



Frequently Asked Questions Roseville Skating Center

What is the best way to contact someone regarding rentals?

Contact the Banquet Facilities Manager at 651-792-7121 or jessica.matthews@cityofroseville.com. We will do our best to contact you within 2 business days regarding your request. Room requests can also be submitted online.

How many people can fit in the banquet room? Is that standing or seated?

The Olympic Room accommodates up to 300 people or 250-275 banquet seating; the Rose Room accommodates up to 220 (theater seating) people or 150-175 banquet seating; Fireside room accommodates up to 40-50. These capacities may be less based upon exact set-up needs.

What time do I get access to the banquet room?

Sunday-Thursday banquet rooms are available for rent between 8 am – 10 pm. Friday & Saturday, rooms are available from 8 am – 11:00pm. All set-up and tear-down must be within reservation window; we are not able to store decorations at our facilities.

Will you provide staff or security for my event?

RSC will provide staff depending on type of event; there will always be staff on site during all reservation that can assist you with any questions or issues that arise. We do require an off duty Roseville police officer to be present during events when alcohol is being served- this is coordinated by the RSC Banquet room manager.

How do I pay for my reservation?

Payment can be submitted over the phone using a credit/debit card. You may also mail in a check or pay in person with card, check or cash.

When do I need to pay for my reservation?

A reservation is not guaranteed until a deposit of 50% or damage deposit of the room rental cost is received; or full deposit amount (determine by banquet manager). Reservations will not be accepted without the required deposit. The remaining balance is due no less than thirty (30) days prior to the event.

How can I be sure to get my damage deposit back?

Follow all room rental policies.

How does the damage deposit work?

All damage deposits are to be paid at the time of reservation. Pending a post-event review by staff and if all of our policies are followed, full or partial damage deposits will be refunded within 10 days of the event. You should

receive it within 2-3 weeks of your event in the form of a check sent to the address on file or refunded to your credit card used to make original payment.

What happens if I need to cancel my event?

The renter may cancel a reservation by giving written notice to the Roseville Skating Center. If a written notice is received thirty (30) days or more prior to the date of the event, 50% of the deposit will be refunded. If cancelled within 30 days of reservation, all fees will be forfeited.

Do you provide decorations?

No. You will need to provide any desired decorations for your event.

Are there any decorating restrictions?

All decorations hung on the walls must be hung with blue painters' tape or 3M Command Strips. Draping is allowed and can be hung by the ceiling tiles. Candles are allowed in our facility, but they must be in a glass container that goes higher than the flame. Prohibited items: glitter, confetti, fog/smoke machines, silly string, loose petal flowers on floor, piñatas. If unsure about a particular decoration, please contact the facility manager.

What size tables do you use?

We offer seating at 5-foot (60") round tables. For banquet style events, 8 people can be seated at each table. We have 8-foot and 6-foot rectangle tables for food, gifts, etc. Cocktail tables are available upon request. Rental groups will work directly with the Banquet Manager to finalize desired room layout.

Do you provide table linens?

No. All tablecloths, chair covers, and napkins must be rented through either a caterer or a rental company.

Is there dance floor in your banquet room?

No. No portable dance floor offered but can work with renters on area dimensions to allow for dancing.

Can I hold my wedding ceremony at your facility?

Yes. Depending on # in attendance, you may rent out another banquet room to hold your ceremony in or utilize the Olympic room for both the ceremony and reception. You may also choose to have your guests sit at the tables that are set for the reception. We are not able to do room turnovers to accommodate both the ceremony and the reception in the same room.

Is there a kitchen I can use?

The Rose and Olympic Rooms share one kitchen. To have full kitchen access, you must use a caterer licensed in the State of Minnesota, and an additional fee applies. Full kitchen access includes use of refrigerators, countertops, sinks, stove, and oven. A partial kitchen rental is also available for an additional fee and does not require a licensed caterer; it includes use of refrigerators, countertops, and sinks only. Without renting either partial or full kitchen access, we are unable to provide heating, refrigeration, or food storage. Please note that the Fireside Room and Raider Room do not have access to the kitchen.

Can I bring in my own food?

Guests who have rented a banquet room may bring in their own food for their event or have food catered/delivered. All outside food must remain within the room rented.

Can I bring in my own liquor?

No. We only allow liquor to be dispensed within the Roseville Skating Center under the following conditions:

1. Beverage alcohol can be served and consumed in the community rooms only when approved by the Director (or designee) of Parks & Recreation. Absolutely NO ALCOHOL is allowed outside the community rooms. Alcohol can be dispensed only to person's twenty-one years of age or older that are attending the event.

2. Any caterer with a state license of a liquor license in a community that physically adjoins Roseville may be used; a copy of the legal license and dram shop insurance must be on file with the Roseville Skating Center 2-weeks prior to the event. NO EXCEPTIONS. List of adjoining communities for liquor: Arden Hills, Falcon Heights, Lauderdale, Little Canada, Maplewood, Minneapolis, New Brighton, St. Anthony, St. Paul or Shoreview.

3. All events where liquor is served, an off duty Roseville Police office must be hired and in attendance from the time the bar opens until it closes and all alcohol is either consumed or disposed. Renter will pay the hourly cost of the Police Officer. Payment will be in the form of cashier's check, money order or cash.

Do you have a list of preferred caterers and vendors?

Yes. Please contact the Banquet Manager for this list. We do have an open caterer policy. Rental groups providing food and beverage will be allowed to use any licensed and insured caterer. Catering fees may be applied.

Will we be able to play a slideshow or video with sound on your AV equipment?

Yes. For an additional cost (\$50.00) renters can have access to our A/V equipment, which include, projector, microphone, wireless mic, lapel mic and sound system. We do not offer onsite laptops- must be brought in by the renter.

Am I allowed to hire a DJ or band for my event?

Yes. A DJ or band is allowed to play music for the event as long as it is not so loud that it disturbs other events in the building.