

2020 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 AM – 1:00 AM

Sunday 12:00 PM – 10:00 PM

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	\$1,675	\$2,015
Non-Resident	\$1,920	\$2,270
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* Noon -1 AM	<u>4 Hour Rental</u> Sunday 12 PM – 10 PM
Coon Rapids Civic, Athletic or Public	\$185	\$305	\$840	\$200
• Additional hourly rate add:	\$65	\$65	\$75	\$45
Coon Rapids Resident, Non Profit or Business	\$360	\$625	\$840	\$200
Non-Resident	\$420	\$750	\$975	\$265
Additional Charges that may apply:				
• Additional hourly rate add:	\$110/hour	\$125/hour Noon – 4:00 pm	\$150/hour 8:00 am- Noon	\$55/hour Noon – 10:00 pm
• 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* Noon -1 AM	<u>4 Hour Rental</u> Sunday 12 PM – 10 PM
Coon Rapids Civic, Athletic or Public	\$130	\$210	\$690	\$150
Coon Rapids Resident, Non Profit or Business	\$230	\$500	\$690	\$150
Non-Resident	\$270	\$600	\$800	\$200
Additional Charges that may apply:				
• Additional hourly rate add:	\$75/hour 4:30 – 10:00 pm	\$80/hour Noon – 4:00 pm	\$90/hour 8:00 am- Noon	\$40/hour Noon – 10:00 pm
• 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* Noon -1 AM	<u>4 Hour Rental</u> Sunday 12 PM – 10 PM
Coon Rapids Civic, Athletic or Public	\$65	\$105	\$345	\$75
Coon Rapids Resident, Non Profit or Business	\$115	\$250	\$345	\$75
Non-Resident	\$135	\$300	\$400	\$100
Additional Charges that may apply:				
• Additional hourly rate add:	\$35/hour 4:30 – 10:00 pm	\$40/hour Noon – 4:00 pm	\$45/hour 8:00 am- Noon	\$20/hour Noon – 10:00 pm
• Auditorium style set-up add:	\$60	\$60	\$60	\$60

Civic Room C Damage Deposit - \$75 Seats up to 60 banquet or 45 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* Noon -1 AM	<u>4 Hour Rental</u> Sunday Noon – 10:00 PM
Coon Rapids Civic, Athletic or Public	\$55	\$95	\$150	\$55
Coon Rapids Resident, Non Profit or Business	\$95	\$125	\$150	\$55
Non-Resident	\$115	\$150	\$175	\$65
Additional Charges that may apply:				
• Additional hourly rate add:	\$30/hour 4:30 – 10:00 pm	\$40/hour Noon – 4:00 pm	\$65/hour 8:00 am- Noon	\$15/hour Noon – 10:00 pm
• 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	\$195	\$390	\$195

Meeting 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 12:00 PM – 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 \$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

Riverwind Community Building

11747 Crocus St NW, Coon Rapids MN 55433

Riverwind 1 (Seats up to 56) Riverwind 2 (Seats up to 64) Damage Deposit Either Room - \$150	Half Day 7:00am – 2:00 pm 3:00 pm – 10:00 pm Monday - Sunday	Full Day 7:00 am – 10:00 pm Monday - Sunday
Resident, Non Profit, or Business	\$75	\$125
Non-Resident	\$100	\$175

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.

(1/22/2020)