



Banquet Room Facility Policies

Roseville Skating Center

All of us at the Roseville Skating Center & Banquet Facilities are prepared to do what it takes to make your event a success. To help with this, please carefully read this material, share it with your group and follow the rules laid out below.

By finalizing a reservation/contract at our facility, you and/or your organization agrees to adhere to the following rules and policies. Renter is defined as the individual or organization names on the facility permit or contract.

Banquet Room Rental Times

- Sunday – Thursday, 8 AM – 11 PM
- Friday – Saturday, 8 AM – 11 PM

Groups requesting additional hours, must do so at least 2 weeks prior to event
Set-up & clean-up **MUST** be within reservation window

Rental Rates

- Room rental rates:
 - 5 hour rates & 12 hour (all-day/wedding) rates available
 - Damage deposit or 50% of total costs due at time of booking
 - Remaining balances due 30 days prior to event
- Resident discounts:
- Applies to anyone who lives in Roseville at the time of booking
- Roseville residents must pay for the room rental, damage deposit, agree to facility policies and be contact person for the event

Damage Deposits

Damage deposits are due at the time of booking. Assuming all facility policies are upheld and no damage is caused, this amount may be refunded within 14 days of the event. The Facility Manager (or designee) may waive the damage deposit.

- Renters are responsible for all damages incurred during the reservation time
- Failure to abide by facility policies may result in forfeiture of partial or full damage deposit
- City may charge for actual costs for any damages caused to the facility
- *Groups that are not out of the room by their reservation end time, will be charged \$50.00 for every 30 minutes and/or forfeit their damage deposit*

Cancellation and Refund Policy

The renter may cancel a reservation by giving written notice to the Roseville Skating Center.

- Written notice received thirty-one (31) days or more prior to the date of the event, will be eligible for a 50% refund of the deposit. Any rental cancelled 30 days or fewer prior to scheduled rental will forfeit rental fee & deposit

Rental Procedures

Facility Manager is available to answer questions and provide facility tours during normal business hours, Monday – Thursday, 8:30 am – 4:00 pm (hours may vary).

- Appointments are REQUIRED for a tour or an event walk-through
- Facility manager will make every effort to return phone calls and inquiries within one business day
- Non-profit Groups: must submit a MN tax exempt form ST-3 at booking
- Groups must assign one contact person (18+) to make all arrangements for your rental
- Reservations are only finalized once a permit has been created & deposit received

The Roseville Skating Center will not be available for rentals on special event dates; dates may include Skating Center events, City of Roseville events or major holidays.

General Rules

Groups may only use the facility that has been identified and approved on the permit.

- Reservation times MUST include set-up and clean-up
- Events MUST end on time
 - Groups will be charged \$50.00 for every 30-minutes they go over their reservation end time and/or may forfeit their damage deposit
- Everyone in attendance must follow Roseville Skating Center policies
- No tobacco or vapor products allowed in the Roseville Skating Center
- No animals, other than service animals, are allowed in the facility
- Groups must provide adequate adult (18+) supervision to minors during the reservation time
 - Minors should stay in designated rooms at all times during your event and refrain from utilizing other areas of the facility
 - Inadequate supervision may result in loss of the damage deposit
- At their discretion, staff may:
 - Remove anyone in attendance who may not be following facility rules
 - Order immediate removal of all alcoholic beverages from premises
 - Revoke the rental contract immediately and order removal of all persons from premises
- Renter must assume full responsibility for any unlawful act(s) committed during your reservation time
- Renter cannot sublet, transfer or reassign the reservation
- Events cannot exceed the following maximum capacities due to fire safety:
 - Olympic Room - 300 people
 - Rose Room - 200 people
 - Fireside Room - 50 people

Food and Beverage

All rental groups providing food and beverage at the Roseville Skating Center will be allowed to bring in their own food OR hire any licensed and insured caterer. Catering fees are paid by rental/user group, according to the rates set by the City.

- Full Kitchen use limited to licensed & insured caterers. Access to counter space, sinks, refrigerators, freezer, stove, ovens and dishwasher. Accommodates must be made at the time of reservation & finalized 30 days or more prior to scheduled event. Copy of catering license due at least 2 weeks prior to event
- Partial kitchen access (counter space, sinks, refrigerators and freezer- no cooking onsite), available for rentals not utilizing a caterer and/or bringing in own food.
- Groups are prohibited from bringing in their own alcoholic beverages

Kitchen Usage

Through rental of the catering kitchen it is the customer's responsibility to ensure that the kitchen is returned to the state in which it was found.

- Partial kitchen includes: counter space, sinks, refrigerators and freezer
- Full kitchen includes: counter space, sinks, refrigerators and freezer
- ONLY licensed caterers can have full kitchen access and must provide proof of catering license to the Facility Manager at least 2-weeks prior to scheduled event
- Responsibilities of renter when using the catering kitchen include:
 - Clean all appliances including (but not limited to) stove, ovens, refrigerators, freezer, tabletops and prep areas
 - Sweeping and mopping of floor
 - Turning off gas valve(if used)
 - Removal of all items within refrigerators and freezers and all items **not belonging to the Skating Center**
- Disposal of any garbage in designated trash receptacles

If any of the above items are not completed by the end of the scheduled event, the renter could be subject to a **loss of the damage deposit**.

Liquor

The City of Roseville allows liquor to be dispensed within the Roseville Skating Center under the following conditions:

- Alcoholic beverages must be served by a licensed & insured caterer in a community that physically adjoins Roseville
 - Adjoining communities include: Minneapolis, St. Anthony, New Brighton, Arden Hills, Shoreview, Little Canada, Maplewood, St. Paul, Falcon Heights, Lauderdale
- Copy of the legal license and dram shop insurance MUST be provided to the Facility Manager at least 2-weeks prior to event
- Alcoholic beverages are not allowed in public areas. No alcohol areas included restrooms, hallways, ice arena, oval and all lounge or locker room areas
- Alcoholic beverages can be dispensed only to person's twenty-one years of age or older that are attending the event
- An off-duty Roseville Police Officer must be hired and on-site from the time alcohol is served to when the bar closes and all alcohol is consumed or disposed of
 - Renter is responsible for paying the hourly costs of the Police Officer - \$120.00 per hour, minimum of 3 hours.
 - Payment must be in the form of a cashier's check, money order or cash. Payment needs to be given to the off duty officer right when they arrive on site.
 - Facility Manager will coordinate the off-duty police officer
 - Rental group must provide specific times that alcohol will be served/consumed and provide a contact person for the officers payment
- Any deviation from the above policies will result in the forfeiture of all fees and permanent suspension from use of the Skating Center facilities and rentals
- Any violation of this policy and other Roseville, State of MN or Federal laws by the caterer may result in a cancellation of the contract with the caterer and/or may be banned from serving at the Roseville Skating Center

Room Set-Ups

Facility provides:

- Tables (60 inch round tables, 8ft and 6ft rectangular tables)
- Chairs (cloth covers, red/maroon color)
- AV Equipment (projector, screen, HDMI and VGA cords, wired microphone, wireless and lapel microphones, aux cord)- available upon request and for additional fees
 - Groups welcome to bring in own AV equipment
- Typical set-ups include: general banquet seating, classroom style, board room set-up, U-shape, etc. We offer customized event set-ups.
- Renters must provide Facility Manager exact set-up needs at least 2 weeks prior to event
- Finalized set-ups will be confirmed with rental group prior to event
- Staff will complete room set-up by the event start time- last minute/significant changes may not be able to be accommodated
- Third party deliveries must be scheduled during your reservation time and please notify Facility Manager of any special deliveries, as this may affect room set-up

Decorations

Groups are welcome to bring in decorations, all decoration set-up and tear-down MUST be within reservation time.

- When attaching decorations:
 - Use Blue Painter Tape or 3M Command Hooks for attaching to walls, tables or blinds
 - Draping from ceiling is okay- group must provide own hanging hooks and removal of hooks (ladder available upon request)
 - Push pins & thumbtacks are prohibited
 - All tape, hooks, etc must be removed during clean up
- Groups cannot block emergency exits or doorways
- Candles must be in a non-flammable container (votive, hurricane candle, etc.)- Open pillars and candlesticks are prohibited
- Confetti, piñatas, glitter, bird seed, rice, rose petals, feathers, play dough, silly string, smoke/fog machines or similar items are NOT allowed
- Rentals must remove all decorations by the end of your reservation; items cannot be stored overnight

AV Equipment, Wifi, Music, Audio & Entertainers

AV Equipment available at facility includes: corded microphone, wireless microphone (1), lapel microphone (1), AUX cord (sound to connect to overhead room speakers), projector, HDMI & VGA connectors and portable screen. Groups must provide own devices and adapters.

- AV instructors/troubleshooting located inside the AV closet inside Rose/Olympic Rooms. Groups are encouraged to set-up an appointment prior to event to test AV equipment.
- Free Wifi is available for rental groups- CityGuest (no password required), for additional Networks please contact Facility Supervisor
- DJ, live music and entertainers are allowed. Staff will monitor noise to ensure it's at an appropriate level and not disturbing other guests using the facility.
- Music/Entertainment should be done at least 30 minutes before the event ends (to allow for clean-up)
- Entertainers/DJ's must leave the facility when the event ends to avoid additional rental time from being charged
- Smoke/Fog machines are NOT allowed

Clean Up

- Group is responsible for cleaning up before leaving the facility, which includes: clearing all tables from trash & decorations, pick up trash from floors, cleaning up any large spills or messes that may occur
 - If any large spills occur during event, please notify staff right away for proper clean up and cleaning supplies
- All trash should be put in trash receptacles; if excess amounts of trash generated beyond provided trash receptacles (example: large and many boxes or large trash items), groups should remove and utilize large trash bins located outside in North and South parking lots. Recycling containers are available inside room for recyclable items
- Group or caterer must clean-up the kitchen (see Kitchen Usage policies for specific instructions)
- Facility staff can provide groups with cleaning supplies during cleanup process, as needed
- Removal of all decorations, including tape, hooks, etc.- please see decorations section of policies for prohibited items (if damage caused- peeling of paint or failed removal items may result in loss of portion of damage deposit)
- Facility is not responsible for items left on site

Staffing

Adequate and appropriate staff will be provided to insure cleanliness, safety and customer satisfaction during your event.

- Staff on site will check in with group upon arrival
- Rooms will be unlocked and available at rental start time, no need to check-in
- Staff can generally be found down in the ice arena office (at ice level, next to the Zamboni garage inside the Ice Arena- adjacent from banquet rooms). Additional staff may be present at front desk (south entrance) or down in OVAL lobby, skate rental office- November - February, additional staff is typically on-site/available.
- Call Skating Center main line at 651-792-7007 to get ahold of staff during event

Liability

Renter is responsible for:

- The appropriate conduct of all the group attendees, members and guests
- Any loss, breakage or damage to the rooms, equipment or other Skating Center facility property
- Any damages not covered by the event damage deposit
- Any personal injuries and/or property damage caused by yourself or your employees, officials, agents and guests
- Groups may be required to provide a certificate of insurance naming the City of Roseville as additionally insured

The Roseville Skating Center is not liable for any loss, damage, injury or illness by the users of the facility. The Skating Center is not responsible for any items that are left at the facility by you or contracted service providers.