

Space Rental Agreement and Application

Rental Policies and Planning Guide

DEPOSITS AND PAYMENTS:

- A booking is not considered confirmed until the appropriate deposit has been received and a signed space rental agreement has been returned. To reserve space, a non-refundable deposit of fifty percent (50%) of the room rental fee is required and an accepted space rental agreement.
- The remaining balance of the room rental fee and any other fees are due thirty (30) business days prior to your event. You may pay by personal check, credit card, or cashier's check. **It is agreed that Atlas Grill will release your date if full payment is not made thirty (30) days prior to your event and your fifty percent (50%) non-refundable deposit will be forfeited.**
- All Rentals fees are to be paid to Atlas Grill.
- All fees are non-refundable, with the exception of the damage deposit as identified below.
- Sales tax applies.
- The User will pay a non-refundable room fee deposit equal to half of the room rental fee, which will apply to the total rental fee.
- The space rental fee includes use of thirty-eight (38) round tables, three-hundred (300) chairs, and one changing room for the bride. Set-up for ceremony only or reception only events included. A \$500 change-over fee applies for events involving both a ceremony and a reception, or an event requiring more than one set-up configuration.
- Self-serve coat racks are available at no extra cost. If coat check service is desired, attendants must be supplied by the caterer. User is responsible for applicable charges.
- A sound system is available for rent to be used in the rotunda. The rental cost for the system is \$200. The system includes speakers for ground floor and first floor gallery level, a podium, one wired microphone and two wireless microphones. No additional audio equipment is provided however, iPods, computers, CD players, etc. may be used with this system, subject to compatibility.
- Cocktails tables are available for rental. The rental cost per table is \$12.50 which includes set-up. The table tops are 30" in diameter and the tables are adjustable for either 30" or 42" height.
- Rehearsal - for rentals that include a wedding/commitment ceremony, a maximum of one and one half hour rehearsal time is included, free of charge. Rehearsals may start no earlier than 6:00 PM on weekdays and date is subject to availability due to other events. Facility staff is not on site for rehearsals.
- A damage deposit of \$500 is required thirty (30) days prior to the event and will be returned to the User thirty (30) days following the event upon satisfactory inspection of the rental space by Municipal Building Commission and/or Atlas Grill. The MBC and/or Atlas Grill reserves the right to keep the User's damage deposit for issues that require item replacement, extensive cleaning, non-compliance with rules and regulations or other issues deems reasonable by MBC and/or Atlas Grill staff or for any reason not outlined in the Agreement. MBC and/or Atlas Grill may collect from the User for any amounts exceeding the damage deposit.

DATE CHANGE/CANCELLATION:

User must submit date change requests and/or cancellations to Atlas Grill in writing. In the event of a cancellation, User forfeits the non-refundable room fee deposit as described above. If new date is desired, rentals fees for the new date will be applicable.

SECURITY:

- The City of Minneapolis Code of Ordinance requires at least one security officer license pursuant to Minnesota Statutes, Section 266.60 be present in and at the premises at all times during an 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 may be required for events expecting 150 or more guests.
- If security is required, it must be provided by the Minneapolis Police Department and coordinated by Atlas Grill.
- Applicable charges will be the responsibility of the User and will be coordinated through Atlas Grill. A minimum of four (4) hours is required at \$60 per hour, per officer. Fee is due thirty (30) days prior to event.

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- Users will be financially responsible for the total hours arranged for security, regardless of the actual hours used.

CATERING SERVICES:

The MBC / Minneapolis City Hall and Hennepin County Courthouse has an exclusive caterer for City Hall and Courthouse building:

Kenneth Cole
612.338.4700
ken@atlasgrill.com

Katie Klabecek
612.875.3939
katie@atlasgrill.com

Atlas Grill
200 S. 6th St.
Minneapolis, MN 55402
atlasgrill.com

- Users are required to contract with the exclusive caterer to provide all food and/or beverages for their event.
- Users must check with Atlas Grill on policies related to bring in wedding cakes prepared by another vendor. Baker may be required to show proof of licensure.
- *Please note that a caterer's usage fee is assessed to the 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 fund history restorations of the City Hall and Courthouse.*

FOOD/ALCOHOL:

- All alcoholic beverages must be consumed on the premises and in designated area(s) only. No alcohol is allowed outside the building or in changing/staging rooms.
- Service of alcohol shall cease at 11:30 PM, alcohol consumption shall cease at 11:45 PM. Alcohol consumption past 11:45 PM may incur additional fees for staff and security.
- All alcohol is to be provided by Atlas Grill.

DECORATIONS AND ENTERTAINMENT:

- It is the User's responsibility to inform decorators of the following rules.
- All decorations must be pre-approved by Atlas Grill staff thirty (30) days prior to event.
- Birdseed, glitter, rice, bubbles, silly string, balloons, flower petals and/or confetti may not be used.
- No tape, nails, and/or tacks are allowed on walls.
- All decorations and materials must be installed/placed by the User and must be removed at the conclusion of the event.
- DJs, dancing and dance bands are allowed for events in the Minneapolis City Hall and Hennepin County Courthouse building. Event or meeting locations will dictate the size and type of music functions allowed.
- Music must end at 11:30 PM. All amplification should be minimal and will be controlled by Atlas Grill staff.
- All entertainment must be approved by Atlas Grill staff thirty (30) days prior to event.
- The use of candles for decoration requires the presence of a Fire Watch, and, if used, candles must be self-extinguishing (votives) or in a self-righting container. Fire Watch services are not required if candles are used as part of the ceremony (i.e. unity candle). Applicable charges will be the responsibility of the User and will be coordinated through Atlas Grill. A minimum of four (4) hours is required at \$65 per hour. Fee is due thirty (30) days prior to event. Fire Watch services must be provided by the Minneapolis Fire Department.
- Atlas Grill/MBC has battery operated candles available for use for your event free-of-charge; however, User will be charged \$5.00 for each battery operated candle not returned.
- Candles are not allowed in the City Council Chambers.

USE OF MINNEAPOLIS CITY HALL AND HENNEPIN COUNTY COURTHOUSE:

- The Minneapolis City Hall and Hennepin County Courthouse is a public facility, open to the public Monday through Friday from 6:00 AM to 6:00 PM.

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- Minneapolis City Hall and Hennepin County Courthouse is a non-smoking facility in compliance with the Minnesota Indoor Clean Air Act.

USE OF MINNEAPOLIS CITY HALL AND HENNEPIN COUNTY COURTHOUSE, CONT:

- Gambling or illegal activity of any sort is prohibited.
- User may use only the areas specified on the rental agreement. Guests are not permitted access to areas of the building not specified on the rental agreement.
- Weekend events - User may access the space no earlier than 2:00 PM. Events must conclude by 12:00 midnight.
- Weekday events - User may access the space starting a 2:00 PM for setup. Event start time shall be no earlier than 6:30 PM. Events must conclude by 12:00 midnight.
- The Municipal Building Commission and/or Atlas Grill shall not assume any responsibility for the damage or the loss of personal or rental items stored or displayed on its property prior to, during, or following the User's event. All User property must be removed from the space at the conclusion of the event. Arrangement may be made in advance to leave items overnight. Items not picked up by 8:00 AM Monday morning will be disposed of.
- The User agrees to be responsible for any damages and thefts to the premise or property by their guests, invitees or other agents under the User's control.
- User must comply with the maximum capacity of 300 for seated dinner.
- The User is responsible for the actions of all guests and hired vendors. Children must be directly supervised at all times and are not to be running and playing in the hallways, elevators or stairs.
- Atlas Grill staff will immediately notify the User of designated event contact of any incident. It is the responsibility of the User or event contact to remedy the situation. If, after notification, the situation is not remedied, Atlas Grill staff reserve the right to end the event.
- Atlas Grill may take pictures of your event to be used for advertising and promotional purposes.
- Space is reserved outside the 4th Street entrance for vendor loading and unloading only. Vehicles must be moved when loading/unloading is complete. No parking space is included in the facility rental.
- Thirty (30) days prior to your event, a meeting will be held with the Atlas Grill, client and any other applicable parties to plan the set up, timeline and details of the event.

ATLAS GRILL RESERVES RIGHT TO CANCEL AGREEMENT:

Atlas Grill reserves the right to cancel this Agreement at any time when a state of emergency is declared or unsafe environmental conditions exist. In such an event, User agrees that Atlas Grill shall have no responsibility or liability for any disruption or damages or loss that the User may suffer or incur due to such cancellation. All fees paid to Atlas Grill shall be refunded to the User if this Agreement is canceled pursuant to this paragraph.