

HEART OF THE CITY MUSIC FACTORY

INTRODUCTORY LETTER & RENTAL RATES

Thank you for your interest in renting the Heart of the City Music Factory. The Heart of the City Music Factory is run by the non-profit, 501 (c)3 Christian organization, Heart of the City Ministries.

ABOUT THE VENUE

The Music Factory is a beautiful Victorian style Event Center and Concert Venue. In the main room, we have a balcony and stage. There is also a lovely side room with tin ceilings and curtained archways that open up into the main room. And then, there is the back studio which typically serves as place where drinks are served or as a quieter seating lounge. We have a video camera mounted on the balcony with video screens in the balcony, side room and studio. We also have a large 12' by 20' retractable screen above the stage with a projector that can project either video feed from the balcony or any kind of video or Powerpoint from a computer. We have a high-end stereo sound system with a large amount of backline equipment.

The Music Factory now also includes a large, beautiful Bridal Room/Green Room that is included with the price of the rent. This room has windows looking out to the Rum River, a couch and chairs, a small refrigerator and a large walnut dining table and chairs.

CAPACITY

The Music Factory accommodates celebrations of 130

Table seating

- **Balcony** – Two 48" round tables with 5 chairs at each, plus five tall 31" tables with 4 stools at each - **TOTAL BALCONY SEATING = 30**
- **Main Floor** – Eight 48" round tables with 8 chairs each plus 1 tall round table seating 4 - **TOTAL MAIN FLOOR SEATING = 68**
- **Side Room** (with obstructed views of stage) – Three 48" round tables with 8 chairs at each; One tall 31" round tables with 4 stools at each – **TOTAL BACK ROOM SEATING = 28**

**This capacity may be less depending on the size of tables needed for food and drink vendors*

- **Wedding Party/Stage** - Four or five 4 ft. narrow tables end to end to create long 16 to 20 foot wedding party table on stage seating 10 to 12 – **TOTAL STAGE SEATING = 12**

- **Maximum Total Table-Style Seating: 126**

Theater-Style seating

- **Balcony** – 22
- **Main Floor** – 96
- **Side Room** – 12 (*with unobstructed views of the stage plus video monitor)
***Optional Studio/Lounge Seating**– 7 additional seats are in studio/lounge but have no view of the stage except through the video monitor.

- **Maximum Total Theater-Style Seating: 130**

***NOTE: There may be no seating/table arrangement changes after 7 days before the event**

The Heart of the City Music Factory is located on the 2nd floor of the historic Old Milk Factory at 2665 4th Avenue N. Anoka, MN 55303 with entrances in the front and back of the building.

RENTAL FEES

WEDDING AND RECEPTION PACKAGES

- Sundays and Fridays - \$1805.00 (for a total of up to 10 hours usage)
- Saturdays - \$2055.00 (for a total of up to 10 hours usage)

ALL PACKAGES INCLUDE:

- 10 Hour Venue Space Rental
- Use of high quality digital sound system
- Use of customizable up-lighting and lighting system
- Beautiful Bridal room (natural light studio)
- Use of table linens (black or ivory)
- 2 On-site Staff Members for entire event
- Cleaning Fee Waived

OPTIONAL ADD-ONS

- Video Screen & Projector usage - \$100.00 total
- Sound technician & Video Projector technician - \$20.00 an hour (Required if more than 2 mics are needed).

GENERAL HOURLY RENTAL RATES

- **Evening Rates: Monday–Thursday**= \$190.00 an hour, which includes staffing fee of \$40.00 an hour (minimum of 2 hour rental). **Additional cleaning fee of \$75.00 is required*
- **Weekend Rates: Friday evening – Sunday evenings**= \$240 an hour, which includes staffing fee of \$40.00 an hour (minimum of 3 hour rental). **Additional cleaning fee of \$75.00 is required*
- **Daytime Rates: Monday–Friday** (between 7:00 AM and 5:00 PM)= \$140.00 an hour, which includes staffing fee of \$40.00 an hour (minimum of 2 hour rental). **Additional cleaning fee of \$75.00 is required*

OPTIONAL ADD-ONS FOR HOURLY RENTALS

- Video Screen and Projector usage - \$100.00 total
- Sound technician and Video Projector technician - \$20.00 an hour (Required if more than 2 mics are needed).
- Table linens (black or ivory) - \$3.00 each

REQUIRED FOR ALL RENTALS

- Upon booking the venue, a non-refundable payment of ½ of the rental fee is required up front plus a \$500.00 check or credit card number as a refundable damage deposit. The second half of the payment is due 90 days in advance of the event. If payment is not received in time, doors will not be opened. There are no refunds.
 - All wedding events & rental events that have alcohol on site are required to take out liability insurance. Typically for weddings the cost is \$125.00 & can be purchased through www.wedsure.com
 - All food & alcohol must be served by a licensed and insured caterer/bartender & only wine and beer can be served.
 - A wedding planner/event coordinator is NOT included in your rental. For the duration of all wedding ceremonies & receptions please bring in your own wedding planner/event coordinator.
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RESTRICTIONS

- No confetti or rice (the kind you throw for weddings. Rice for food is allowed.)
- No hard liquor is allowed on the premises. Only wine & beer are allowed & must be served by a licensed & insured bartender. This includes for the bridal party. You **can't** bring in your own alcohol.
- If alcohol is being catered in, the renter is required to hire an off-duty police officer for security purposes for the length of event or performance time (**unless waived by Music Factory staff. Inquire about this with the staff upon signing a contract**).
- Sound and lights and projector can only be run by Heart of the City qualified staff.
- All events must be finished & the venue emptied out by 12:00 AM.
- All belongings, including centerpieces, decorations, equipment brought in by either you or an outside vendor must be removed by end of rental period.
- **There may be no seating/table arrangement changes after 7 days before the event**

ACCESSIBILITY

This venue is NOT handicap accessible. There is no elevator & several flights of stairs need to be climbed before entering. There are less stairs to climb from the 4th Avenue entrance.

***Note: Please inform your caterers/vendors beforehand about the stairs and therefore will need to have enough staff with them to haul in the food and beverages, and equipment. Additionally, we highly encourage you to have your caterers do a site visit before the event. Some caterers will charge extra for stairs and/or be unwilling to provide some services such as kegs due to their weight & the number of stairs.**

PARKING

There are about 50 spaces in the back of the building by the Rum River & about 25 more in the front & north side of the building which are free. There are also hundreds of free spaces available in the Northstar Parking ramp half a block away.

RECOMMENDED VENDORS

**These vendors are optional. Any licensed & insured vendor is allowed.*

CATERING

- Brasa Catering- American Creole Organic Cuisine - Heather, P: (612) 353-7798
- Kitchen Table MN - Comfort food and gourmet cuisine - Linnea, P: (763) 999-4635
- Broaster Catering - Offer Customizable Catering packages - Molly Lubke, P: 763-497-2714
- Wells Catering - Social & Corporate Events Food Caterers - Cathy Lynde, P: 763-712-0987
- Casa Rio (in Anoka) - Tex-Mex Food Caterers - P: 763-205-2427
- With A Twist - Bartending services & packages - <https://twistbartendingservice.com/mn>
- Judy Berg - Specializes in cake making & offers general catering, P: 651-423-1414
- Smokin' on Site - BBQ catering - Scott & Heidi Jenkins, Scott 612-205-1232; Heidi 763-360-4658
- Erbert & Gerbert's (Anoka) - Soup & sandwiches (offer 10% off cater orders of \$50+), P: 763-406-7600
- CORK (in Anoka) - Food, beer & wine - Bob Martin, P: 763-433-2675 or 763-267-9574

PLANNERS

- Katie Gibbons - Katie Gibbons Event Planning & Coordinating
Phone: 405-641-0234
hello@katiegibbonsevents.com
www.katiegibbonsevents.com
- Melissa Hernandez-Erickson - MH Event Consulting
Phone: 612-244-8771
mheventconsulting@gmail.com
www.mheventconsulting.com
- Christine - LoveLee Occasions
Phone: 507-323-3347
christina@loveleeoccasionsmn.com
www.loveleeoccasionsmn.com

DJ

- Scott Rousseau - Weddings With Scott
Phone: 612-251-3796
info@weddingswithscott.com
www.weddingswithscott.com
- Nate Koering - Energy Entertainment
Phone: 763-291-5661
nate@energyentertainmentmn.com
www.energyentertainmentmn.com
- Blake Yeo - Party Music
Phone: 612-599-1077
blake@partymusic.com
<http://www.partymusic.com/heartofthecity>

**3 ways to get \$50 OFF your total invoice if you book with Party Music: a. Fill out the form on their site, b. Email them at blake@partymusic.com and mention the code: Heart of the City, or, c. Call them and say you were referred by Heart of the City*

PHOTOGRAPHY

- Keegan and Aimee Moore - Moore Photography
Phone: 763-377-3818
kamoorephotography@gmail.com
<https://www.moorephotography.co>

FLORAL

- Kimberly Harrision - Artemisia - Beautiful by Nature
Phone: 612-220-8890
kim@artemisiastudios.com
www.artemisiastudios.com

DECORATIONS

- Mari Rodriguez - Adorable Memories LLC
Phone: 763-528-8190
adorablememoriesllc@gmail.com
<https://www.adorable-memories.com>

BRIDAL ALTERATIONS

- Brenda Brinkman-Smith - Amazing Alterations
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