

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

RENTAL EXPECTATION POLICY

Respect City rooms, facilities, property, and other patrons. Zero tolerance for abuse and unacceptable conduct with monetary restitution and rental ban imposed accordingly. Leave room, facility and property in respectful condition.

GENERAL INFORMATION

- Rentals are booked online through the City's website and Facility Rentals web page.
- 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 fewer prior a date.
- Renters must be at least 21 years of age.
- Chairs, tables, basic 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 and clean up must be completed within the booked rental time.
 - Prohibited: Pins, tacks, nails, glue, confetti, glitter, bird seed, rice, loose bead-type material, etc.
 - 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. Email coverage 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.

ROOM DETAIL

- 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.
- The City Hall public hallway is not included as extended rental space; guests must remain inside the rented room unless using restroom facilities or for event arrivals and departures.

ACCESS KEY

- An email with detail will be sent to the address on account approximately one week prior the event. Failure to pick up a key is considered cancellation, rental fees will be forfeited, City staff will not open the facility, and if further action is needed, the damage deposit will be forfeited.
- Unreturned keys result in a \$30.00 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.

ALCOHOL

- A certificate of insurance must be provided **WITHIN 7 DAYS OF BOOKING**. Email certificate to 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). 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 Expectation Policy:

Respect room, facility and property regardless if cleaning is purchased or self-performed. Zero abuse tolerance with monetary restitution and future rental ban imposed accordingly. Inspection after rental determines restitution course of action. Leave room, facility and property in respectful condition.

- If cleaning service is not purchased, renter clean up time must be included in the rental end time.
- If cleaning service is purchased, rental end time should not be included in cleaning time.
- Cleaning checklists posted in each room detailing purchased and self-cleaning renter expectation.
- Supplies provided: vacuum, broom/dustpan, surface cleaner, cloth and paper towels, dish soap.
- Failure to clean is considered damage and fees will be withheld from the damage deposit.
- If cleaning service is purchased, basic cleaning in the rented space is performed as follows:
table/chair/surface wipe down, vacuuming, floor mopping, resetting tables/chairs, waste container removal, restroom cleaning, kitchen counter wipe down and floor mopping.
Abuse anywhere in the facility includes but not limited to: damage, excessive mess, overflowing waste containers, floor debris such as food/serving ware/other, prohibited items, oven/microwave/sink/counter debris, vomit, restroom excrement, plugged plumbing, etc.
- 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).
- 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 (voicemail notice not accepted).
- No refunds, credit, date change due to weather or other circumstances. No transfer of use.