

Rotunda Full Venue Rental Rates

CELEBRATION SPACE	THURSDAY	FRIDAY	SATURDAY & HOLIDAYS*	SUNDAY
Rotunda	\$1000	\$1600	\$2000	\$1400

* Holidays include New Year's Eve, New Year's Day, the Sunday of Memorial Day weekend, Memorial Day, Fourth of July, the Sunday of Labor Day weekend, Labor Day, and the Friday after Thanksgiving. Rentals are not available on Easter, Thanksgiving Day, Christmas Eve and Christmas Day.

DEPOSITS & PAYMENTS

- A non-refundable deposit of fifty percent (50%) of the rental fee and accepted space rental agreement are required to book your date. We do not hold dates.
- The remaining balance of the rental fee and any other fees are due thirty (30) days prior to your event. Payment can be made by personal check or cashier's check. We do not accept credit cards.
- A \$500 change-over fee applies for events involving both a ceremony and a reception, or requiring more than one set-up configuration.
- A damage deposit of \$500 is required thirty (30) days prior to the event and will be returned upon satisfactory inspection of the rental space by the MBC.

SERVICES	FEE	DETAILS
Chairs & Tables	included	300 white chairs, 38-60" round tables, 6-6' rectangular tables, 6-8' rectangular tables, 60" half-round table, set up and take down of tables & chairs
Damage Deposit	\$500	A Damage Deposit is due 30 days prior to event. Upon satisfactory inspection of rental space, the Damage Deposit will be returned 30 days after the event.
Change Over Fee	\$500	Required for events involving both a ceremony and reception or for events requiring more than one event set-up scenario.
Cocktail Tables	\$12.50/ea	Available upon request, due 30 days prior to event. Cost includes set up.
Sound System	\$200	Available upon request, due 30 days prior to event. Cost includes set up.
LCD Projector	\$100	Available upon request, due 30 days prior to event.
Security	\$60/hour 4 hr min	For events with dancing, alcohol, or over 50 guests in attendance. More than 150 guests requires two officers at \$50/hour each.
Fire Watch	\$65/hour 4 hr min	Required when candles are used for decoration, except when candles are used as part of a religious ceremony, or any use of open flame, including sterno or other food heating devices using flame.

RENTAL INFORMATION

CATERERS

The following are the accepted caterers for the City Hall & Courthouse. All food and beverages must be provided by one of these caterers:

Atlas Grill
Ken Cole, 612-338-4700
ken@hrprestaurants.com
200 S. 6th Street
Minneapolis, MN 55402
www.atlasgrill.com

Mintáhoe Hospitality Group
Erin Wade, 612-767-1770
ewade@mintahoe.com
40 Power Street
Minneapolis, MN 55401
www.mintahoe.com

Chowgirls Killer Catering
612-203-0786
info@chowgirls.net
336 Hoover Street NE
Minneapolis, MN 55413
www.chowgirls.net

A caterer's usage fee is assessed to each caterer by the Municipal Building Commission. While it is the caterer's responsibility to pay this fee, they may choose to include the cost in your estimate for service. This fee funds historic restoration of the City Hall and Courthouse.

SPACE USE & HOURS

- ~ The City Hall & Courthouse is open to the public from 6:00 am to 6:00 pm, Monday through Friday.
- ~ Weekend events—access to the space is available no earlier than 2:00 pm and must end at midnight.
- ~ Weekday events—access to the space is available at 2:00 pm, events cannot be scheduled to begin any earlier than 6:30 pm and must end at midnight.
- ~ Only the spaces included in the rental are to be used. Guests are not allowed access to areas of the building outside the rental space.
- ~ Seating capacity may be reduced due to large bands, head table placement, and other setup considerations.

SECURITY

- ~ Required for any event attended by fifty (50) or more people, if alcoholic beverages are present, or if guests dance to live or recorded music.
- ~ Two (2) officers are required for events expecting more than 150 guests.
- ~ Must be provided by the Minneapolis Police Department and coordinated by the MBC. A minimum of four hours is required at \$60 per hour, per officer.

EQUIPMENT

Included in the rental fee for the Rotunda:

- ~ 300 white folding chairs
- ~ 38 round tables—60", seat 8
- ~ 6 rectangular tables—8'
- ~ 6 rectangular tables—6'
- ~ 1 half-round table—60"

Available for an additional charge:

- ~ LCD projector
- ~ Sound system with 2 cordless microphones, 1 wired microphone, CD player, and input cable
- ~ 10 cocktail tables

DECORATIONS

- ~ Birdseed, glitter, rice, bubbles, silly string, helium balloons, flower petals and/or confetti are not allowed.
- ~ Nothing may be taped or attached to the marble.
- ~ All candles must be enclosed in glass. Candles are not allowed on the stair risers. The use of candles requires fire watch services for a minimum of four hours at \$65/hour.
- ~ Renter must inform decorators of these rules.

ENTERTAINMENT

- ~ DJs and bands are allowed in the Rotunda. Two 110-volt 20 amp outlets are available for use. Additional power needs must be approved by the MBC and will incur additional charges for electrician labor.
- ~ Temporary parking for loading/unloading is available on 4th Street. Vendors should bring their own carts or moving equipment.
- ~ Please check with the MBC before contracting with unusual entertainment or large bands.

CEREMONIES

- ~ We welcome ceremony-only events. Maximum seated capacity for these is 250 guests.
- ~ For ceremony and reception a \$500 changeover fee applies

LOSS OR DAMAGE

- ~ The MBC is not responsible for damage to or loss of personal or rental items prior to, during or after the event. Limited storage space is available for items after the event with prior approval by the MBC. Damages to the property by guests or invitees are the responsibility of the host.