

## St. Michael City Hall

11800 Town Center Drive NE, St. Michael, MN 55376

Main Office: 763-497-2041

Rental Coordinator: 763-416-7909, rentals@stmichaelmn.gov

Website: stmichaelmn.gov

Business Hours: Mon-Thurs, 8:00am-5:00pm, Fri, 8:00am-2:00pm



## City Center Room Rental Information

### GENERAL INFORMATION

- Rentals are booked online through the City's Facility Rental web page using the
- Rentals are paid online in full by credit card at booking time and requires a \$250.00 damage deposit.
- Reservations are not available three days or less prior a date.
- Renters must be at least 21 years of age.
- Chairs, tables, cleaning supplies provided. All other items supplied by renter.
- These are smoke, tobacco and e-cig/device free facilities. Ash receptacles provided outside.
- Weddings excluded from online booking; contact Rental Coordinator to discuss further.
- Audio/video capability available for a fee in Chamber Room and Gries Lenhardt Allen Library Room. Cables, adapters, etc. supplied by renter. No fee for microphone or Chamber ceiling speaker system.
- Music must stop Mon-Thurs by 10:00pm and Fri-Sun by midnight; City code sound levels enforced.
- Set up/decorating must be completed within the booked rental time.
  - Prohibited: Pins, tacks, nails, glue, confetti, glitter, bird seed, rice, loose bead-type material.
  - Painter tape allowed. No clear tape. 3M strips may be used; however, costs withheld if damage.
  - Candles must be enclosed in containers such as votives/hurricane glass; no exposed flame.
  - For ceiling draping, personal liability insurance is required and must be provided no later than 30 days prior the event. Call for details. Email to rentals@stmichaelmn.gov or bring to City Hall.
- City reserves the right to first priority for government activity or emergencies.
- City reserves the right to deny future rentals due to failure to adhere to rental policies.

### ROOMS

- See Room Rates and Amenities brochure on the City's web page for details.
- Calendar posted on the web page to check availability.
- Room photos posted on the web page.

### ROOM ACCESS

- An email will be sent approximately one week prior the event with access detail. Failure to pick up a key is considered cancellation, rental fees will be forfeited and City staff will not open the facility.
- Unreturned keys result in a \$25.00 fee withheld from damage deposit.

### FOOD / CATERING

- Renters may arrange catering (see City-approved caterer list on web page) or bring their own food.
- Chamber includes Chamber kitchen use; kitchen unavailable for other rooms.
- (2) 40-cup, filter-free coffee makers included with Chamber rental.

## ALCOHOL

- A certificate of insurance must be provided to City Hall within 7 days of booking. Email certificate to [rentals@stmichaelmn.gov](mailto:rentals@stmichaelmn.gov) or bring to City Hall. See the following detail and certificate requirements:

When alcohol is served (but not sold) at your event: Commercial general liability insurance is required. Contact an insurance agent to obtain insurance. Coverage may also be available through GatherGuard ([www.gatherguard.com](http://www.gatherguard.com)). Certificates must show the following:

- Event date
- Your name listed as the Insured
- 'Host Liquor' coverage
- Minimum coverage amount of \$1,000,000
- Description of Operations states: 'City of St. Michael, MN, is an additional insured'
- Certificate Holder states: 'City of St. Michael, 11800 Town Center Drive NE, St. Michael, MN 55376'

When alcohol is sold at your event: A liquor license is required and liquor liability insurance in the minimum amount of \$1,000,000 is required. When a City-approved caterer is used, no additional action by the renter is required as the caterer has a liquor license and insurance on file with the City.

- Alcohol may be consumed only in the rented room (not hallways, restrooms, grounds, parking lots).
- Serving and consumption must stop by 10:00pm Monday-Thursday and midnight Friday-Sunday.
- Security service provided by the Wright County Sheriff's office may be required depending on the nature of the event; hired by the City and paid by the renter. Contact Rental Coordinator for details.

## CLEANING

- Cleaning is the renter's responsibility unless cleaning service is purchased during booking.
- If cleaning service is purchased, rental end time does not need to include cleaning time.
- If cleaning service is not purchased, clean up time must be included in the rental end time.
- Cleaning checklists are posted in each room (surface cleaning, garbage removal, room re-set, etc.)
- Failure to clean is considered damage and fees will be withheld from the damage deposit.
- Purchased cleaning service rate: Chamber \$110.00, all other rooms \$55.00.

## DAMAGE DEPOSIT

- Damage deposit fully refunded if inspection passes.
- Email Rental Coordinator immediately to report damage ([rentals@stmichaelmn.gov](mailto:rentals@stmichaelmn.gov)).
- Damage will be assessed and costs withheld from damage deposit.

## CANCELLATION

- 30 days or more from event date forfeits 50% of the rental fee. Damage deposit is refunded.
- Less than 30 days from event date forfeits 100% of the rental fee. Damage deposit is refunded.
- Cancellation notice must be emailed to [rentals@stmichaelmn.gov](mailto:rentals@stmichaelmn.gov)
- No refunds, credit, date change due to weather or other circumstances. No transfer of use.

*By continuing with online booking and payment for the room(s) or grounds, I have read and agree to abide by the guidelines and procedures related to the booking of a reservation and use of a room(s) and grounds at any St. Michael facility. I, the renter, will indemnify, defend and hold the City of St. Michael, its officials, employees or agents harmless as a result of any bodily injury to any person(s) occurring as a result of the use of the facility or property, claim, demand, action, or suit relating to any loss (including death) or property damage caused by, arising out of, related to, or associated with the use of any civic facility by the renter or by the renter's 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.*