

**Municipal Building Commission
Minneapolis City Hall and Hennepin County Courthouse
Rental Policies and Planning Guide**

DEPOSITS AND PAYMENTS

- A booking is not considered confirmed until the appropriate deposit has been received and a signed space rental agreement has been returned. To reserve space, a non-refundable deposit of fifty percent (50%) of the room rental fee is required and an accepted space rental agreement.
- The remaining balance of the room rental fee and any other fees are due thirty (30) business days prior to your event. You may pay by personal check or cashier's check. **It is agreed that the MBC will release your date if full payment is not made thirty (30) days prior to your event and your fifty percent (50%) non-refundable deposit will be forfeited.**
- All Rental fees are to be paid to the MBC.
- All fees are non-refundable, with the exception of the damage deposit as identified below.
- The User will pay a non-refundable room fee deposit equal to half of the room rental fee, which will apply to the total rental fee.
- The space rental fee includes use of thirty-seven (37) round tables, two-hundred seventy five (275) chairs, and changing rooms for bride and groom. Set-up for ceremony only or reception only events is included. A \$500 change-over fee applies for events involving both a ceremony and a reception, or an event requiring more than one set-up configuration.
- Self-serve coat racks are available at no extra cost. If coat check service is desired, attendants must be supplied by the caterer. User is responsible for applicable charges.
- A sound system is available for rent to be used in the rotunda. The rental cost for the system is \$200. The system includes speakers for ground floor and first floor gallery level, a podium, one wired microphone and two wireless microphones. No additional audio equipment is provided however, iPods, computers, CD players, etc. may be used with this system, subject to compatibility.
- An LCD projector is available for rental. The rental cost for the projector is \$100. The projector is to be set up and operated by MBC staff only.
- Rehearsal – for rentals that include a wedding/commitment ceremony, a maximum of one and one half hour rehearsal time is included, free of charge. Rehearsals may start no earlier than 6:00 p.m. on weekdays and date is subject to availability due to other events.
- A damage deposit of \$500 is required thirty (30) days prior to the event and will be returned to the User thirty (30) days following the event upon satisfactory inspection of the rental space by the MBC. The MBC reserves the right to keep the User's damage deposit for issues that require item replacement, extensive cleaning, non-compliance with rules and regulations or other issues deemed reasonable by MBC staff or for any reason not outlined in this Agreement. The MBC may collect from the User for any amounts exceeding the damage deposit.

DATE CHANGE/CANCELLATION

User must submit date change requests and/or cancellations to the MBC in writing. In the event of a cancellation, User forfeits the non-refundable room fee deposit as described above. User is allowed one (1) date change for a \$100 change fee. Rental fees for the new date will be applicable. Any additional date change requests will require the User to cancel the event, thereby forfeiting the non-refundable deposit, or remain with their selected date.

SECURITY

- The City of Minneapolis Code of Ordinance requires at least one security officer licensed pursuant to Minnesota Statutes, Section 326.32 be present in and at the premises at all times during an event attended by fifty (50) or more people, if alcoholic beverages are present, or if guests dance to live or recorded music. Two (2) officers are required for events expecting 150 or more guests.
- If security is required, it must be provided by the Minneapolis Police Department and coordinated by the MBC.
- For events requiring one security officer, an additional security officer is required if the 4th Street Vestibule is used for the duration of the contracted event.
- Applicable charges will be the responsibility of the user and will be coordinated through the MBC. A minimum of four (4) hours is required at \$50 per hour, per officer. Fee is due thirty (30) days prior to event.
- Users will be financially responsible for the total hours arranged for security, regardless of the actual hours used.

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CATERING SERVICES

The MBC has a list of preferred caterers for the City Hall and Courthouse building facility as noted below:

Atlas Grill
Ken Cole, 612-338-4700
ken@hrprestaurants.com
U.S. Bank Plaza
200 S. 6th Street
Minneapolis, MN 55402
www.atlasgrill.com

Chow Girls Killer Catering
612-203-0786
info@chowgirls.net
1222 2nd Street NE
Minneapolis, MN 55413
www.chowgirls.net

Joseph Catering
612-362-9634
events@josephcatering.com
336 Hoover Street NE
Minneapolis, MN 55413
www.josephcatering.com

Mintahoe Hospitality Group
Lisa Brenna, 612-676-8915
lbrenna@mintahoe.com
40 Power Street
Minneapolis, MN 55401
www.mintahoe.com

- Users are required to contract with the caterer of their choice from the list provided above to provide food and beverages for their event. Users must provide the MBC with a signed copy of the catering contract or estimate from their selected catering service provider at least sixty (60) days prior to their scheduled event.
- Users must check with the MBC preferred catering service provider on policies related to bringing in wedding cakes prepared by another vendor. Baker may be required to show proof of licensure.
- *Please note that a caterer's usage fee is assessed to each caterer by the Municipal Building Commission. While it is the caterer's responsibility to pay this fee, they may choose to include the cost in your estimate for service. This fee funds historic restoration of the City Hall and Courthouse.*

ALCOHOL

- All alcoholic beverages must be consumed on the premises and in designated area(s) only. No alcohol is allowed outside the building or in changing/staging rooms.
- Service of alcohol shall cease at 11:30 PM, alcohol consumption shall cease at 11:45 PM. Alcohol consumption past 11:45 PM may incur additional fees for staff and security.

DECORATIONS & ENTERTAINMENT

- Users are responsible for the distribution and collection of all materials and decorations provided by the user.
- All decorations must be pre-approved by MBC staff thirty (30) days prior to event.
- Birdseed, glitter, rice, bubbles, silly string and confetti may not be used.
- No tape, nails or tacks are allowed on walls.
- All decorations must be removed at the conclusion of the event.
- White icicle lights are available for use free-of-charge; however, User will be charged \$10 for each light string not returned.
- DJs, dancing and dance bands are allowed for events in the Minneapolis City Hall and Hennepin County Courthouse building. Event or meeting locations will dictate the size and type of music functions allowed.
- Music must end at 11:30 p.m. All amplification should be minimal and will be controlled by building staff.
- All entertainment must be approved by the MBC thirty (30) days prior to event.
- The use of candles for decoration requires the presence of a Fire Watch, and, if used, candles must be self-extinguishing (votives) or in a self-righting container. Fire Watch services are not required if candles are used as part of the ceremony (i.e., unity candle). Applicable charges will be the responsibility of the user and will be coordinated through the MBC. A minimum of four (4) hours is required at \$50 per hour. Fee is due thirty (30) days prior to event. Fire Watch services must be provided by the Minneapolis Fire Department.
- The MBC has battery operated candles available for use for your event free-of-charge; however, User will be charged \$2.50 for each battery operated candle not returned.
- Candles are not allowed in the City Council Chambers.
- It is the User's responsibility to inform decorators of these rules.

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USE OF MINNEAPOLIS CITY HALL AND HENNEPIN COUNTY COURTHOUSE

- The Minneapolis City Hall and Courthouse is a public facility, open to the public Monday through Friday from 6:00 a.m. to 6:00 p.m.
- Minneapolis City Hall & Courthouse is a non-smoking facility in compliance with the Minnesota Indoor Clean Air Act.
- Gambling or illegal activity of any sort is prohibited.
- User may use only the areas specified on the rental agreement. Guests are not permitted access to areas of the building not specified on the rental agreement.
- Weekend events – User may access the space no earlier than 12:00 noon. Events must conclude by 12:00 midnight.
- Weekday events – User may access the space starting at 2:00 p.m. for setup. Event start time shall be no earlier than 6:00 p.m. Events must conclude by 12:00 midnight.
- An MBC staff member will be on site for the duration of the event.
- The MBC shall not assume any responsibility for the damage or the loss of personal or rental items stored or displayed on its property prior to, during, or following the user's event. All user property must be removed from the space at the conclusion of the event. Arrangement may be made in advance to leave items overnight. Items not picked up by 8:00 Monday morning will be disposed of.
- The user agrees to be responsible for any damages and thefts to the premise or property by their guests, invitees or other agents under the user's control.
- User must comply with the maximum capacity of 275 for seated dinner.
- The User is responsible for the actions of all guests and hired vendors. **Children must be directly supervised by an adult (18 years & older) at all times. Children are not to be running and playing in the hallways, elevators or stairs.**
- MBC staff will immediately notify the User or designated event contact of any incident. It is the responsibility of the User or event contact to remedy the situation. If, after notification, the situation is not remedied, MBC staff reserve the right to end the event. In this case, the MBC will keep the User's damage deposit and no fees will be reimbursed.
- The MBC may take pictures of your event to be used for advertising and promotional purposes.
- Space is reserved outside the 4th Street entrance for vendor loading and unloading only. Vehicles must be moved when loading/unloading is complete. No parking space is included in the facility rental.
- Thirty (30) days prior to your event, a meeting will be held with the facility event coordinator, client, caterer, and other applicable parties to plan the set up, timeline and details of the event.

MBC RESERVES RIGHT TO CANCEL AGREEMENT

The MBC reserves the right to cancel this Agreement at any time when a state of emergency is declared or unsafe environmental conditions exist. In such an event, User agrees that the MBC shall have no responsibility or liability for any disruption or damages or loss that the User may suffer or incur due to such cancellation. All fees paid to the MBC shall be refunded to the User if this Agreement is canceled pursuant to this paragraph.