

Dakota Lodge at Thompson Park Center Facility Rental Terms and Conditions – 2010

A. RENTAL TERMS

I. Weekday Meeting Events include (Monday – Friday):

- Dakota Lodge Great Room (40'x80') with standard room set up. Standard room set up includes 12 round tables with eight chairs at each table.
- Atrium
- Caterer's kitchen – commercial refrigerator, freezer, range, microwave and prep counters
- Covered terrace with four picnic tables
- Audiovisual equipment (overhead projector, portable LCD projector, TV/DVD/VCR)
- Public address system (cordless and lapel microphones)
- Sound system (cassette and 5 disc CD player, AM/FM radio, MP3 and iPod adapter)
- Other (large projection screen, tabletop lectern, media cart, easel, dry erase board/easel and markers, extension cords, 20 table stanchions with numbers)
- Furniture and room accessories including:
 - 20 round tables (72" round) – seats 8 chairs comfortably and 9 chairs snugly
 - 10 banquet tables (72"x30")
 - 4 banquet tables (96"x 30")
 - 200 chairs
 - 2 high chairs
 - Dance floor (13' x 34')
 - Gas fireplace

Weekday rental fee does not include furniture set-up or take down by the County. Table and chair set-up service can be provided for an additional hourly rate.

Dakota Lodge furniture is not allowed on the outdoor terrace or anywhere else outside the building.

Internet access and office supplies/equipment are not available at the Dakota Lodge.

2a. Weekend Basic Events include (family reunions, birthday and anniversary parties, etc):

All items listed in the Weekday Meeting rental description above and the following services:

- A Facility Attendant for the duration of the event to provide facility coverage and to assist your group.
- Minimal clean up responsibilities required of the Permit Holder.
- A general liability insurance policy (see Section C6).

Weekend Basic Event rental fee does not include furniture set-up or take down by County.

2b. Weekend Deluxe/Wedding Events include:

All items listed in the Weekday Meeting rental description above and the following services:

- A Facility Attendant for the duration of the event to provide facility coverage and to assist your group.
- Minimal clean up responsibilities required of the Permit Holder.
- A general liability insurance policy (see Section C6).
- Custom table and chair set-up completed by Dakota County, as well as furniture take down.
- Use of the West St Paul multi-purpose room (with a folding wall that creates 2 spaces) and related extra restrooms. This room does NOT include furniture set-up. This space cannot be used to accommodate guest overflow, but rather as a dressing room, temporary storage during the rental period, supervised baby sitting, etc.

3. Additional charges may be added for:

- o Any additional clearing, cleaning or set-up by County staff following a meeting, event or performance.
- o Additional security personnel when the County determines they are needed in connection with an event.
- o Additional rental fees based on hourly rental for events lasting beyond the rental period.
- o Additional service fees based on hourly overtime rates for services lasting beyond the rental period.

4. Items NOT provided:

- Linens, table skirts, china, glassware, flatware, coffee makers, cookware, and exterior furnishings are not provided.

5. Rental Hours: The Dakota Lodge is available for rental seven days a week, 365 days a year. Early occupancy allowed only by special permission from the County. Rental hours include:

Sunday-Thursday & Holidays	7 a.m. to 10 p.m.
Friday-Saturday	7 a.m. to 12 a.m.

- 6. Rental Period:** The hours between the confirmed check-in time and the confirmed check-out time stated on the Facility Rental Permit constitute the rental period. The facility will be opened for the Permit Holder at the confirmed start of the rental period and locked at the confirmed end of the rental period stated on the permit. The rental period includes all set-up time by the caterer and/or Permit Holder. Permit Holder, caterers, employees, representatives, contractors, patrons, and guests cannot occupy the facility before or after the rental period. Occupancy of the facility before or after the rental period will result in additional rental fees, which will be deducted from the damage deposit or assessed to the Permit Holder.
- 7. Facility Access:** The Permit holder will meet the Facility Attendant at the facility at the confirmed start time of the rental period. The Permit Holder, or designee, must be present at check-in. Late check-ins will be assessed a late check in fee. **NO KEYS WILL BE ISSUED.**
- 8. Capacity:** Capacity for the Dakota Lodge Great Room is 200 theater style (meeting with chairs only); 160 dining (reception or sit-down meal). The Great Room comfortably seats 160 at round tables. Rental of the Dakota Lodge and the West St Paul multi-purpose room may NOT be combined to increase group size beyond 200.

B. RESERVATIONS/PAYMENTS/CANCELLATIONS:

- 1. Confirmation:** A reservation is confirmed once the Parks office has received the rental fee and damage deposit, the final Facility Rental Permit has been signed by the Permit Holder and the Parks Department Director or authorized agent, and any other required documentation has been received by the County.
- 2. Reservations:** Reservations are accepted 21 or more days prior to the event and up to 18 months in advance.
- 3. Payments:** A 20% non-refundable deposit of the total rental fee is due at the time the reservation is made. The balance of the rental fee and the damage deposit is due 21 days prior to the event date.

Reservations made less than 21 days prior to the event date require payment in full at the time of the reservation.

Cash, check or credit card payments are accepted. Checks are not accepted under 21 days prior to the event. Check payments must be made payable to the Dakota County Treasurer.

- 4. Cancellation:** 20% of the rental fee will be retained for cancellations received 21 or more days in advance of the event date. Cancellations received less than 21 days in advance of the event date will be charged 100% of the rental fee. Damage deposits are 100% refundable on all cancellations.

C. RENTAL POLICIES AND RULES:

I. Facility Check-In and Check-Out

Check-in: The Facility Attendant will meet the Permit Holder at the facility at the confirmed start time of the rental period. The Permit Holder, or designee, must be present at check-in.

Check-out: Permit Holder, or designee, must be ready to check-out of the facility and have completed the Facility Check-out Report at the confirmed check-out time. A late check-out fee will be assessed to the Permit Holder if additional time, beyond the confirmed check-out time is needed to complete Facility Check-out Report responsibilities.

Last minute changes to the confirmed check-in and check-out times will result in the loss of the damage and security deposit.

2. Food and Catering Service

Catering: Catering must be provided by an organization or individual licensed to provide such service. The Permit Holder must provide the caterer's license documentation to the County no later than 21 days prior to the event. The County retains the right to exclude caterers if appropriate policies and procedures are not followed.

Self-catering: Self-catering is permitted. Alcohol is prohibited when event is self-catered.

Concessions: The Permit Holder, group members, visitors, employees, representatives, caterers, contractors, patrons, and guests will not sell, serve, or allow cigarettes, cigars, beverages, liquor, food and refreshments of any kind to be sold, brought into, or served upon the premises except as permitted in writing by the County.

Deliveries/pick-ups: Delivery and pick-up of equipment, food or other items used for the event must be completed during the rental period.

3. Alcohol Policy

The Dakota County Parks Director or authorized agent approves by permit that an event may include possession, use or consumption of alcoholic beverages, subject to the following conditions:

- A Facility Rental Permit will be executed by the County, which includes an indemnification clause outlining the responsibilities of the Permit Holder and protecting the County's interests, with respect to the event.
- Insurance Requirements:
 - Weekend Basic & Deluxe/Wedding Events – insurance coverage included in rental fee
 - Weekday Meeting Events - Permit Holder will provide to OR purchase from Dakota County for \$130 a general liability insurance policy covering the rental period in the amount of \$1,000,000 per occurrence and \$1,000,000 aggregate, naming both Dakota County and the Permit Holder as insured parties.
- A licensed West St. Paul peace officer, provided at the expense of the Permit Holder, is required to be on the premises at all times that alcohol is being served or consumed.
 - Permit Holder is responsible for contacting the West St. Paul Police Department to make arrangements for the peace officer. Contact is Sgt. Dan Weber @ 651.552.4210. The rate for the peace officer is approximately \$40/hour.
 - Permit Holder will forward details of the peace officer arrangement, including peace officer's name and times the peace officer will be present at the event, to the Parks office no later than 21 days prior to the event.
 - Dakota County Parks is not responsible for arrangements made between the West St. Paul Police Department and Permit Holder.
- **Self-catered events:** Alcohol is not permitted at self-catered events.
- **Catered events:** Only a caterer that has a current CATR license issued through the State of Minnesota Alcohol and Gambling Division may serve alcohol. The same caterer must provide both the food and liquor for the event (per MN State Statute 340.A.404Sub12). It is the responsibility of the Permit Holder to ensure the caterer's license will be current as of the date of the event. All license documentation regarding the caterer must be submitted to the County no later than 21 days prior to the event. The Permit Holder, event members, visitors, employees, representatives, contractors, patrons, and guests or any caterer that does not have a current Minnesota CATR liquor license are not allowed to bring or serve alcohol on the Dakota Lodge premises. The Permit Holder is responsible for all event members abiding by this policy while in the Dakota Lodge, Thompson Park Center and Thompson County Park.

- o Cash bar is permitted. All cash bar arrangements must be made with your caterer. The County must be notified if you are planning on having a cash bar. This will be indicated on your permit.
- o Alcoholic beverages may be served only inside the Dakota Lodge. Alcoholic beverages may be consumed inside the Dakota Lodge and on the covered terrace only. Alcoholic beverages may not be served or consumed in parking areas, playgrounds, roads, trails, sidewalks, or on any premises other than those approved by the County.
- o Alcoholic beverage service must end at least one half hour prior to scheduled event check-out time, no exceptions.

Violation of the Alcohol Policy will result in termination of the permit and eviction. Rental fees and damage deposit will not be refunded.

4. Tobacco Use Policy

Tobacco use is prohibited on any County-owned or operated park property and recreational facilities with the exception of parking lots, roadways, individually rented campsites in County-owned or operated campgrounds, and use of tobacco as part of a traditional Native American spiritual or cultural ceremony.

5. Cleaning, Decorations and Damage

Weekday Meeting Rental Cleaning Requirements: Permit Holder will clean and restore the facility to its original condition as outlined in the Facility Check-out Report – For Weekday Rentals prior to the confirmed check-out time.

Weekend Basic & Deluxe/Wedding Events: Permit Holder will complete all responsibilities as outlined in the Facility Check-out Report – For Weekend Basic & Deluxe/Wedding Events. General cleaning is included in the rental fee.

Decorations: Use of tape or other adhesives, nails, tacks, screws or similar articles on ceilings, walls, doors, floors, light fixtures, furniture or stone/ plaster surfaces is not allowed. All decorations are to be installed without defacing the building and are subject to approval by the County. Use of confetti, birdseed, rice, glitter, and sand are prohibited. Candles are permitted when used in a fire-safe, enclosed container.

All decorating must be completed and removed during the rental period.

Damage: A security/damage deposit is required for use of the Dakota Lodge to cover the cost of repairing damage that occurs as the result of the Permit Holder's or their group members' use of the facility and to ensure the Permit Holder and their group members abide by the stipulations listed in the permit. The deposit is returned after the event if the Dakota Lodge has been returned to its pre-use condition and if the Permit Holder abides by all the stipulations of the permit.

The Permit holder will fully reimburse the Dakota County Parks Department upon demand for any damages to or destruction of (including the loss of) the building, furniture, equipment, fixtures, grounds, or any other property, real or personal, owned, used or operated by the Dakota County Parks Department, due to any act or omission of the members, employees, representatives, caterers, contractors, patrons or guests of the Permit Holder.

6. Indemnification/Liability/Insurance

Indemnification: Permit Holder agrees that if insufficient or inadequate insurance coverage is provided, that they will hold Dakota County harmless and indemnify Dakota County from any and all claims, demands, and causes of action arising from Permit Holder's use of specified facility or surrounding grounds, including any attorney's fees and costs related thereto.

Liability: Permit Holder fully waives, releases and discharges Dakota County and its employees from all claims, damages, actions, causes of action, and liability out of or in any manner connected with the Permit Holder's use of the County facility under the Facility Rental Permit.

The Permit Holder is to keep all egress passageways open and unobstructed during any meeting, event or performance.

The County is not responsible for theft, damages or injuries to Permit Holder, guests or their property.

The County cannot store or in any way be responsible for materials owned by non-county groups or agencies using County facilities.

Insurance: As part of the **Weekend Basic & Weekend Deluxe/Wedding Events** rental fee, Dakota County will purchase a general liability insurance policy covering the rental period in the amount of \$1,000,000 per occurrence and \$1,000,000 aggregate, naming both Dakota County and the Permit Holder as insured parties.

For Weekday Meeting rentals involving alcohol or extra furniture/equipment, Permit holder must either provide proof of liability insurance or purchase insurance from Dakota County for \$130.

7. **Music/Audiovisual:** Music may be provided by the Lodge sound system, by a band, or by DJ hired by the Permit Holder. Music must be kept at a level to serve the group and may not disturb neighboring residences or other park users.
8. **Animals/pets:** Animals and pets are not allowed in any park building unless the animal has been specifically trained and certified as an aide for the physically impaired.
9. **Special Equipment:** Requests to use special equipment must be supplied at the time the reservation is made.
10. **Use by others:** The Permit Holder cannot assign, transfer or subcontract any space or permit others to use any space without the written consent of the County.
11. **Youth Groups:** Youth groups (participants ages 18 or younger) must be chaperoned on a ratio of one authorized adult per ten youth, or other ratio as deemed necessary by County staff.
12. **Personal Property:** The Permit Holder must clear all personal property from the premises after each meeting, event or performance unless the County gives written permission for a longer period.
13. **Conduct:** The Permit Holder is responsible for the conduct of its members, visitors, employees, representatives, caterers, contractors, patrons, and guests while in the Dakota Lodge, Thompson Park Center and Thompson County Park. Uninvited guests at an event should be brought to the attention of the Facility Attendant.
14. **Laws:** In using the Dakota Lodge and conducting any performance, public or private meeting, lecture, concert or other event, the Permit Holder must abide by all laws of the United States, the State of Minnesota, the rules and regulations of all state and federal agencies, all local ordinances and regulation of the Fire Department, Board of Health, Police Department, other city agencies, Dakota County Park Ordinance #107, Facility Rental Permit, and the Rental Terms and Conditions.
15. **Failure to Comply with Park and Facility Rules and Regulations:** The Permit Holder shall comply with the Thompson Park Center – Dakota Lodge – Facility Rental Permit Terms and Conditions, the terms and conditions of the permit issued to them by the County and the requirements of Dakota County Park Ordinance # 107. Failure to do so may result in the County disapproving a request for a permit, canceling an event or seeking other enforcement action authorized by Ordinance 107.