

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, 7:30am-4:30pm, Fri, 7:30am-1:30pm



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 (\$500.00 for weddings) damage deposit.
- Reservations must be made at least four days in advance.
- 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.
- 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

- **WITHIN 7 DAYS AFTER BOOKING**, insurance coverage must be provided or the reservation will be cancelled. Email the certificate to rentals@stmichaelmn.gov or bring to City Hall. See the following detail and certificate requirements:
 - ▶ When alcohol is present at your event (but not sold): 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 since the caterer has a liquor license and insurance.
- 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. 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.

- Renter clean up time must be included in the rental end time.
- Cleaning checklist posted in each room detailing 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.
- 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.

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.