

The City of Parkers Prairie is proud to be able to provide meeting rooms for use by the public. The purpose of this policy is to establish guidelines regarding the use of the Prairie Event Center. The City or its designee (herein after "Management") reserves the right to determine the use of any of its meeting rooms.

General Rules:

- Management will issue a permit to use the Event Center only to persons who are at least 18 years of age and are financially responsible for the permit fees and other costs associated with the use of the facilities.
- An adult who can be reached prior to the event and who will be attending the event must be designated by the holder of the permit as a Contact Person to interact with Management to ensure an enjoyable event.
- The permit may not be assigned, transferred or sublet by the Permit Holder. The intended use must be appropriate to the facility. Misrepresentations are cause for immediate cancellation.
- Activities and events sponsored by individuals, agencies, organizations or groups shall not discriminate contrary to the laws of the State of Minnesota, and, without limitation, shall not discriminate against any person on the basis of sex, race, creed, religion, color, national origin, age, marital status, economic status or disability.
- Management shall deny the use of any of the facilities to any individual, group or organization that is not current with any payments due the City of Parkers Prairie, including utility payments.
- Management reserves the right to require the use of approved security at the expense of the Permit Holder at any event where alcohol is served or at any event where Management feels it is appropriate.
- The permit will designate which area of the Event Center the permit holder may use. All other areas of the Event Center are off limits for use by the Permit Holder, the Holder's guests, agents and invitees.
- The Permit Holder is responsible for behavior of the Permit Holders guests, agents and invitees and for any damage to Prairie Event Center property.
- Large items must be moved in and out of the building with a wheeled device to prevent damage to the floor.
- Any damage or loss of facilities or equipment must be reported, repaired or replaced within 24 hours of the activity at the permit holder's expense.
- The Prairie Event Center is a **smoke-free facility**. Smoking in any part of the facility by any guest, agents and invitees will result in the forfeiture of the Permit Holder's Damage Deposit and the exclusion of the smoker from the Prairie Event Center for the remainder of the Permit Holders event.
- Management may require sound levels for bands and audio equipment be controlled.
- No animals will be allowed in the building except for bona-fide service animals. Animals as part of entertainment may be allowed and additional maintenance fees may be imposed.
- Management assumes no liability for loss, theft, damage, injury or illness incurred by the users of the Prairie Event Center.
- No flammable or explosive substances will be allowed to be used or stored on the Prairie Event Center property except for table top tea lights or votive candles in stable glass containers.
- Adequate adult supervision must be provided when guests are primarily minors.

AVAILABILITY

Visit the Parkers Prairie web site (www.prairieeventcenter.com), then click Calendar to view the calendar for available dates, or contact 218-338-3687 (218-3EVENTS) or the Parkers Prairie City Hall at 218-338-4115.

Availability is on a first-come basis. No event date is "reserved" until the contract and applicable deposit(s) are made to the following address:

CITY OF PARKERS PRAIRIE, 102 NORTH OTTER AVENUE, P.O. BOX 70, PARKERS PRAIRIE, MN 56361

Application for Use

1. Every use of the Prairie Event Center must have an application/use permit on file.
2. Community Groups that have regular meetings may make an annual application and obtain a permit covering the group's use of the Prairie Event Center for twelve months.
3. The Application must be signed by an authorized representative of the entity or by the person in whose name the use permit will be issued and will be responsible for payment.
4. To reserve the Prairie Event Center:
 - a. Contact 218-338-3687 (218-3EVENTS) or 218-338-4115 to check availability of the proposed date, to make a reservation, and to receive a rental packet.
 - b. Reservations will be accepted once the non-refundable down-payment, damage deposit (if alcohol will be served), and signed contract is received by the City of Parkers Prairie.
 - c. The renter (Permit holder) is responsible for contacting the Prairie Event Center (at Parkers Prairie City Hall) a minimum of 60 days prior to the event to set up an appointment to meet 21-30 days prior to the event to make final arrangements and pay any fees due. The permit holder should state at this time how many people are anticipated to attend the event and finalize seating arrangements and complete Prairie Event Center questionnaires.
 - d. For weddings, the **full** rental fee is due at least 7 days prior to the event.

Hours

Facilities will be available at a mutually agreed time, but no earlier than 9:00 A.M. the date of the event unless requested and approved by management. Users, and all of user's property, must be out of the facility no later than 1:00 A.M. For every hour or fraction thereof an additional charge of \$100 will be assessed.

SERVICES

Bar and Beverages

- The Prairie Event Center's liquor caterer will be the sole provider of alcoholic beverages.
- The renter (Permit Holder) is responsible for contacting our liquor provider a minimum of 45 days prior to the event to communicate details of the liquor service requested. Management will not be contacting the liquor caterer for your event.
- A \$500.00 Damage Deposit will be required for ALL events where alcohol is served. This deposit will be returned to the renter if there have been no instances of outside liquor during the event (this includes set-up for the event and clean-up after the event), and if there has been no damage to the facility.
- Guests requesting and/or consuming alcoholic beverages must be able to provide a valid ID upon request. Bracelets or ink stamp may be used to verify age after initial ID check.
- If guests provide minors with alcoholic beverages, that guest and minor must leave the premises immediately. Failure to do so will result in the suspension of beverage service and no refunds will be made. The renter (Permit Holder) will also forfeit the \$500 damage deposit.
- Alcoholic beverages must stay within the Prairie Event Center. No alcoholic beverages may be consumed in the parking lot, outside the building, in the restrooms, or in the hallway to/from the hotel.
- Prairie Event Center's liquor caterer will set their prices, and should be discussed prior to the event. The Prairie Event Center Management and staff have no influence over the beverage prices.

Kitchen / Food

Caterers must be licensed by the State of Minnesota and be on file with the Prairie Event Center. A copy of the caterer's food operator's license must be sent to the Event Center (or Parkers Prairie City Hall) a minimum of 30 days prior to the event.

The kitchen is licensed to the Senior Meals program and may be used as a staging area for caterers. Food must be privately prepared off site and served at the Prairie Event Center. The Permit Holder assumes all responsibility for clean-up and removal of dirty dishes. The dish room is not available for private (or caterer's) use.

A certified food handler must be on site during the entire meal preparation and service.

- \$100.00 flat fee without appliances
- Kitchen use includes prep tables, ice, clean-up sink, hand washing area, and a designated portion of the walk-in cooler.
- Kitchen use does NOT include any of the appliances, serving or cooking utensils, dishes, or dishwashing area.
- At no time shall unapproved guests be allowed in the kitchen before, during, or after the event.
- Extra ice (for coolers, etc) is NOT included in the regular rental fee of an event unless the "use of kitchen" fee is paid in advance.

Linens

White or black table cloths, and napkins in a variety of colors, are available. Linens need to be ordered at least two weeks prior to the event. It is the renter (Permit Holder) is responsible for communicating the preference for linen a minimum of 14 days prior to the event.

China

China place settings and silverware are available. Charges for place settings will be determined according to the attached Goods and Services Fee Schedule. China includes, white dinner plate, white salad plate, fork, spoon, butter knife, water glass, and coffee cup. Dishwashing is included in price.

Dining Room Attendant Service

Prairie Event Center provides dining room attendant service upon request (and is included some of the rental packages). The Event Center staff will help to bus the tables and *assist* in serving the one head table. Attendants are NOT responsible for serving meals to the other tables, or keeping snack and candy tables stocked. Event Center staff are not responsible for placing late night sandwiches or food on tables towards the end of the evening. It is recommended that the renter (permit Holder) designate a host/hostess to release tables for the food service and to set out the late-night food. The Event Center staff is there to support your host/hostess, but are not responsible for the food service. Please discuss the details with your food caterer.

Audio System, Projector and Screen (Paulson or combined room only)

Audio system, projector and screen are available upon request with advance notice. The screen is mounted at the back of the stage and the projector has a USB connection located in the Paulson room only. Prairie Event Center also has a portable projector and screen, this option requires a laptop. Prairie Event Center does not supply CD(s), DVD(s), Jump Drive, or laptop. The renter (Permit Holder) is responsible for arranging time to test CD(s) or DVD(s) prior to the day of the event if using Prairie Event Center equipment. At no time may the renter (policy holder) make adjustments to the sound system equipment located inside the closet on the stage.

Decorations

Decorations must be approved by Management. Wall hooks are provided. No decorations may be taped, tacked, stapled, etc. to any surface. Votive and tea lights in stable glass containers are allowed. Candles, tapers, open flames and similar devices are not permitted. Confetti, tinsel, potpourri, colored petals, rice or birdseed are not allowed. Ceiling decorations may be installed only by professional decorators and only after a written plan has been approved. Unless already included in a package, decorations may be installed the day of your event during the pre-arranged time. Early set-up may be available upon request for an additional fee. The Prairie Event Center is not responsible for decorations. Removal of decorations by client must occur prior to 1:00 am, unless prior arrangements are made.

Candy Bar/Table & Punch Tables

- Candy bars/tables are allowed. No gummy candy is allowed, such as gummy bears, Mike and Ikes, Starbursts, etc.
- A non-alcoholic "Punch Station" is allowed, however it must be on a non-carpeted area. RED punch is not allowed.
- We recommend that a host/hostess be designated by the renter (Permit Holder) prior to the event to assist with the restocking of the snack tables.
- A fondue station may be allowed, but only on non-carpeted areas.

Maintenance

Permit Holders are responsible for removing their own property immediately after their event. Any decorations or other materials left after an event will be disposed of by the Prairie Event Center. All sweeping, mopping, vacuuming, bathroom supplies, set up and tear down, etc will be provided as required before and after the event and included in the room charge.

Damage Deposit

A Damage Deposit of \$500.00 will be required for events with alcohol service. Damage beyond fair wear and tear, as determined by Management, will be charged at actual repair or replacement costs. The Permit Holder will be responsible for damage or replacement costs above the Damage Deposit. The damage deposit will also be forfeited by the Permit Holder if there is smoking, underage drinking, or outside liquor at any time during the event (including event setup and cleanup).

Refunds Fees and other charges are completely refundable if Management cancels the use of the Prairie Event Center for any reason other than violations by the Permit Holder.

If the permit holder requests cancellation ninety (90) calendar days or more before the event:

- A 50 percent refund of the room deposit will be made. (The original \$250.00 deposit for weddings is non-refundable)

If the permit holder requests cancellation eighty-nine (89) calendar days or less before the event:

- No refund of the room fee will be made.
- If the cancelled room re-books, a full refund of the room fee will be made (The original \$250.00 deposit for weddings is non-refundable).
- If linens have been delivered a restocking fee may be charged.

INSURANCE

ASSUMPTION OF RISK: Permit Holder for itself and for each of its members, agents, employees, invitees and all other persons who will use the facility under or through Permit Holder, accepts and assumes all risks of property damage or personal injury associated with Permit Holder's use of the facilities including but not limited to property damage or personal injury to Permit Holder; Permit Holder's employees, agents and invitees; the City; the City's employees, officers and agents and any other person using the facilities during the term of this Facility Rental Agreement.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT: Permit Holder for itself, its members, agents and employees using the facilities under this Permit Use Agreement hereby releases and agrees to defend, hold harmless, and indemnify the City, its officers, agents and employees from every claim, liability or demand of any kind for property damage or personal injuries sustained by Permit Holder; Permit Holder's employees, agents and invitees; the City; the City's employees, officers and agents and any other person using the facilities during the term of this Facility Rental Agreement.

SUPERVISION: Permit Holder agrees to provide adequate supervision of all persons using the facility under and through Permit Holder.

GOODS AND SERVICES FEE SCHEDULE

The cost of Goods and Services offered by the Prairie Event Center are variable. For planning purposes the following costs are provided. *Pricing of Goods and Services are subject to change at any time.*

Some of the following Goods and Services are provided with certain wedding packages.

China
 Place Setting \$2.00 ea.
 Includes: White dinner plate, White salad or Dessert plate, Fork, Spoon, Butter knife, Water glass, and Coffee cup.
 Dishwashing is included in price.

Projector and Screen
 Located in Paulson room only
 Rental \$50.00
 Rental of Portable Projector \$25.00
 Rental of Potable Screen \$25.00

Table Linens
 Use of Table Cloth \$5.00 per table
 Use of Napkins (variety of colors) \$2.00 each

Table Skirting \$5.00 per table

"I have read and agree to comply with this Rental Policy."

Policy Holder Signature: _____ Printed Name: _____ Date: _____

Policy Holder Signature: _____ Printed Name: _____ Date: _____

PEC Management Signature: _____ Name: _____ Date: _____

PRAIRIE

Event Center

Wedding Package

ppevents@arvig.net

218-338-3687

City of Parkers Prairie

ppcity@midwestinfo.com

ppclerk2@midwestinfo.com

218-338-4115

PRAIRIE Event Center

Wedding Packages

All weddings must put down a NON-REFUNDABLE \$250 deposit to hold the date and a \$500 damage deposit that will be returned IF no damage occurs during your event AND there is no outside alcohol brought in during set up or the entire event.

Options	Pricing	
Gold Package <ul style="list-style-type: none"> • Full Ballroom 8 am-1 am • 4 hours set up day before • Linens, skirting, cloth napkins • Dishes & silverware • Water and Coffee • Bussing Service for Main meal only • Everything out by 1 am 	Over 251 People \$2,600	
	Up to 250 People \$2,000	
Silver Package <ul style="list-style-type: none"> • Full Ballroom 8 am-1 am • Linens, skirting, cloth napkins • Dishes & silverware • Water and Coffee • Bussing Service for Main meal only • Everything out by 1 am 	Over 251 People \$1,900	
	Up to 250 People \$1,650	
Bronze Package <ul style="list-style-type: none"> • Paulson Room 8 am-1 am • 4 hours set up day before • Linens, skirting, cloth napkins • Dishes & silverware • Water and Coffee • Bussing Service for Main meal only • Everything out by 1 am 	\$1,250	
	Only Available for Weddings Under 150 People	
Grooms Dinner <ul style="list-style-type: none"> • Room for 4 hours • Linens, skirting and cloth napkins • Bussing services 	\$250	
Onsite Ceremony	\$200	

Total: _____

** Kitchen use is not included. *** THE TOTAL COST OF THE EVENT MUST BE PAID FOR IN ITS ENTIRITY AT LEAST TWO WEEKS BEFORE THE EVENT.

PRAIRIE Event Center

Application and Agreement

Bride: _____ Groom: _____

Event Date: _____ Time In: _____ Time Out: _____

Estimated Attendance: _____

Bar Request?

- No
- Cash Bar
- Host Bar
- Combination of Cash/Host Bar

Intoxicating beverage services will be through Parkers Last Stop out of Parkers Prairie, MN. It is your responsibility to contact and work all details with Parkers Last Stop. You can reach them at 320-766-0837 – ask for Nate. There is **absolutely no** outside alcohol allowed on Prairie Event Center Property. Any outside alcohol discovered during the event or set-up will result in loss of the \$500 damage deposit. This includes any alcohol brought in by the wedding party, family members, OR guests at any time.

Any items the Prairie Event Center offers, such as alcohol, amenities, busboy or additional items requested by the customer will be billed following the event unless already included in one of our packages.

Print name of financially responsible person:

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Phone cell: _____

Email: _____

I hereby certify that I am an agent of the above-named organization/individual and have been authorized to accept in their name the responsibility for observance of the rules and regulations of the City of Parkers Prairie contained herein and of the City of Parkers Prairie Event Center Policy which is attached here to and made a part of this Use Permit Agreement as a condition of the issuance of a Use Permit. I agree to release the Prairie Event Center, City of Parkers Prairie, their employees and leaders of all liability related to accidents or injuries which myself, members of my family or any participant might incur while participating in the above-mentioned event. The Prairie Event Center is not responsible for personal property not removed from the facility after your event. Personal property not removed after one week will be disposed of. Participants in the above-mentioned event are not covered under the City of Parkers Prairie's medical insurance policy. I understand that the permit for use of the City facilities may be cancelled if any of the rules are violated and future use may be denied.

Signature of financially responsible person: _____ Date _____



Wedding Liability Contract

Bride & Groom: _____

Event Date: _____

Pre-Arrival:

- 1. If you have a host couple, please provide their name(s) and a phone number. They will be our contact during the event.
2. If the guest count changes, contact the PEC Manager as soon as possible. Final head counts are needed two weeks in advance.
3. You are expected to bring your own containers for leftover food. We will not provide any for you.
4. Only licensed food caterers are allowed; remind your caterer to bring a copy of insurance and catering license.
5. Assign a guest of yours to maintain the snack, cake, punch or late-night snack tables. While the PEC staff will assist when they have time, it is not our priority.
6. If you want to use the overhead or portable projector and screen, you must arrange that at least one week before the event.
7. All decorating boxes or totes can be stored under tables or in one of our closets for ease of take down.
8. Absolutely no drinking alcohol during the day before set up or day after clean up.
9. Unless previously arranged, the Freudenberg room is not included in the wedding packages.

Night of the Event:

- 1. All alcohol must be purchased through our on-site bar service. NO outside alcohol is permitted. If we see someone bringing outside alcohol, we will confiscate it, dispose of it, AND it will result in loss of the \$500 damage deposit.
2. If underage drinking occurs we will call the on-duty police officer or sheriff, AND it will result in the loss of the \$500 damage deposit.
3. All alcohol must be consumed inside the Event Center. No alcohol is allowed outside or in the parking lot.
4. Everyone WILL be carded- including the wedding party.
5. If you serve homemade punch it must be cleaned up and put away before the dance starts.
6. The caterers must be out of the kitchen by 8:30 pm. Only the PEC staff may use equipment in the kitchen.
7. Kitchen will close at 9:00 pm.
8. If you are serving a late-night snack it must be pre-assembled before being placed into our cold storage.
9. Silverware and plates are not available after dinner. All late night or dessert table settings must be provided on your own.
10. Additional time and space will be an extra charge and is to be decided with the PEC manager prior to the event.

Timetable:

- 1. Last call for bar service is at 11:45 pm. No drinks will be served after 12:00 am.
2. Last song by DJ is played at 11:55- can play 1 additional song after that.
3. All lights will be turned on at 12:15 am.
4. All guests leave the building by 12:30 am.
5. Everyone must be out and gone by 1:00 am.
6. All catered food must be removed from building at the end of the night.

Clean- Up:

- 1. All property of the PEC is to be left where is sits.
2. Bridal décor must be cleaned up by 1:00 am unless other arrangements were made with PEC manger.

PLEASE SIGNHERE TO ACKNOLEDGE RECEIPT OF THIS FORM

SIGNATURE (GUEST)

DATE

SIGNATURE (PEC STAFF)

DATE

PRAIRIE Event Center

Event Name: _____

Event Date: _____

General Information

Bride: _____

Groom: _____

Decorating Time: _____

Ceremony: _____

Location: _____ Time: _____

Guest Arrival: _____

Time: _____

Pre-Dinner Snacks? Yes or No Time: _____

Late Night Snack? Yes or No Time: _____

Bar: _____

Start Time: _____ End Time: _____

Dinner: _____

Dismissing Contact: _____ Phone: _____

Start Time: _____

Caterer Name: _____

Start Time: _____ Phone: _____

Meals to head table: _____ Staff to Eat: _____
Yes or No Yes or NO

Set Up Information

of Guests: _____

of Adults: _____ # of Kids: _____

of Reserved Tables: _____

of People at Head Table: _____

Snack Table: Yes or No

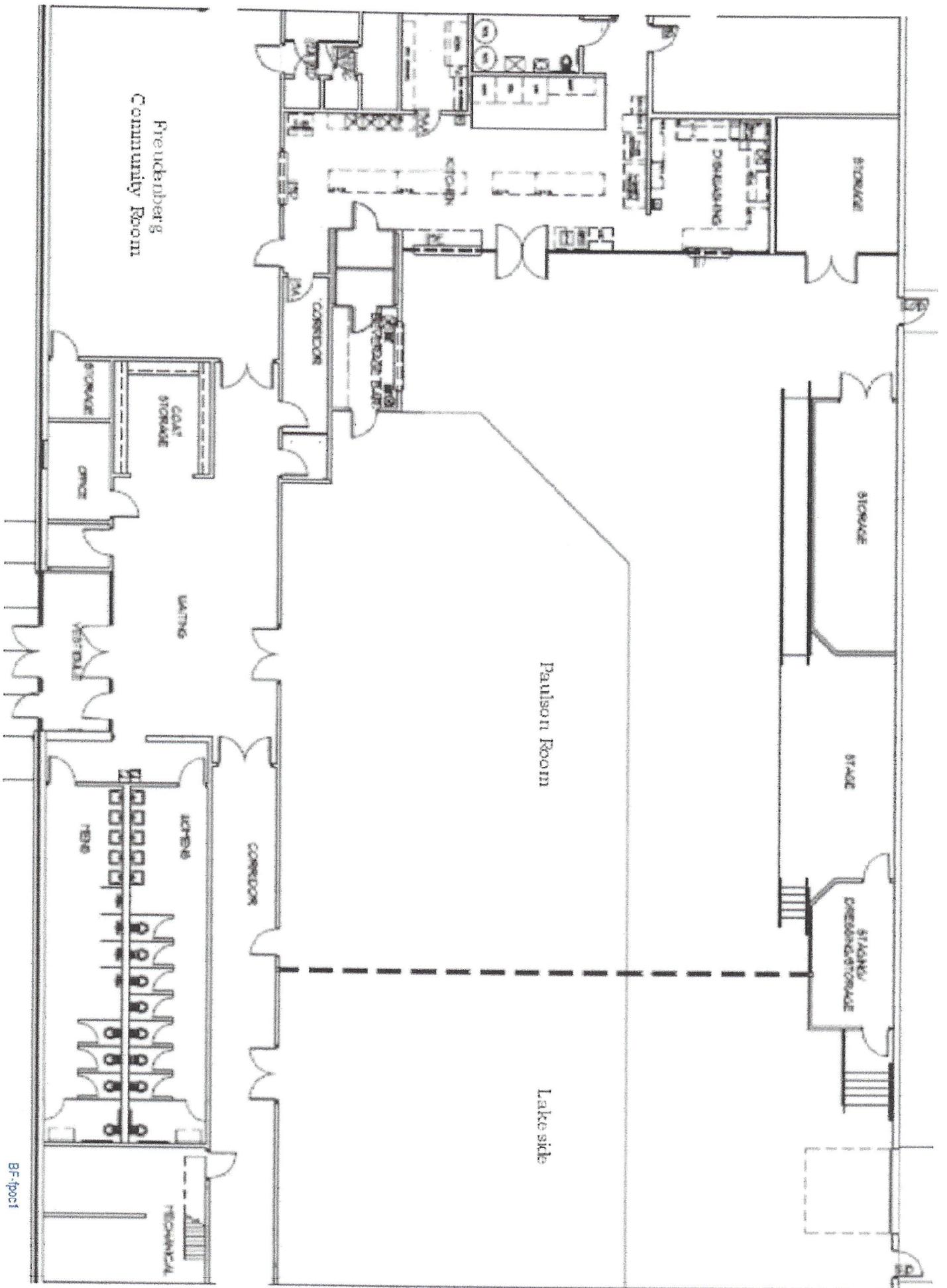
Candles to Light? Yes or No

Linen: _____

Tablecloth Color:	White	Ivory	Black			
Napkin Color:	White	Ivory	Black	Tan	Brown	Red
	Maroon	Green	Royal	Navy	Purple	Gold

Slide Show: Yes or No Time: _____

Contact: _____ Phone: _____



BF-1001

Parker's Last Stop
405 N Otter Ave
P.O.Box 50
Parkers Prairie, MN 56361

Name of Event: _____

Date of Event: _____

Main contact for event: _____

Phone number: _____

E-mail: _____

Approximate people attending event: _____

Open Bar _____ Amount/Budget _____

- Kegs must be paid for 1 week before event
- Open bar budget must be paid 1 week before event
- 12% gratuity will be added

Cash Bar _____

Cash Bar Only _____

Parker's Last Stop Pricing:

Domestic taps/bottles/cans \$4 ea

Specialty beers \$5 ea

Rail drinks \$4 ea

Call drinks \$5 ea

Top Shelf \$6 ea

Wine by the glass \$5 ea

Pop \$1 ea

Shot prices will vary

Pre-purchased domestic keg 1/2 barrel \$400

Pre-purchased specialty keg (Price depends on the brand)

***prices subject to vary due to distributor pricing**

If you would like wine for your head table, specialty drinks served at the bar just ask and we can put together pricing. Drink tickets are also available for purchase.

Thank you for choosing Parker's Last Stop and Prairie Event Center for your event.

Feel free to contact Nate 3207660837 or Toni 3207604024