

**Dakota Lodge at Thompson Park Center**  
**Facility Rental Terms and Conditions**  
2011-2012

**I. RENTAL TERMS**

**a. Weekday Meeting Events (Monday through Friday) include:**

- i. Dakota Lodge, atrium and covered Lake View Terrace.
- ii. Caterer's kitchen with commercial refrigerator/freezer, electric range, microwave, commercial coffee maker, eight 3-liter coffee air pots (each holds 20 – 5 oz. cups of coffee), six 2-liter coffee carafes (each holds 12 – 5 oz. cups of coffee), and prep and serving counters.
- iii. Park Facility Specialist for check-in and check-out.
- iv. Audiovisual Equipment (large projection screen, LCD projector w/laser pointer, IBM and MAC computer compatible with all adaptors, overhead projector, TV/DVD/VCR)
- v. Public address system (1-wireless lapel mic, 1-handheld wireless mic and 1-corded mic with mic stand)
- vi. Sound system (AM/FM radio, 5 disc CD player, MP3 and iPod adapter)
- vii. Other: lectern/podium, extension cords, 2-easels, magnet sign and marquee sign.
- viii. Flexible room set up
  - Capacity: 200 seated theater style; 160 seated at tables
  - Rental fee does not include set-up or take down by the County.
    - Table and chair set up service can be provided for an additional hourly rate.
- ix. Furniture and room accessories including:
  - Chairs: 200 chairs (sleek black duralite finish); 4 children's high chairs (wooden), 4 children's booster seats (dark brown duralite finish)
  - Tables: 8 rectangular banquet tables with tan duralite finish (96" x 30"), 10 rectangular banquet tables with tan duralite finish (72" x 30"), 20 round tables in tan duralite finish (72" diameter), 1 square table in white duralite finish (36" x 36")
  - One portable coat rack
  - One guest book stand (contemporary brushed bronze finish)
  - Gas fireplace
    - Dakota Lodge furniture is not allowed for use outside Thompson Park Center.
- x. Internet access and office supplies/equipment are not available at Thompson Park Center.
- xi. The Permit Holder or onsite contact is responsible for their own furniture set up and take down.
- xii. The Permit Holder or onsite contact is responsible for restoring the room to its original level of cleanliness prior to check-out.

**b. Weekend Basic Events (Friday-Sunday) include:**

- i. All items listed in the Weekday Meeting Events rental description (above) and the following services:
  - A Park Facility Host for the duration of the event to provide facility coverage and to assist your group.
  - Professional cleaning and furniture take down by County staff.
  - A general liability insurance policy.
  - The Permit Holder or onsite contact is responsible for their own furniture set up.

**c. Weekend Deluxe/Wedding Events include:**

- i. All items listed in the Weekend Basic Event rental description (above) and the following services:
  - Custom facility set up, professional cleaning and furniture take down by County staff.
  - Use of the Multipurpose Room. The Multipurpose Room has an air-door panel wall that can be closed creating two separate rooms. Custom facility set up by County staff is not included in this area beyond the closing or opening of the air-door panels. Typical uses are: dressing/changing areas, temporary storage and supervised babysitting. Guest seating overflow is not permitted. The Multipurpose room is not available for use to any group Monday-Friday 7AM-5PM.

- d. **Additional charges may be added for:**
  - Any additional clearing, cleaning, or set-up by County staff following a meeting, event or performance.
  - Additional security personnel when the County determines they are needed in connection with an event.
  - Additional rental fees based on hourly rental of events lasting beyond the rental period.
  - Additional service based on hourly overtime rates for services lasting beyond the rental period.
- e. **Items not provided:**
  - i. Linens, table skirts, china, glassware, flatware, and cookware are not provided.

## II. RENTAL HOURS

- a. **Availability:** The Dakota Lodge is available for rental seven days a week, 365 days a year. Early or late occupancy allowed only by special permission of the County.
  - **Rental hours include:**
    - Monday – Thursday (except for New Year’s Eve until 1 a.m.): 7 a.m. to 10 p.m.
    - Friday – Sunday (except for New Year’s Eve until 1 a.m.): 7 a.m. to 12 a.m.
- b. **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 event set-up time by the Permit Holder or designated onsite contact and caterers for designated areas both inside and outside the Dakota Lodge. Permit Holders, 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.
- c. **Facility Access:** The Permit Holder will meet the Park Facility Specialist/Host at the confirmed start time of the rental period. The Permit Holder, or designated onsite contact, must be present at check-in. Late check-ins will be assessed a late check-in fee.

## III. RESERVATIONS/PAYMENTS/CANCELLATIONS

- a. **Confirmation:** A reservation is confirmed once the Parks office has received 50% of the rental fee and the final Facility Rental Permit has been signed by the Permit Holder and any other required documentation has been received by the County.
- b. **Reservations:** Reservations are accepted 21 or more days prior to the event and up to 18 months in advance.
- c. **Payments:** Full payment including damage and security deposit are required when a reservation is made few than 90 days in advance. For events booked more than 90 days in advance, 50% of the total rental fee is required in a non-refundable down payment at the time the reservation is made. The remaining balance including the damage and security deposit is due in full 60 days prior to the event.
  - Cash, check or credit card payments are accepted. Check payments must be made payable to the Dakota County Treasurer Auditor.
- d. **Cancellations:** 50% of the rental fee will be retained for cancellations received 21 or more days in advance of the event date for weekday rentals, and 60 or more days in advance of weekend or holiday rentals. Cancellations received less than 21 days in advance of the event date for weekday rentals, or 60 days in advance of the event date for weekend or holiday rentals, will be charged 100% of the rental fee. Damage deposits are 100% refundable on all cancellations.

## IV. RENTAL POLICIES AND RULES

- a. **Facility Check-In and Check-Out**
  - i. **Check-in:** The Park Facility Specialist/Host will meet the Permit Holder or designated onsite contact at the facility at the confirmed start time of the rental period. The Permit holder, or designated onsite contact must be present at check-in. Staff will not be available for early check-ins.
  - ii. **Check-out:** Permit Holder, or designated onsite contact, must be ready to check-out of the facility at the confirmed check-out time.
  - iii. Last minute changes to the confirmed check-in and check-out times will result in the loss of a portion of the damage and security deposit.

**b. Food and Catering Service**

- i. **Professional Catering:** All events involving alcohol must be professionally catered. Multiple caterers may be hired as long as the caterer serving alcohol has a current CATR license through the State of Minnesota (per MN State Statute 340.A.404Sub12). A peace officer must also be hired for these events (see Alcohol section below).
- ii. **Self-Catering:** Self-catering is permitted for all non-alcoholic events.
- iii. **Concessions:** Not available.
- iv. **Deliveries/pick-ups:** Delivery and pick-up of equipment, food or other items used for the event must be completed during the rental period.

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

- i. 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.
- ii. Insurance: All events involving alcohol require general liability insurance coverage by the permit holder (see Insurance section below).
- iii. A CATR licensed caterer, noted in the above Food & Catering Section, must serve the alcohol. This service may be at the table, by butler service, at a hosted or cash bar, and may include beer, wine, hard liquor, cases and kegs.
- iv. The Permit Holder must hire a peace officer through the City of West St. Paul to be present once alcohol service begins through the event check-out time. The Dakota County Parks Department will refer the Permit Holder to the appropriate West St. Paul contact to schedule this officer, but is not responsible for making the arrangements. The Parks Department has the right to request the timeframe for which the officer is hired for the event.
- v. Alcoholic beverages may be **consumed** inside the Dakota Lodge, on the terraces adjacent to the Dakota Lodge and outside the facility on the surrounding patios, lawn space and in tents on the Dakota Lodge grounds.
- vi. Alcoholic beverages cannot be **served** outside the Dakota Lodge.
- vii. Alcoholic beverage service must end at least one half hour prior to scheduled event check-out time, no exceptions.
- viii. Violation of the Alcohol Policy will result in termination of the permit and eviction. Rental fees and damage deposit will not be refunded.

**d. 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.

**e. Cleaning, Decorations and Damage**

**i. Rental Cleaning Requirements:**

- Cleaning for Weekend Deluxe/Wedding events is included in the rental fee.
- For Weekday Meeting and Weekend Basic events, the Permit Holder is responsible for restoring the facility to its original level of cleanliness and to restore the furniture to its default setting prior to the check out time, as outlined in the Facility Check-out Report.

**ii. 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 fog machines, confetti, birdseed, rice, glitter, and sand are prohibited. Candles are permitted when used in or on a fire-safe, enclosed container.
- All decorating must be completed and removed during the rental period.

**iii. 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.

**f. Indemnification/Liability/Insurance:**

- i. **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.
  - ii. **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.
  - iii. **Insurance:** Rentals involving alcohol, extra furniture or equipment, inflatable games, tents, etc. require general liability insurance coverage. Weekend Basic and Deluxe events already include this coverage in the rental fee. For weekday or weeknight rentals with alcohol or the other extra items noted above, the permit holder must either purchase this coverage through Dakota County for an additional \$130, or provide a copy of their insurance certificate to Dakota County at least 30 days prior to their event. This policy must be in force on the event date, and the insurance coverage must be at least \$1 million per occurrence and \$1 million aggregate, and name Dakota County as an additional insured.
- g. Music/Audiovisual:** Music may be provided by the Dakota Lodge sound system, by band, or by DJ hired by the Permit Holder. Music must be kept at a level to serve the group and may not disturb other park users.
- h. 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.
- i. Special Equipment:** Requests to use special equipment such as tents, inflatable games, etc. must be supplied at the time the reservation is made and may require additional insurance coverage and fees.
- j. 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.
- k. 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.
- l. 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.
- m. 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 Host.
- n. 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.
- o. Failure to Comply with Park and Facility Rules and Regulations:** The Permit Holder shall comply with the Thompson County Park – 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.