

2019 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 – 1:00 AM

Saturday 8:00 PM – 1:00 AM

Sunday 1:00 PM – 10:00 AM

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

Banquet Facility Wedding Package** Damage Deposit - \$550 Seats up to 230 banquet style <i>Includes: Civic Rooms A, B, & C, Kitchen & Patio Area</i>	Friday 12 PM–1 AM	Saturday 8 AM -1AM
Coon Rapids Resident	\$1,470	\$1,700
Non-Resident	\$1,730	\$1,975
Additional Charges that may apply: • Auditorium style set-up for ceremony add:	\$120	\$120



****The Banquet Facility Wedding Package** includes the following:**

- Two (2) “Dressing Rooms”
- Two Easels
- Projector and two screens
- Microphone
- Portable Speaker if also renting gazebo

All Banquet Room Rentals Include:

- 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



Banquet Room (A, B & C) Damage Deposit - \$500 Seats up to 230 banquet or 260 auditorium style	<u>4 Hour Rental</u> Mon–Thurs 4:30 – 10:00 PM	<u>9 Hour Rental</u> Friday* 4 PM–1 AM	<u>13 Hour Rental</u> Saturday* 8 AM -1 AM	<u>4 Hour Rental</u> Sunday 12 PM – 10 PM
Coon Rapids Civic, Athletic or Public	\$180	\$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
• Auditorium style set-up add:	\$120	\$120	\$120	\$120

Civic Rooms A & B Damage Deposit - \$250 Seats up to 160 banquet or 200 auditorium style	<u>4 Hour Rental</u> Mon–Thurs 4:30 – 10:00 PM	<u>9 Hour Rental</u> Friday* 4 PM–1:00 AM	<u>13 Hour Rental</u> Saturday* 8 AM -1:00 AM	<u>4 Hour Rental</u> Sunday 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
• Auditorium style set-up add:	\$120	\$120	\$120	\$120

Civic Room A or B Damage Deposit - \$175 Seats up to 80 banquet or 100 auditorium style	<u>4 Hour Rental</u> Mon–Thurs 4:30 – 10:00 PM	<u>9 Hour Rental</u> Friday* 4 PM–1:00 AM	<u>13 Hour Rental</u> Saturday* 8 AM -1:00 AM	<u>4 Hour Rental</u> Sunday 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
• Auditorium style set-up add:	\$60	\$60	\$60	\$60

Civic Room C Damage Deposit - \$75 Seats up to 60 banquet & auditorium or up to 36 classroom style	<u>4 Hour Rental</u> Mon–Thurs 4:30 PM – 10:00 PM	<u>9 Hour Rental</u> Friday* 4:00 PM–1:00 AM	<u>13 Hour Rental</u> Saturday* 8:00 AM -1:00 AM	<u>4 Hour Rental</u> Sunday Noon – 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

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

Gazebo Damage Deposit - \$50 Chair rental separate fees	4 Hour Rental Monday – Thursday 4:30-10:00 PM	4 Hour Rental Friday – Saturday 8:00 AM – 10:00 PM	4 Hour Rental Sunday 12:00 PM – 10:00 PM
Residents/Non-Residents	\$50	\$100	\$100

Kitchen Damage Deposit - \$50 For use by MN Licensed caterer	Monday – Thursday 8:00 AM-10:00 PM	Friday Duration of Banquet Room rental period	Saturday Duration of Banquet Room rental period	Sunday Duration of Banquet Room rental period
Residents/Non-Residents	\$90	\$90	\$95	\$90

Security Officer if Serving Alcohol or Teen Dance/Music Party	Monday – Thursday	Friday – Saturday	Sunday
Residents/Non-Residents	\$180	\$360	\$180

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) Not available Friday or Sunday 6:30-9:30 pm Conference Room (Seats up to 14) Recreation Room (Seats up to 15) Damage Deposit Any Room - \$50	4 Hour Rental Monday – Thursday 4:30PM – 10:00 PM	4 Hour Rental Friday 4:00 PM – 10:00 PM Saturday 8:00 AM – 10:00 PM Sunday 12:00 PM – 10:00 PM
Coon Rapids Civic, Athletic or Public • <i>Additional hourly rate</i>	No charge up to 8 hours/month <i>\$15/hour</i>	No charge up to 8 hours/month <i>\$15/hour</i>
CR Resident, Non Profit or Business • <i>Additional hourly rate</i>	\$45 for first 4 hours <i>\$15/hour</i>	\$70 for first 4 hours <i>\$15/hour</i>
Non-Resident • <i>Additional hourly rate</i>	\$70 for first 4 hours <i>\$15/hour</i>	\$90 for first 4 hours <i>\$15/hour</i>

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 – 30 DAY NOTICE
- 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
- 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

2 WEEK NOTICE REQUIRED FOR STANDARD TABLECLOTHS AND NAPKINS

- **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** \$650.00 (includes installation and removal)
 - Civic Rooms A & B** \$600.00 (includes installation and removal)
 - Civic Room A or B** \$350.00 (includes installation and removal)

30 DAY NOTICE REQUIRED FOR BANQUET DECOR PACKAGE, BACKDROP OR CEILING DRAPE

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.

(11/1/2018)