



## BUILDING HOURS

### BUSINESS HOURS

Monday-Friday, 8am-4:00pm

### CLOSED for holidays:

- New Year's Day \*
- Martin Luther King Day
- President's Day
- Memorial Day
- July 4 Independence Day \*
- Labor Day
- Veteran's Day \*
- Thanksgiving
- Friday, day after Thanksgiving
- December 24 Christmas Eve day \*
- December 25 Christmas Day \*

\*If day falls on weekend, observed on Fri. or Mon.

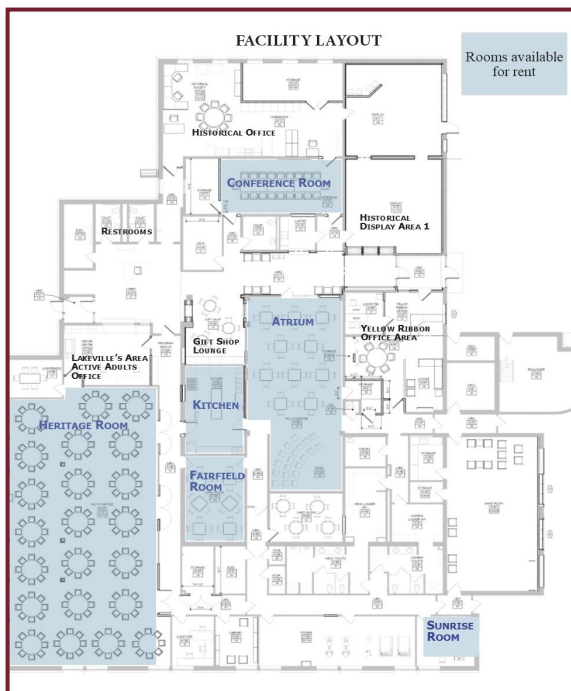
### RENTAL HOURS

Monday-Thursday, 8am-9pm

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

Sunday, 8am-6pm

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



## RESERVATION PROCESS

1. Read through our policies to ensure the space requested will fit your needs.
2. Complete a Facility Rental Application form, space is **not** reserved until application is received. Email form to: kglen@lakevillemn.gov or bring it to the Heritage Center office at: 20110 Holyoke Ave, Lakeville MN 55044.
3. If space is available, a down payment is required at the time the reservation is made, with the full rental fee and damage deposits due prior to rental.
4. If no damages are incurred, the deposits will be returned within 30 days following the rental period. Form of payment accepted: credit card, check or cash.
5. If using a caterer, copies of caterer's license and liability insurance naming the City of Lakeville as an additional insured is required.
6. All changes to reservations must be approved 5 days prior to event.

**WE MUST HAVE PAYMENT TO SECURE YOUR DATE!**

## GENERAL INFO

- Permit holder is responsible for reviewing Heritage Center Use Policies and Fees.
- Staff is available and on premises during your rental should you have questions.
- Confetti, glitter, and candles with flame are **not** allowed, if present or observed, damage deposit will not be returned.
- No standing on furniture, counters, etc., if observed it may result in loss of damage deposits.
- Renter is expected to dispose of all garbage in garbage cans. Garbage on floors, counters etc. may result in loss of damage deposit. Staff will provide garbage cans and empty as needed.
- If event spills out into the hallways or other areas of the building or exceeds maximum room capacity, this may result in forfeiture of deposit. Rental is to be contained to interior of rented space (exception is permitted food trucks).
- 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 end time listed on permit. If time extends 30 minutes past permit time, fees are \$200/hr.



## 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.

## 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.

**The following items and equipment are available for use on a first come-first serve basis:**

## TABLES

- (20) 60" round tables
- (40) 8'x30" mity lite tables light grey
- (14) 8'x18" mity lite tables light grey
- (7) 8'x36" folding tables on wheels, brown
- (4) 8'x30" banquet tables grey
- (3) 6'x30" banquet table grey
- (8) 3'x3' tables (4)-brown, (4)-gray

## CHAIRS

- (200) chairs - armless, black mesh, stackable

## OTHER EQUIPMENT

- (2) Portable coat racks, hooks only (120 coats)
- Podium- floor

*Kitchen Rental includes the following:*

- (2) 100-cup coffee urns (user must provide own cups & coffee)
- (1) 30-cup coffee thermos (user must provide own cups & coffee)
- (22) Coffee servers (1 quart)
- (22) Water carafes

## ITEMS AVAILABLE FOR RENT

- (2) 2.5 gallon glass beverage dispenser \$10 ea.
- (2) Chafing Dishes: \$25 ea. (sternos included)
- Portable Fender Sound System \$50
- Epson Portable LCD Projector: \$50
- Table Linens (see below)

## LINEN RENTAL

Requests for linens must be placed a minimum of 4 weeks prior to rental date.

Table Size	Linen Size	Cost
3'-4' Square Table	52" x 52"	\$2.75 per linen
6"-8" Banquet Table	52" x 114"	\$4.25 per linen*
60" Round Table	81" x 81"	\$4.00 per linen
Napkins	19" x 19"	\$0.40 each

- White, Black, or Cream colors available for table linens
- Black and Cream must be ordered in quantities of 10
- Napkins come in various colors and must be ordered in quantities of 100
- Prices are subject to change
- \* Cream 52" x 114" \$6.00 per linen