



# **BROOKVIEW**

*Community Center*

200 Brookview Parkway, Golden Valley, MN 55426

763-512-2345

[www.goldenvalleymn.gov](http://www.goldenvalleymn.gov)

*Nestled in the tranquil setting of Brookview Golf Course.*

Meetings • Parties • Social Events

# COMMUNITY CENTER RENTAL FEES

Rental fees are reviewed at year's end, and are subject to change with a minimum 30 days' notice to permit holders.

## PARTIES & SOCIAL EVENTS

All parties and social events require a \$500 damage and policy compliance deposit, separate from the rental fee. The deposit will be returned following the event if no deductions are necessary.

### **Small Events (less than 75 people)**

Use of Willow Room and Kitchen only.

Reservations can be made up to 3 months in advance. Maximum of 5 hours total.

#### **GOLDEN VALLEY RESIDENTS**

Includes 2 hour of use, set-up/take down and clean up.....	\$135
Each additional consecutive hour (3 hour max) .....	\$25

#### **NON-GOLDEN VALLEY RESIDENTS**

Includes 2 hour of use, set-up/take down and clean up.....	\$165
Each additional consecutive hour (3 hour max) .....	\$35

### **Large Events (more than 75 people)**

Fee includes up to 12 consecutive hours of use (when available).

**GOLDEN VALLEY RESIDENTS** .....\$560

**NON-GOLDEN VALLEY RESIDENTS** .....\$645

## MEETINGS

### **Golden Valley Businesses & Organizations**

#### **NON-PROFIT & COMMUNITY ORGANIZATIONS**

Includes 2 hours of use, set-up/take down .....	\$50
Each additional consecutive hour .....	\$25

#### **BUSINESSES**

Includes 2 hours of use, set-up/take down .....	\$110
Each additional consecutive hour .....	\$55

*In an effort to accommodate Golden Valley non-profit and community groups, there will be no charge to use Brookview Community Center during normal business hours, Monday-Friday 8:00 AM-4:30 PM.*

### **Non-Golden Valley Businesses & Organizations**

#### **NON-PROFIT & COMMUNITY ORGANIZATIONS**

Includes 2 hours of use, set-up/take down .....	\$105
Each additional consecutive hour .....	\$35

#### **BUSINESSES**

Includes 2 hours of use, set-up/take down .....	\$130
Each additional consecutive hour .....	\$65

## MISCELLANEOUS FEES

Security Fee (see "Alcoholic Beverages") .....	\$120	37" TV with DVD player.....	\$35/day
Patio, Deck, Gazebo Exclusive Use .....	\$100	LCD Projector .....	\$50/day

# **RENTAL POLICIES**

## **BUILDING CAPACITY**

To conform with fire code specifications, Brookview Community Center must limit the building capacity, including the patio and deck, to 200 people.

## **HOURS OF USE**

1. Brookview Community Center office hours are Monday-Friday, 8:00 AM-4:30 PM.
2. The Community Center is closed on City Holidays.
3. For any function, the Community Center will close no later than 10:30 PM Sunday through Thursday, and no later than 12:30 AM on Fridays and Saturdays.
4. Private parties scheduled between mid-September and mid-April may have access to the Community Center no earlier than 1:00 PM on the day of the event. Hours are more flexible from mid-April through mid-September.

## **CANCELLATIONS AND REFUNDS**

Cancellations must be submitted in writing by the permit holder. When cancellation is received 60 or more days prior to the date of rental, 50% of the rental deposit will be refunded. No refunds will be issued for cancellation requests received less than 60 days prior to the date of rental. Rental fees and other charges are completely refundable if the City cancels the use of the Community Center for any reason other than violations by the user.

## **FOOD**

1. A licensed caterer or food establishment must be hired to provide food served at Brookview. The food must be prepared in their licensed kitchen. They may keep the food hot or cold in the Community Center's kitchen.
2. A copy of the caterer/food establishment license must be submitted to Brookview 90-days prior to the event.
3. Potluck meals and/or homemade foods are not permitted.
4. Any event that serves alcoholic beverages must also serve food.

## **ALCOHOLIC BEVERAGES**

Violation of these rules may result in cancellation of event and the denial of future permits for use of Brookview Community Center. Denial of use does not exempt violators from possible prosecution under applicable city ordinances, state or federal laws.

1. All service of alcoholic beverages in conjunction with the rental of Brookview Community Center must be provided by Brookview's Bar Service. Under no circumstances will the renter or anyone in their party be allowed to bring any intoxicating beverages into the facility.
2. Service and consumption of alcoholic beverages is allowed in the following areas:
  - a. Interior of upper level of the building, excluding the Parks and Recreation office.
  - b. Patio and deck adjacent to the Community Center.
3. Any event that serves alcoholic beverages must also serve food.
4. No alcoholic beverages may be served after 12:00 AM.
5. All parties consuming liquor pursuant to the authority established by City Code, Sec. 10.831: "Alcoholic Beverages," shall be required to conform to all City and State liquor laws.
6. If alcohol is being served anytime during an event, and the contracted event time is scheduled past 10:30 PM, a Golden Valley Police Officer will be hired to arrive at 10:30 PM and stay until the end of the contracted time. The Parks and Recreation Department will schedule the officer from the Police Department.

## **GENERAL POLICIES**

The user of Brookview Community Center and surrounding grounds agrees to the following policies:

1. Supervise the conduct of the members of their group.
2. Use only spaces approved for use.
3. Leave spaces used in a clean orderly fashion, including replacing items removed.
4. All rentals must be organized so you can conclude and exit the building by the stated completion time on your permit.
5. No items from your event are to be left overnight.
6. Comply with all City ordinances, Minnesota State statutes, federal laws, and the established policies for use, which apply to authorized use of the Community Center.

## **GENERAL POLICIES (cont.)**

7. Disorderly conduct of participants is prohibited. NOTE: The Community Center is adjacent to residential properties; therefore, it is necessary to strictly enforce the City Noise Ordinance. Groups should be told not to make excessive noise while leaving the Community Center.
8. The permit holder shall assume full responsibility for any unlawful act(s) committed in the exercise of the permit.
9. Gambling of any nature is prohibited.
10. All bands and audio equipment must stop playing at 12:00 AM.
12. Brookview Community Center is a smoke-free building and grounds. Smoking is not permitted anywhere on the premises.
13. The City reserves the right to end a rental early if these policies are not followed.
14. Any event directly related to the operation of the Parks and Recreation Department, Brookview Golf Course, or the administration of the City government will be given priority use of the community center.

## **SMOKING**

Brookview Community Center is a smoke-free building and grounds. Smoking is not permitted anywhere on the premises.

## **SUPERVISION**

The group, individual, or organization using the Community Center must provide adequate adult supervision for the entire time that participants are in the building or on the grounds.

Minors must be well supervised by an adult. For their own safety, they cannot be on the golf course lower golf area, climb on railings of patio and deck or throw things over the deck.

## **ROOM SET-UP**

1. The permit holder is to make an appointment with the Event Coordinator two weeks prior to the date of the event to review details and determine room set-up.
2. Room set-up will be done the day of the event by City staff.
3. Brookview has 8' banquet tables and a limited number of 6' banquet and 5' round tables available.

## **DECORATIONS**

1. May be put up by the user and must be taken down and removed from the building upon completion of the event.
2. Installation of decorations may not inconvenience any other group.
3. The hanging of items using thumbtacks, staples or nails is prohibited.
4. Plans for decorations must be coordinated and approved by the Parks and Recreation Event Coordinator at least two-weeks prior to the event.
5. Candles must be in non-flammable containers (i.e. votive, hurricane, etc.).
6. Fire retardant material must be used when decorating ceilings, walls, tables, etc.
7. The use of strung lighting within fabric is prohibited.

## **DELIVERIES**

Delivery times are to be arranged with the Event Coordinator in the Parks and Recreation office.

## **CLEAN-UP**

Permit holders are responsible for the following clean-up before leaving the building:

1. Put all trash in the provided trash receptacles.
2. Have caterer clean up the kitchen.
3. Remove all decorations, including excess tape, string, etc.
4. Have all belongings out of the building by the end of the contracted time.
5. Our beverage provider is responsible for clean-up of the bar area.

## **AREAS OF USE**

Areas of use may include the community rooms, conference room, lobby, patio, deck and restrooms. Exclusive use of the patio and deck requires an additional fee.

### **DECK AND PATIO USE**

If a party needs any additional set-up on the deck or patio, the fee for exclusive use will be charged. The City Noise Ordinance does not permit bands, DJ's, speakers, microphones, etc. on the deck or patio. The deck is limited to 150 people.

### **PERMIT FOR USE**

1. A permit will be denied if Brookview has been previously reserved or if the requested use is for commercial profit making or for an activity contrary to city ordinance. The city reserves the right to deny or cancel a permit if the regulations are violated.
2. Permits may not be assigned, transferred or sub-let to anyone other than the person/organization making the application.
3. A permit may be cancelled by the City up to the time of use, when a state of emergency is declared, unsafe environmental conditions are present, or utility services are interrupted. In these circumstances, the City assumes no responsibility for any disruption cancellation may cause. The City will attempt to notify the applicant immediately if cancellation is necessary.
4. Applicants must be a minimum of 21 years of age if alcohol is being served.

### **LIABILITY**

The group, individual or organization using the Community Center shall agree to compensate the City of Golden Valley for all damages to facilities, equipment or other property owned by the City, to compensate an employee for damage to personal property by any person(s) attending the event, and further assumes all liability for any personal injuries, including death caused by participants in the scheduled event.

### **HOW TO RESERVE BROOKVIEW**

1. A resident of Golden Valley may not reserve the Community Center for a non-resident.
2. All groups not coordinated, supervised or otherwise conducted by the city staff or elected officials shall complete the Rental Application and Permit.
3. All applications will be reviewed by the Parks and Recreation Department. The applicant will receive in writing the approval or disapproval of the application.
4. The application will be processed and a signed copy will be returned to the applicant.



200 Brookview Parkway, Golden Valley, Minnesota 55426  
Phone: 763-512-2345 Fax: 763-512-2344 TTY: 763-593-3968  
www.goldenvalleymn.gov

## RENTAL APPLICATION AND PERMIT

(Please print clearly)

### 1) APPLICANT INFORMATION

Name of Individual or Organization: \_\_\_\_\_  
Main Contact Person (if different from above): \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_  
E-mail: \_\_\_\_\_

### 2) EVENT INFORMATION

Event Date: \_\_\_\_\_  
Nature of Use: \_\_\_\_\_  
Estimated Attendance: \_\_\_\_\_

Set-up Requirements (rounds, rectangles, classroom or theater style, podium/mic, etc):

### 3) RENTAL HOURS

What time do you need to get into the facility to decorate/set-up? \_\_\_\_\_ AM / PM  
What time does your event/meeting start? \_\_\_\_\_ AM / PM  
Time will all persons and belongings exit the building? \_\_\_\_\_ AM / PM  
*The Community Center closes no later than 10:30 PM Sunday-Thursday, and no later than 12:30 AM Friday-Saturday.*

#### CANCELLATIONS & REFUNDS:

Cancellations must be submitted in writing by the permit holder. When received 60 or more days prior to event date, 50% of the deposit will be refunded. No refunds will be issued for requests received less than 60 days prior to event.

#### FINAL PAYMENT & DAMAGE DEPOSIT:

Due 30 days prior to event date.

### 4) FOOD

Serving Food?  YES  NO If yes, name of licensed caterer/food establishment: \_\_\_\_\_  
*1. A licensed caterer or food establishment must be hired to provide food served at Brookview.  
2. A copy of the caterer's license must be submitted to Brookview 90-days prior to the date of rental.  
3. Potluck meals and homemade foods are not permitted.*

### 5) ALCOHOLIC BEVERAGES

All service of alcoholic beverages must be provided by Brookview's Bar Service.

**Please call 763-512-2305 for pricing information.**

Serving Alcohol?  YES  NO  
*1. Under no circumstances will the permit holder or anyone in their party be allowed to bring any intoxicating beverages into the facility.  
2. Any event that serves alcoholic beverages must also serve food.  
3. No alcoholic beverages may be served after 12:00 AM.  
4. If alcohol is being served anytime during the event and the exit time is past 10:30 PM, a Golden Valley Police Officer will be arranged by City staff to arrive at 10:30 PM and stay until the contracted exit time.*

Upon application approval, the City of Golden Valley shall make available to the holder of this permit the Brookview Community Center's facilities for use on the date specified, and shall provide custodial services, building supervision and, if required, police services. The City shall not be responsible for providing food, bar services, supplies or supervision of the activities conducted by the holder. The City reserves the right to exercise supervisory authority, including the right to close a party, and to prevent unauthorized or illegal activities on City property. The City shall not be responsible for interruptions of the use of the described facilities for reasons beyond its control, and reserves the right to cancel this permit for reasons of public safety or convenience.

I (We) represent and agree that I (we) have read and understand the information regarding the use of the Brookview Community Center, including cancellation procedures, liabilities and responsibilities assumed, times and curfews, and maximum room capacities. I (We) further understand that this is only an application for use, which provides me (us) with no assumed or implied rights for use until written approval is received. I (We) further understand that fees paid by me (us) are refundable only in accordance with City policies recited in the Brookview Rental Policies and Pricing information.

Specifically, and without limiting the generality of the foregoing, the holder of this permit agrees to save, defend and hold harmless the City for any damages to City personnel, facilities, equipment or other City property, or to the property and/or person of any third party, resulting from the use authorized hereby. The City shall not be liable for damage to the property of any person participating in the activities authorized hereby, nor shall it be liable for the death or injury of any such person occurring as a result of the use of the facilities authorized hereby unless damage, injury, or death is due to gross negligence or reckless misconduct of the City.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Make checks payable to "City of Golden Valley"**

#### OFFICE USE ONLY

Date Received: \_\_\_\_\_ Reservation Fee: Amount \_\_\_\_\_ Rec'd \_\_\_\_\_ N/A \_\_\_\_\_  
Approved By: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Reason: \_\_\_\_\_