible for the conduct of its guests, representatives and workers while in the Lakeville Heritage Center.

CITY, COUNTY, STATE AND FEDERAL LAWS. All Organizations/Individuals using the Heritage Center to conduct any performance, public or private meeting or in giving any lecture, concert, class or other event shall conform to, comply with and abide by all laws of the United States and the State of Minnesota, the rules and regulations of all Federal and State Boards and Bureaus, the ordinances of Dakota County, the City of Lakeville and the regulations of the Fire Department, Health Department and Police Department.

INDEMNIFICATION, HOLD HARMLESS, DEFENSE. I understand that my use of the Lakeville Heritage Center is voluntary and that I am using it for my benefit only. I agree that my use of the Lakeville Heritage Center facility is undertaken at my own risk, and that the Lakeville Heritage Center and the City of Lakeville will not be liable for any claims, injuries or damages of whatever nature incurred by me, members of my organization, or guests of my event due to the negligence of members of my organization, guests of my event or the negligence of third parties. On behalf of myself and the organization that I represent, I expressly forever release and discharge the Lakeville Heritage Center, the City of Lakeville, its agents or employees from any such claims, injuries or damages. I also agree to defend, indemnify and hold harmless the Lakeville Heritage Center and the City of Lakeville from any claims, injuries or damages of whatever nature arising out of, or connected with, my use of the Lakeville Heritage Center. I also agree to reimburse the City of Lakeville for any damage, breakage, maintenance or theft of equipment beyond the damage deposit figure, if so warranted.

SUBCONTRACTING. Renters may not subcontract any space in the Lakeville Heritage Center.

LIGHT, HEAT, WATER, VENTILATION. The Lakeville Heritage Center shall furnish light, heat, water and ventilation, but any special lights or lighting fixtures other than those available shall be provided and paid for by the Renting Organization/Individual.

FIRE CODES. The Renting Organization/Individual shall not transact or allow the transaction of any business on the premise, or keep thereon, anything which will increase the risk of fire or conflict with the provisions of the insurance policies on the building or any part thereof.

The Organization/Individual understands and agrees that this Agreement is made subject to all rules and regulations of the Lakeville Heritage Center, and will conform to said rules and regulations and be bound thereby. No provisions of these rules and regulations will be waived, except with advance approval, in special cases and for good cause, and then only by written memorandum attached to the permit application and signed by an authorized representative of the City of Lakeville.





FOOD CATERING POLICY

Food Caterers at activities and events held at the Lakeville Heritage Center according to the following guidelines:

- If alcohol will be served at the event, refer to the Alcoholic Beverages Policy in addition to the Food Catering Policy.
- Catering areas must be left in a clean condition following each event. All refuse must be removed and placed in the dumpster in the parking lot on the east end of the building (behind the Heritage Center).
- Food and beverages must be kept in the rented room or space.
- The caterer will pay a user's fee of \$150 when catering an event where alcohol is being served.
- Caterers are responsible for all table coverings. Caterers are also expected to provide all plates, silverware and glassware for tables.
- Deliveries of supplies must be approved by, and arranged with, Heritage Center Management.
- Supplies must be removed by the end of the rental period unless approved by, and arranged with, Heritage Center Management.
- The Lakeville Heritage Center and the City of Lakeville are not responsible for articles left unattended or overnight.
- All catering must be approved in writing 30 days prior to the event. The Lakeville Heritage Center reserves the right to coordinate and determine the number and placement of catering stations.
- The Lakeville Heritage Center is a non-smoking facility. The caterer's employees must abide by this policy at all times.
- The caterer shall comply with all laws and regulations related to the preparation and disposal of food, and shall procure at its own expense all permits and licenses required by law or regulation for the operation of catering services. **The caterer will furnish the City of Lakeville with a copy of the applicable permits or licenses.**
- The caterer agrees that they will at all times, have and keep in force, at its expense, workers' compensation and employers' liability, automobile liability and professional liability insurance covering any injury caused by act or omission on the part of the caterer in the performance of, or with relation to, any of the work or services provided to be performed or furnished by the caterer.
- The caterer will furnish the City of Lakeville with a copy of its Certificate of Liability Insurance naming the City of Lakeville as additional insured.
- The caterer shall be deemed to be an independent contractor and not an employee of the Lakeville Heritage Center or the City of Lakeville. Any and all agents, servants or employees of the contractor or other persons, while engaged in the performance of any work or services required to be performed by the Lakeville

Heritage Center, or the City of Lakeville, its agents, servants, employees or other persons, shall in no way be the obligation or responsibility of the Lakeville Heritage Center or the City of Lakeville. The contractor, its agents, servants or employees shall be entitled to none of the rights, privileges or benefits of the Lakeville Heritage Center or the City of Lakeville.

- The caterer further agrees to defend and hold harmless the Lakeville Heritage Center and the City of Lakeville from any claims, demands, actions or causes, or action arising out of any performance of, or with relation to, the work or services provided to be performed or furnished by the caterer under the terms of this agreement.

ALCOHOLIC BEVERAGES POLICY

Alcoholic beverages may be served at activities and events held at the Lakeville Heritage Center according to the following guidelines:

- Except as otherwise specifically provided in this policy, the sale, consumption and display of alcoholic beverages is prohibited at the Heritage Center.

Service Clubs renting space at the Heritage Center may allow club members to consume beer and wine. "Service Club" means: an incorporated organization organized under the laws of the state for civic, fraternal, social, or business purposes, for intellectual improvement, or for the promotion of sports, or a congressionally chartered veterans' organization, if: (1) 51% of its active members reside or work in Lakeville and (2) the Service Club has regular meetings or activities in Lakeville at least three times a year.

- The holder of a caterer's permit may sell intoxicating liquor as an incidental part of a food service that serves prepared meals.
- Lakeville Municipal Liquor may sponsor, host, conduct "tastings" for educational and fundraising activities.
- All Renting Organizations/Individuals distributing and/or consuming alcohol in the Lakeville Heritage Center must comply with and abide by all Federal, State and Municipal laws and ordinances.
- Alcoholic beverage service will end no later than 11:00 p.m. Alcohol must stay in a clearly defined rental space. The Renting Organization/Individual will be responsible for making sure its guests follow this policy. All containers used for consumption must also remain in the defined space.
- Violation of the rules set forth in this policy may result in the denial of future rental requests, cancellation of future reserved space at the Lakeville Heritage Center and forfeiture of the damage deposit.





FACILITY RENTAL APPLICATION

Name of Applicant: _____

Event Name: _____ Expected Attendance: _____

Name of Organization: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____ E-mail: _____

⁴Set up - \$25, Yes _____ No _____ Take down - \$25, Yes _____ No _____

Date(s)	Day(s) of Week	Room Requesting	Start Time	End Time	Rental Rate

+++++

Rental reservation fee \$ _____

Damage deposit, \$200^{1,2} \$ _____

Kitchen damage deposit, \$200^{1,2,3} \$ _____

Set up/Take Down Fee \$25/\$25⁴ \$ _____

Late Check out fee, \$50⁵ \$ _____

Misc. \$ _____

TOTAL rental fee & deposit(s) \$ _____

Your reservation is **not** confirmed until the reservation and damage deposit fees are received.

¹The Renting Organization/Individual agrees and understands that in the event of a cancellation, ninety (90) days notice must be given in order for both the rental payment and damage deposit to be returned. If less than 90 days notice is given, the damage deposit will be returned, however, the Lakeville Heritage Center will retain the rental payment.

²Damage deposit will be refunded to you within 30 days following your reservation date contingent upon city staff recommendation and policy, unless a request to hold the deposit for future reservations has been made.

³Damage deposit required by permit holder when hosting a catered event.

⁴Set up – if you would like staff to set up tables/chairs in room, fee is \$25. Provide room layout a minimum of one week prior to rental (set up does not include placement of personal items), Take Down – if you would like staff to take down, fee is \$25 (tables must be cleared of all personal items – linens, food, etc.)

⁵Late fee - \$50, charged up front, and returned if out by time listed on permit. If time extends 30m past permit time, \$200/hr





GENERAL INFO

- Set up – if you would like staff to set up tables/chairs in room, fee is \$25. Provide room layout a minimum of one week prior to rental (set up does not include placement of personal items)
 - Yes - HC Staff to set up per layout as submitted
 - No - Permit holder will set up tables and chairs
- Take Down – if you would like staff to take down, fee is \$25 (tables must be cleared of all personal items – linens, food, etc.)
 - Yes - HC Staff to breakdown room
 - No - Permit holder breakdown tables, and stack chairs (no higher than 15).
- If you elect to set up/take down tables/chairs it is to be completed during rental time
- If event spills out into the hallways or other areas of the building, may result in damage deposit.
- **Deposit Fee** - \$200, (+\$200/kitchen) charged up front, and returned if space is left clean and no property damage has occurred, (i.e. food in carpet, damaged equipment, wall, flooring, ceiling, oven/stove clean etc.)
- **Late Check out fee** - \$50, charged up front, and returned if out by time listed on permit. If time extends 30m past permit time, \$200/hr
- Confetti, glitter, candles with flame are not allowed, if present, damage deposit not returned
- Renter is expected to dispose of all garbage in garbage can. Garbage on floors, counters etc. may result in loss of damage deposit
- Staff will provide garbage can and empty as needed
- Staff will sweep, vacuum and mop following your rental
- Staff is available and in building during your rental should you have questions
- Permit holder is responsible for reviewing Heritage Center Use Policies and Fee.

PAYMENT

- Payment is required to secure your date and with payment you agree to items listed in General Info
- To make payment with CC call Patty D at 952-985-4610

Furniture/equipment available

- _____ (20) 60" round tables
- _____ (4) 8'x30" mity lite folding tables
- _____ (14) 8'x18" mity lite folding tables
- _____ (8) 8'x30" folding tables on wheels
- _____ (4) 8'x30" banquet folding table
- _____ (5) 8'x36" banquet folding table
- _____ (3) 6'x30" banquet folding table
- _____ (8) 36" square folding table
- _____ (203) chairs armless, mesh, stackable, black
- _____ (27) chairs - gray, plastic, armless, slider
- _____ 32" TV with DVD/VCR player on cart, 37"w x 28"d x 41"h
- _____ (2) Portable coat racks, hooks only (120 coats)
- _____ Podium - floor
- _____ Misc _____
- _____ Misc _____

When renting kitchen – the following is available at no charge

- _____ (2) 100-cup coffee urns (user must provide own coffee and cups)
- _____ (2) 30-cup coffee thermoS (user must provide own coffee and cups)
- _____ (24) Coffee server (1 quart)
- _____ (21) Water carafes
- _____ Ice, \$5-5 gallon bucket, free if renting kitchen
- _____ Misc _____

Items available for rent

- _____ Epson Portable Projector-\$50
- _____ Bose Bluetooth Mini Speaker-\$25 (\$250 security deposit)
- _____ Portable Fender Sound System,
one cordless handheld mic-\$50
- _____ (2) 2.5 gallon glass beverage dispenser with spicket, \$10
- _____ LINENS—tabletops and napkins, see page 10
- _____ Vintage Dinner, Salad plates/Flatware (.75/.25 per setting)
- _____ White Ceramic Coffee Cups (.25 each)

For day of rental, emergency contact, txt 612-718-7828

Staff will complete below

Breakdown of Fees	
Rental Fee	
Set up/Take down	
Deposit	
Late checkout	
additional charges	

Office Notes	
emailed (date)	Date of Event
	Payment
	Processed Refunds
	Completed/Closed Reservation in CLASS
	added to staff schedule



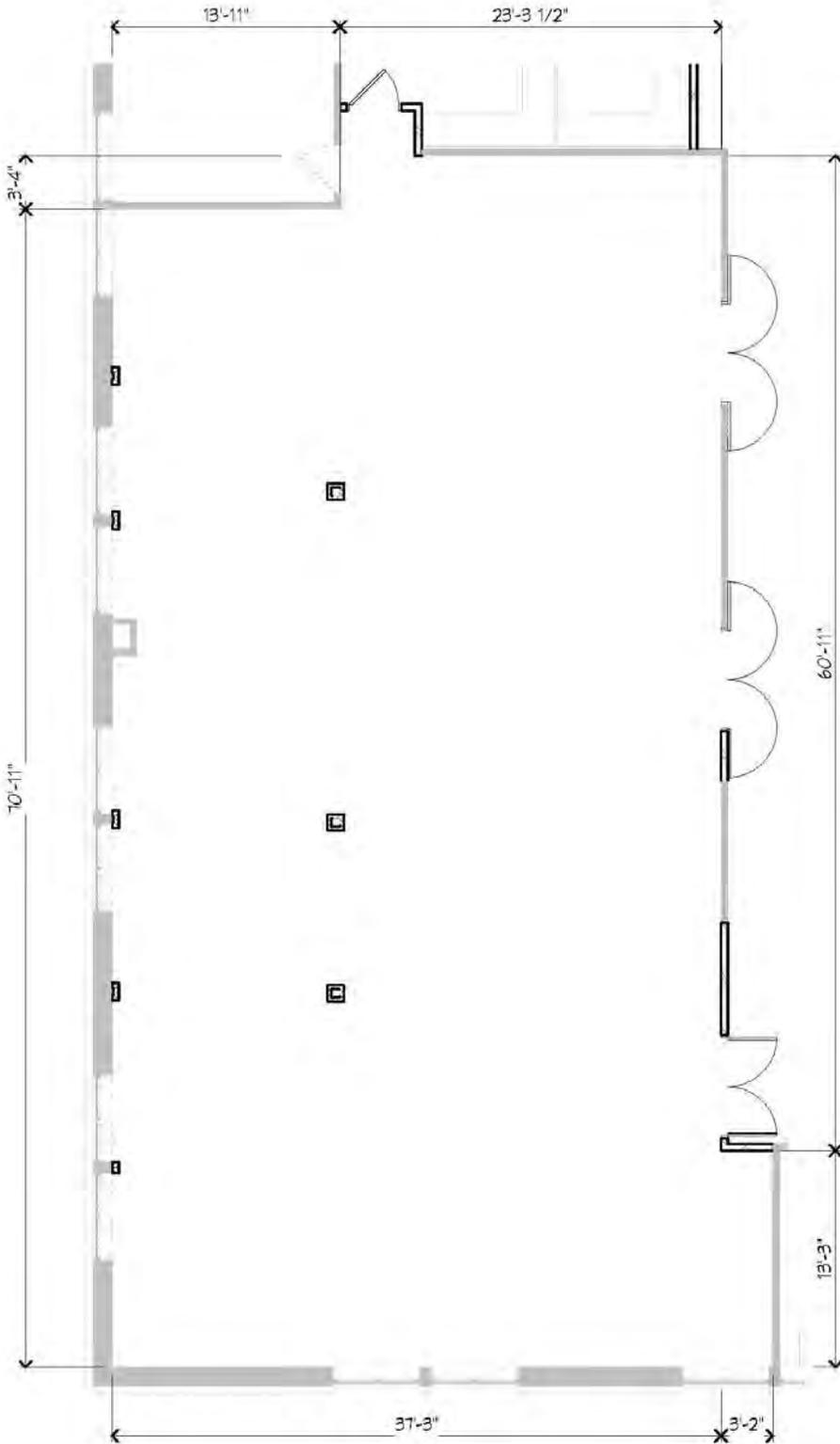
Linens Rental Cost Sheet

Request for linens must be placed a minimum of 4 wks prior to rental date

Day of Event -

pricing subject to change - please inquire

		Quantity	Cost per item	Total
Napkins				
	Linen size			
	Square 19"x19'			
	white (any quantity)	0	\$0.40	\$0.00
	color (per 100)	0	\$0.40	\$0.00
Table Tops				
Table Size	Linen size			
3'-4' square	Square 52"x52"			
	white (any quantity)	0	\$2.75	\$0.00
	black (per 10)	0	\$2.75	\$0.00
	cream (per 10)	0	\$2.75	\$0.00
6 or 8' banquet	Oblong 52"x114"			
	white (any quantity)	0	\$3.25	\$0.00
	black (per 10)	0	\$3.25	\$0.00
	cream (per 10)	0	\$3.25	\$0.00
60" round	Square 81"x81"			
	white (any quantity)	0	\$3.50	\$0.00
	black (per 10) 90"x90"	0	\$3.50	\$0.00
	cream (per 10)	0	\$3.50	\$0.00
				\$0.00



Heritage Room

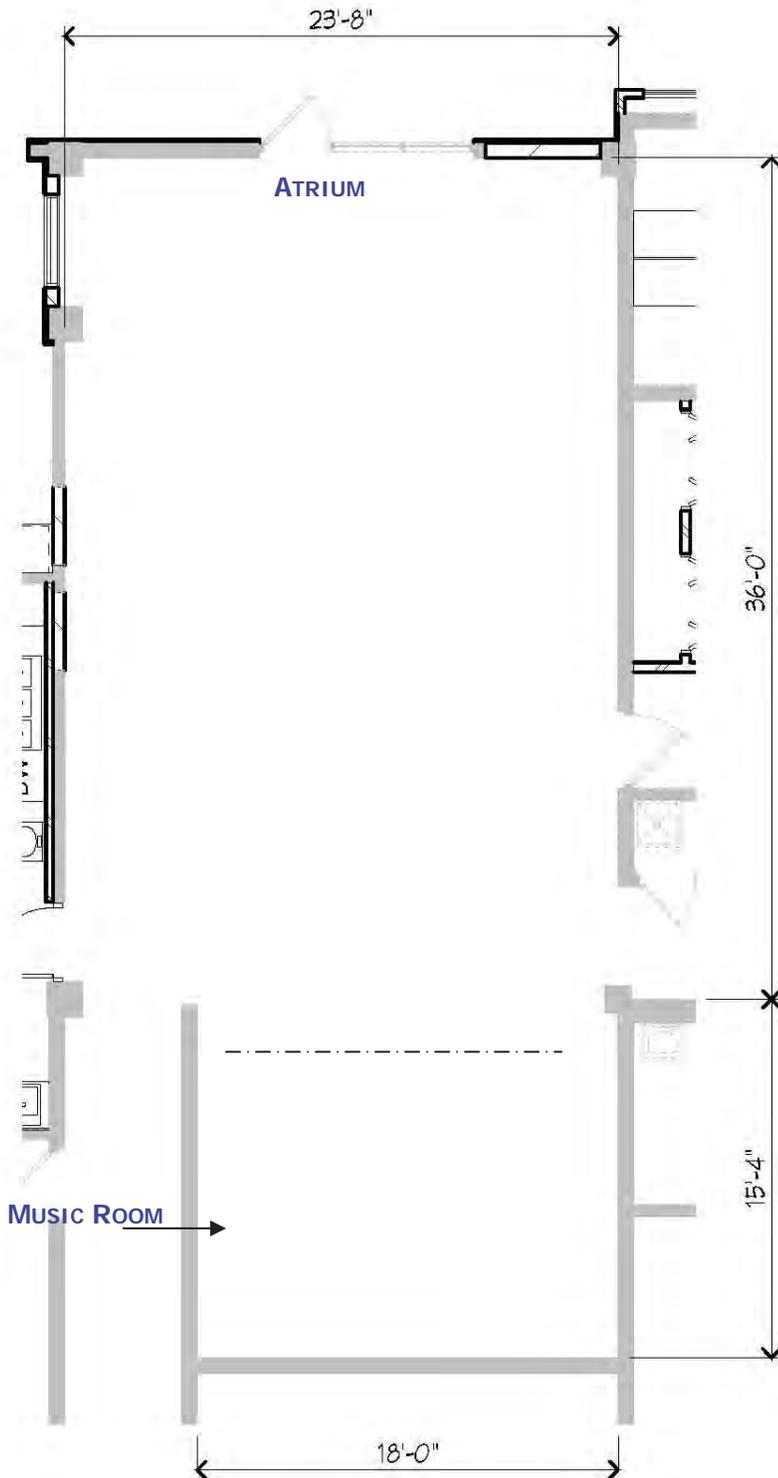
Room Setup

If you are requesting staff to setup tables and chairs please provide layout a minimum of 2 weeks prior to rental date

Set up fee \$25

Take down fee \$25

See page 4 and 5 for table and chair options.



Atrium

Room Setup

If you are requesting staff to setup tables and chairs please provide layout a minimum of 2 weeks prior to rental date

Set up fee \$25

Take down fee \$25

See page 4 and 5 for table and chair options.

Please review
prior to your
rental.



Date of Event _____ Rooms Requesting _____

Rental Time: Beginning _____ Ending _____

Contact Name and phone # during event _____

Rental of the Heritage Center rooms are on an hourly rate. The hours shown here will cover the entire time required for the renter to decorate, set-up, conduct the activity, and clean up the facility after use. The facility must be vacated promptly at the conclusion of the time specified on the contract. \$50, charged up front, and returned if out by time listed on permit. Failure to comply will result in a \$200 late fee, if time extends 30 minutes past permit time.

Before You Decorate

These decorating guidelines must be used when you are decorating the building to prevent damage to the Lakeville Heritage Center and so you will not forfeit part of your Security Deposit. A building and grounds inspection will occur after your rental and before the Security Deposit is released. Please follow these guidelines carefully.

- Absolutely NO glitter, confetti or candles with flame. \$200 damage deposit immediately retained if any appear.
- Tape may not be used on any painted surface or on the ceiling.
- The only adhesives permitted are "Command Adhesive" brand hangers. To prevent damage from the surface, they must be removed according to the directions on the package.
- Nails, screws and thumb tacks are not allowed. Any holes created in the walls will be considered property damage.
- Do not hang items from the ceiling tile or light fixtures.
- Decorations attached to the outside of the building or grounds must adhere to these same guidelines.
- All decorations must be completely removed upon vacating the building at the end of your rental. This includes decorations or signs at the front entrance of the neighborhood. Items not removed will be charged \$200 storage fee. Items left at the Heritage Center after 72 hours become property of the City of Lakeville.

By the City of Lakeville having received payment on the above rental, you are agreeing to the above guidelines and will convey the above to those that assist you with the event.

Please review,
prior to your
rental.



Additional Check List of Lakeville Heritage Center

Table and Chairs (if not paying for take down)

- Wipe off all tables, fold and return to rack (if not paying for take down)
- Wipe off all chair and place in stacks of 15 (if not paying for take down)
- Clear off all tables (if paying for take down)

Personal Items (linens, decorations, food etc)

- All must be removed from building prior to end of rental time (otherwise becomes property of City of Lakewille)

Walls and Ceiling

- Remove all decorations, and/or Command hooks

Floors - including Main Room, Entry, kitchen and bathrooms

- Pickup all debris/food from the floor
- Staff will sweep and vacuum floors

Kitchen

- Wash all items borrowed from City and leave on the green shelves in the drying rack
- Wipe down counter tops and stove
- Clean up any spills in the oven, or on the walls and cabinets
- Clean out sink
- Clear all items from the refrigerator
- Wipe up spills in the refrigerator
- Staff will empty trash containers
- Turn off stove and oven

Trash

- Staff will empty trash containers. Trash should be bagged and left in garbage cans.

Lights and Locks

- Staff will turn off all lights and lock doors

Police

- If Police is called by City of Lakeville staff to assist staff with issues. A citation may be issued by Police.

By the City of Lakeville having received payment on this rental, you are agreeing to the above checklist and will convey the above to those that assist you with the event