



# St. Louis Park

PARKS  
AND  
RECREATION  
DEPARTMENT

## The Rec Center Reservation Guide



2012

# Banquet Room

The Rec Center's banquet room is available for wedding receptions, birthday parties, bar and bat mitzvah parties, company events, family reunions and large meetings. The banquet room comfortably seats up to 160 people and includes padded banquet chairs, round banquet tables (54" diameter) and rectangular serving tables (72" x 30"). A stage and audio-visual equipment are also available for rental. Food may be catered by self or a caterer of your choice.

This beautiful room offers a dance floor, "dimnable" lighting, a caterer's holding kitchen, a premium sound system, and a view of the Aquatic Park and Wolfe Park

## Rental Rates

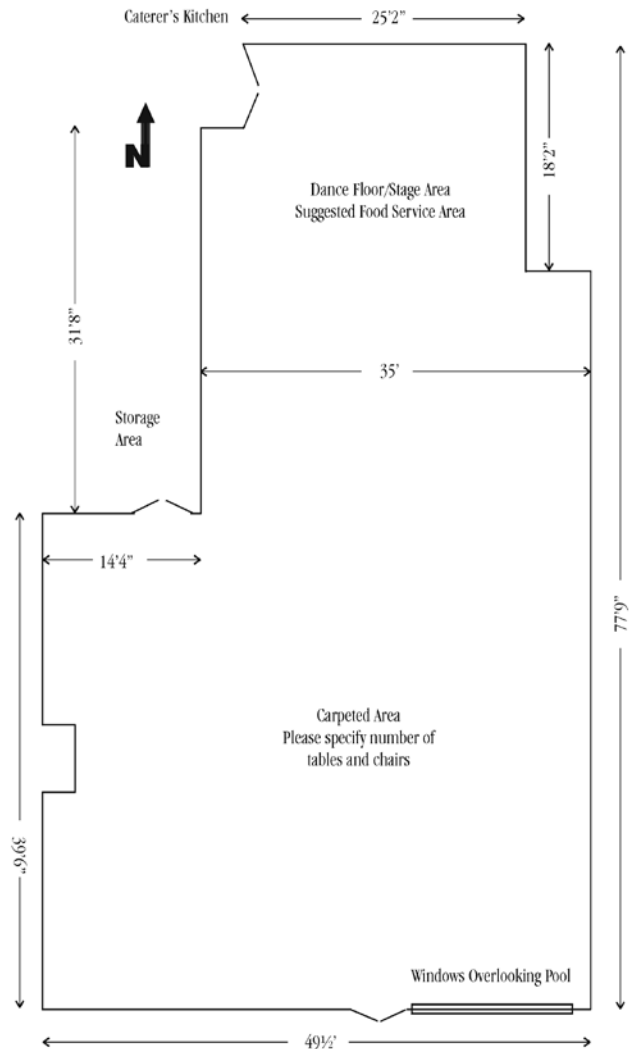
	Sunday – Friday <i>Two-hour minimum</i>	Saturday * 8 a.m. – Midnight
St. Louis Park Resident & Non-Profit Group	\$50 per hour	\$500
Non-Resident	\$60 per hour	\$600

\* **Saturday Rate:** An hourly rate is available for Saturday rentals for groups beginning 60 days prior to a specific date *if* that date has not been reserved for the entire day.

**A refundable \$500 damage deposit is due 14 days prior to the rental date.**

**Alcohol is allowed in the Banquet Room ONLY under these conditions:**

- Groups **must use Complete Beverage Service for all alcohol beverage service.** Complete Beverage Service (1-800-550-7750) is the **exclusive** provider of alcohol beverage sales and service in the Banquet Room. Renters or other vendors may not bring alcohol into the Rec Center.
- A St. Louis Park police officer must be on duty at the Rec Center for all late evening events which include alcohol service occurring at or beyond 9 p.m. The City of St. Louis Park will arrange for the officer; the renter is responsible for the additional \$235 fee payable at the time of the reservation.



# *The Gallery & Ice Skating Parties*

Looking for an alternative to pizza parties and video arcades for your child's birthday party? The St. Louis Park Rec Center has birthday party packages to make your event a special day to remember. You are welcome to bring your own decorations, cake, punch, and party favors. The Gallery is situated conveniently on the first floor of the Rec Center between the east and west ice arena. This room's informal setting is perfect for small groups, team meetings and children's birthday parties. The Gallery seats approximately 35 – 60 people and includes tables (72" x 30") and chairs. Your neighborhood organization, club, business or committee will find the Gallery an ideal meeting place. Food may be catered by self or a caterer of your choice. ***Alcohol is NOT allowed in the Gallery.***

## ***The Gallery Rental Rates***

8 a.m. - 10 p.m. (*two-hour minimum*)

St. Louis Park Resident & Non-Profit Groups .....	\$40 per hour
Non-Resident .....	\$50 per hour
Special Groups* .....	\$25 maintenance fee

*If food is served*

\* Special groups are limited to City of St. Louis Park boards and commissions, youth sports associations, and St. Louis Park School District teams.

**A \$100 damage deposit is due 14 days prior to the rental date.**

## ***Open Public Skating with Gallery Party***

Bring your child and friends to the St. Louis Park Rec Center during an open public skating session and take advantage of the adjacent Gallery room for your party. All groups have private use of the Gallery for two hours during the open public skating session.

St. Louis Park Resident.....	\$50 for two hour use of Gallery <b><i>plus</i></b> ...
Non-Resident .....	\$60 for two hour use of Gallery <b><i>plus</i></b> ...

\$3.50 per child and \$4 per adult for public skating to be paid the date of the event. Skate rental is also available for \$2. A ten-punch pass may be purchased for \$30 for youth and \$35 for adults.

## ***Private Ice Skating with Party Room***

The Rec Center is home to two indoor ice arenas. The larger west arena has stadium seating and excellent sight lines. The smaller east arena provides excellent lighting and an informal rink setting. Both of these rinks provide outstanding ice and are available for rental to the general public. Perfect for holiday parties, company events or school groups.

St. Louis Park Resident and Non-Resident.....	\$175 plus tax, per hour (\$187.73)
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Gallery: may be available for a two-hour use included with the ice rental charge.

Banquet Room: may be available for use at a cost of two hour use for the price of one.

Rental skates are included with private ice rental. Due to a limited supply, we encourage users to bring own skates.





# Rec Center Rental Application

Parks & Recreation Department ♦ 3700 Monterey Dr. ♦ St. Louis Park, MN 55416 ♦ Office: (952) 924-2540 ♦ Fax: (952) 925-5663

- Banquet Room
- Gallery
- Public Ice Skating Party
- Private Ice Rental

Event Date: \_\_\_\_\_ Rental Start Time: \_\_\_\_\_ Rental End Time: \_\_\_\_\_ *(Include set-up and clean-up time)*

Nature of Use: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Organization Name (if applicable): \_\_\_\_\_ Non-Profit Organization:  Yes  No

Applicant Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

Will food be served? \_\_\_\_\_ Food Service Provider and Phone Number: \_\_\_\_\_

**Banquet Room Set-up Requested:**

Will alcoholic beverages be served? \_\_\_\_\_ [Call 1-800-550-7750]

Number of round banquet tables requested: \_\_\_\_\_ *(20 table's maximum  
(8 chairs per table)*

Number of rectangular tables requested: \_\_\_\_\_ *(for food serving)*

Number of chairs requested: \_\_\_\_\_

Room set up preference: \_\_\_\_\_

**Gallery Set-up Requested:**

Number of rectangular tables requested: \_\_\_\_\_

Number of chairs requested: \_\_\_\_\_

Room set up preference: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please check which equipment you would like to utilize (there is no additional fee) (\* indicates available in Banquet Room only):**

- Stereo/iPod Docking/Wireless Microphone (n/c)\*
- Screen, 60" x 60" (n/c)
- Slide Projector OR Overhead Projector (n/c)
- TV/VCR/DVD (n/c)
- LCD Projector \$40
- Coffee Pot(s): 30, 55 or 100 cup (n/c)
- Easels, up to 3 (n/c)
- Podium (n/c)

**How did you hear about our facility?**

- All About St. Louis Park Community Handbook
- Parks & Recreation Brochure
- Website
- Phone Book
- Referral
- Other: \_\_\_\_\_

I have read the Renter's Rights and Responsibilities, Cancellation and Refund Policy, and this contract statement. I understand that any agreement granted would be subject to the Renter's Rights and Responsibilities for use of Parks and Recreation Facilities included in this packet. I hereby agree that these rules shall be strictly observed. If these rules are not followed, the City of St. Louis Park may retain my damage deposit, in portion or in whole, and the privilege to rent a St. Louis Park facility may be revoked. I accept entire responsibility for the enforcement of these rules and agree to protect the Parks and Recreation facilities and indemnify the City of St. Louis Park of any damage due to the use of the facility covered by this agreement. I also understand that this agreement may be revoked or canceled at any time, with or without cause, and that in the event of such revocation or cancellation, there shall be no claim or right to damages or reimbursement on account of any loss, damage or expense whatsoever. I further agree to protect, indemnify, save and hold harmless the City of St. Louis Park and its officers and employees from any and all claims, liabilities, damages or rights of action directly or indirectly growing out of the use of the facilities requested in this application. I understand that the Parks and Recreation Department often take pictures of facilities that are used for brochures and marketing in which I grant permission.

**Signature of Responsible Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

Rental Fee: \$ \_\_\_\_\_ Police Officer Fee (only if alcohol is served): \$235 **Total Fee: \$** \_\_\_\_\_

**Office Use Only**

Amount Paid \$ \_\_\_\_\_ Check No. \_\_\_\_\_ Date Paid \_\_\_\_\_ Received By \_\_\_\_\_ Batch/Invoice No. \_\_\_\_\_

Damage Deposit Check (due 14 days prior to date of event) \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Check # \_\_\_\_\_

Please charge total fee to my MasterCard/Visa/Discover/American Express Account # \_\_\_\_\_ Expires \_\_\_\_\_

This application, along with the rental fee, may be returned via mail, fax, or in person.  
Faxed applications must include a credit card number for payment. Please make checks payable to the City of St. Louis Park.

***Applications will not be processed without the rental fee.***



Parks and Recreation Department  
 3700 Monterey Drive  
 St. Louis Park, MN 55416-4902

### **Making Reservations**

1. Call (952) 924-2540 for facility availability.
2. Complete the application inside.
3. Mail, fax or drop off your application form with the full payment to:

City of St. Louis Park  
 The Rec Center  
 3700 Monterey Drive  
 St. Louis Park, MN 55416-4902  
 Phone: (952) 924-2540 Fax: (952) 925-5663

All facilities are reserved on a first-come, first-served basis. A confirmation will be mailed upon receipt of the completed application and full rental payment.

### **Where We're Located**

The Rec Center is located at 3700 Monterey Drive (about 1/4 mile east of Highway 100 on West 36<sup>th</sup> Street).

