



2018 FEE SCHEDULE

Civic Center Banquet Rooms are available to rent during the following hours:

Monday – Thursday 4:30 pm – 10:00 pm

Friday 4:00 pm – midnight

Saturday 8:00 am – midnight

Sunday 1:00 pm – 10:00 pm

For more information, please contact the Facility Coordinator at (763) 767-6522 or civiccenter@coonrapidsmn.gov

Banquet Facility (Seats up to 230 banquet style or 260 auditorium style) <i>Includes: Civic Rooms A, B, & C, Kitchen & Outdoor Patio</i>	Mon–Thurs 4 hour rental 4:00 – 10:00 PM	Friday* 9 hour rental 12 PM–1 AM	Saturday* 17 hour rental 8 AM -1AM	Sunday 4 hour rental 12:00 – 10:00 PM
Coon Rapids Civic, Athletic or Public	\$360	\$385	\$895	\$280
Coon Rapids Resident, Non Profit or Business	\$430	\$1,470**	\$1,700**	\$280
Non-Resident	\$460	\$1,730**	\$1,975**	\$340
Additional Charges that may apply:				
• Additional hourly rate	N/A	\$80	N/A	\$75
• If serving alcohol add:	\$150	\$300	\$300	\$150
• Auditorium style set-up add:	\$110	\$110	\$110	\$110
Damage Deposit	\$500	\$500	\$500	\$500

*Banquet Facility cannot be split up on Fridays and Saturdays until 6 months prior to event date.

All Banquet Facility Rentals Include:	**The Friday & Saturday Banquet** Facility Package includes the following:
<ul style="list-style-type: none"> Set up and take down of up to: 29 - 60” round tables 9 - 8-foot tables 3 - 6-foot tables, 18 - 5’ x 1-1/2’ tables 19 card tables 230 chairs. Use of the Patio area 	<ul style="list-style-type: none"> Two (2) “Dressing Rooms” Easel Projection Screen Projector Microphone

Gazebo Chair rental separate – see page 4 for fees	Monday – Thursday 2 hour rental 4:30-10:00 PM	Friday – Saturday 4 hour rental 8:00 AM – 10:00 PM	Sunday 4 hour rental 12:00 PM – 10:00 PM
Residents/Non-Residents	\$50	\$100	\$100

Civic Rooms A, B & C (Seats up to 230 banquet style or 260 auditorium style)	Mon–Thurs 4 hour rental 4:30 – 10:00 PM	Friday* 9 hour rental 4 PM–1 AM	Saturday* 13 hour rental 8 AM -1 AM	Sunday 4 hour rental 12 PM – 10 PM
Coon Rapids Civic, Athletic or Public	\$270	\$290	\$800	\$190
Coon Rapids Resident, Non Profit or Business	\$340	\$570	\$800	\$190
Non-Resident	\$400	\$680	\$925	\$250
Additional Charges that may apply:				
• Additional hourly rate add:	\$90/hour	\$90/hour	\$95/hour	\$90/hour
• Kitchen rental add:	\$90	\$90	\$95	\$90
• Auditorium style set-up add:	\$120	\$120	\$120	\$120
Damage Deposit	\$500	\$500	\$500	\$500

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Civic Room A & B (Seats up to 160 banquet style or 200 auditorium style)	Mon–Thurs 4 hour rental 4:30 – 10:00 AM	Friday* 9 hour rental 4 PM–1:00 AM	Saturday* 13 hour rental 8 AM -1:00 AM	Sunday 4 hour rental 12 PM – 10 PM
Coon Rapids Civic, Athletic or Public	\$120	\$200	\$660	\$140
Coon Rapids Resident, Non Profit or Business	\$215	\$480	\$660	\$140
Non-Resident	\$265	\$570	\$760	\$190
Additional Charges that may apply:				
• Additional hourly rate add:	\$80/hour	\$80/hour	\$90/hour	\$40/hour
• Kitchen rental add:	\$90	\$90	\$95	\$90
• Auditorium style set-up add:	\$120	\$120	\$120	\$120
Damage Deposit	\$250	\$250	\$250	\$250

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Civic Room A or B (Seats up to 80 banquet style or 100 auditorium style)	Mon–Thurs 4 hour rental 4:30 – 10:00 PM	Friday* 9 hour rental 4 PM–1:00 AM	Saturday* 13 hour rental 8 AM -1:00 AM	Sunday 4 hour rental 12 PM – 10 PM
Coon Rapids Civic, Athletic or Public	\$60	\$100	\$330	\$70
Coon Rapids Resident, Non Profit or Business	\$110	\$240	\$330	\$70
Non-Resident	\$130	\$285	\$380	\$95
Additional Charges that may apply:				
• Additional hourly rate add:	\$35/hour	\$40/hour	\$45/hour	\$20/hour
• Kitchen rental add:	\$90	\$90	\$95	\$90
• Auditorium style set-up add:	\$60	\$60	\$60	\$60
Damage Deposit	\$175	\$175	\$175	\$175

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Civic Room C (Seats up to 60 banquet or auditorium style and up to 34 classroom style)	Mon–Thurs 4 hour rental 4:30 – 10:00 PM	Friday* 8 hour rental 4 PM–12 AM	Saturday* 12 hour rental 8 AM -12 AM	Sunday 4 hour rental 12:00 – 10:00 PM
Coon Rapids Civic, Athletic or Public	\$50	\$90	\$140	\$50
Coon Rapids Resident, Non Profit or Business	\$90	\$120	\$140	\$50
Non-Resident	\$110	\$140	\$165	\$60
Additional Charges that may apply:				
• Additional hourly rate add:	\$30/hour	\$40/hour	\$55/hour	\$12/hour
• Auditorium style set-up add:	\$60	\$60	\$60	\$60
Damage Deposit	\$75	\$75	\$75	\$75

*Banquet Facility cannot be split up until 6 months prior to event date.

Security Officer Serving Alcohol or Teen Dance/Music Party	Monday – Thursday	Friday – Saturday	Sunday
Residents/Non-Residents	\$165	\$330	\$165

The following smaller rooms are available to rent only during these hours:

Monday – Thursday 4:30 pm – 10:00 pm

Friday 4:00 pm – 10:00 pm

Saturday 8:00 am – 10:00 pm

Sunday 8:00 am – 10:00 pm

Arts & Crafts Room (Seats up to 35) Conference Room (Seats up to 14) Recreation Room (Seats up to 15)	Monday – Thursday 4:30PM – 10:00 PM 4 Hour Rental	Friday 4:00 PM – 10:00 PM Saturday - Sunday 12:00 PM – 10:00 PM 4 Hour Rental
Coon Rapids Civic, Athletic or Public • <i>Additional hourly rate</i>	No charge up to 8 hours/month \$15/hour	No charge up to 8 hours/month \$15/hour
CR Resident, Non Profit or Business • <i>Additional hourly rate</i>	\$45 for first 4 hours \$15/hour	\$70 for first 4 hours \$15/hour
Non-Resident • <i>Additional hourly rate</i>	\$70 for first 4 hours \$15/hour	\$90 for first 4 hours \$15/hour
Damage Deposit	\$50	\$50

EQUIPMENT RENTAL RATES (including sales tax):

- Candle Votives \$.50/each; replacement cost \$2.00/item
- Coffee Maker* \$10
- Coffee Servers \$3.00/item; replacement cost \$15.00/item
- Coffee Cups & Saucers \$0.50/item; replacement cost \$5.00/item
- Goblets \$0.50/item; replacement cost \$5.00/item
- Microphone* \$10
- Mirror Squares \$1.00/each; replacement cost \$5.00/item
- Outdoor Gas Grill \$20
- Outdoor Wedding Chairs \$1.65/\$2.75 each plus delivery/pickup
- Place Setting - Plate and 3-Piece Flatware \$1.50/place setting
- Additional Plate \$0.50/each
- Projector (bring your own laptop & cable) \$50
- Portable Speaker System \$25
- Punch Bowls \$5.00/each; replacement cost \$40.00/item
- Salt and Pepper Shakers \$1.50/set; replacement cost \$4.00/set
- TV/VCR/DVD* \$5
- Tri-Pod Easel* \$5
- Water Pitcher \$1.00/item; replacement cost \$5.00/item
- White Board Easel* \$5
- Wedding Backdrop (Indoor) \$100

*Civic, Athletic and Government entities exempt.

LINEN RENTAL RATES (including sales tax):

- **Tablecloths** (round, 8-foot, 6-foot, or card) \$4.50 each
Tablecloths are available in White, Ivory, or Black, are not ironed, and are to be installed by the renter.
- **Napkins** \$.50 each
Napkins are available in a variety of colors
- **Banquet Décor Package** \$6.75/chair (includes installation, delivery/takeaway)
Banquet décor Package includes the following:
90” Round Tablecloths in White, Ivory or Black
Chair Covers & Sash (Chair covers are available in White, Ivory and Black
Satin Runners (runners and sashes are available in a variety of colors)
Cake Table skirting and décor
Head Table skirting and décor for up to 3 8’ tables
Napkins are rented separately
- **Head Table Backdrop 10’, 16’, 26’ and 35’** Starting at \$235 (includes installation and removal)
- **Ceiling Drape**
 - Banquet Room** \$600.00 (includes installation and removal)
 - Civic Rooms A & B** \$550.00 (includes installation and removal)
 - Civic Room A or B** \$325.00 (includes installation and removal)

For more information, please contact the Facility Coordinator at (763) 767-6522 or civiccenter@coonrapidsmn.gov

Prices subject to change. Please contact us for current pricing.

(5/24/2018)