



217 Oak Street, Farmington, Minnesota 55024  
(952) 807-2417 [217oak@gmail.com](mailto:217oak@gmail.com)  
[www.GrandHallStudio.com](http://www.GrandHallStudio.com)

**Facility:**

The Grand Hall Ballroom is in the heart of historical downtown Farmington, Minnesota. Located on the second floor of the historic Exchange Bank Building built in 1881, this elegant Ballroom is 2800 square feet of beautiful natural wood flooring and window-lined walls. The second floor was fully restored in 2008 with new bathrooms and elevator access. Grand Hall Ballroom is a smoke free facility. **Capacity 187**

**Reservations:**

We encourage early reservations to ensure availability but last minute bookings are welcome. A \$500.00 booking deposit check is requested to reserve an event date, including a signed contract. 30 days prior to your event the balance of room rental fees, a \$300.00 cleaning/security deposit, and payment of any additional rental items and services will be due, as well as final details including delivery times, event time line and room configuration. Checks can be made payable to: **Grand Hall**

**Rental Rates: Please call for hourly rates for all other times and days.**

**Friday and Saturday Rental \*required**

(rates subject to change without notice. A signed contract guaranteed rate.)

**\$ 500\*\* Room rental from setup to take down, includes tables and chairs for 150**

**\$ 250\*\* Facility attendant and cleaning fee**

**\$ 300 Sound System and Lights (Grand Hall DJ)**

**\$1050 Total Room and Entertainment Package**

Food Service extra (catering fee applies)

Bar Service Extra - \$150 Setup fee and \$400 minimum in beverages.

**Available Resources (included):**

Five - 60" Round Tables (seats 8)

Ten - 8' Banquet Tables (seat 8-10)

Banquet Chairs (brown)

**Party Rental Items:**

Please visit [www.crownrent.com](http://www.crownrent.com) for inventory and prices. GHS will coordinate the delivery, pickup and payment of all rental items (additional tables, chairs, etc.)

If you choose to deliver your own rental items or bring your own items, you must coordinate a delivery time during regular business hours with a Grand Hall representative

**GHS Linens service**

Tablecloths \$7.25 ea. (7 colors: white, black, burgundy, red royal blue, forest green

For Rounds \_\_\_\_\_ For Banquets \_\_\_\_\_ COLOR \_\_\_\_\_

Cloth Napkins \$0.70 each (19 colors) Number of Guests: \_\_\_\_\_ COLOR \_\_\_\_\_

**Plus \$10 delivery and tax not included.**

**Sound System, Microphone and Special Lights:**

Use of the Grand Hall Ballroom sound system is strictly limited to Grand Hall Ballroom staff. Staff may be hired to run the sound and light system for an hourly rate of \$55 per hour or our evening package rate of \$300. **Hours: From: \_\_\_\_\_ To: \_\_\_\_\_**

**Extras:**

\_\_\_ Additional Facility Attendant \$25 an hour from \_\_\_\_\_ to \_\_\_\_\_ hours \_\_\_\_\_

\_\_\_ Security Guard \$250 when needed

\_\_\_ Catering staging area (fitness studio) \$150 for cleaning and use

## **Food and Beverage Service:**

We do not have restrictions on food service. You may choose your own caterer, use one of our recommendations or bring your own food. Food and drink is not allowed outside of the Ballroom. If alcohol is being served, it needs to be served by our exclusive liquor service provider. All outside caterers must be licensed and provide a copy of their business license and Certificate of Liability Insurance to the Grand Hall within 30 days of the event if you do not have one on file. No punch with red dyes or red soft drinks allows. All other colored beverages will need prior approval by Grand Hall Studio. Catering fees apply.

## **Alcohol Use.**

- (a) BY LAW, NO ONE UNDER 21 MAY CONSUME OR TASTE ALCOHOLIC BEVERAGES. Renter agrees and warrants that there shall be NO CONSUMPTION OF ALCOHOL BY PERSONS UNDER AGE 21. Further, Renter shall monitor all service, if any, of alcohol and specifically acknowledges that Renter is solely liable for the consumption of any alcohol by any person on the Premises and that such liability shall extend to any aspect regarding the consumption of alcohol. An Additional Certificate of Liability Insurance document may be required.
- (b) Grand Hall may ask guests for identification to verify age. Grand Hall reserves the right to ask the entire party to leave if (1) a minor is consuming alcohol; (2) an adult is providing alcohol to a minor; or (3) a guest or guests appears intoxicated and refuses to leave the Premises.
- (c) Alcohol service provided by Big Ten only.
- (d) Renter shall indemnify and hold Grand Hall Ballroom harmless from all liability for improper use of alcohol.
- (e) Grand Hall may require and reserves the right to hire, at your expense, one or more security guards at your event.

## **Decorating:**

Grand Hall Ballroom prohibits nailing, tacking taping or stapling to any of the walls or surfaces. All decorations and rental items must be removed at the end of an event. Grand Hall Ballroom is not responsible for items left behind. Please make prior arrangement with your vendors for pick-up of these items. Candles are not allowed.

**RICE, BIRDSEED, OR CONFETTI TYPE PRODUCTS ARE NOT ALLOWED INSIDE THE BALLROOM.**

## **Free Parking and Handicapped Accessibility:**

Parking on the street is available as well as a parking lot one block west of the Grand Hall Ballroom, perfect for valet. There is an elevator located inside door 213 for caterers and guests that need a lift.

## **Deliveries:**

If you have deliveries being made to the Ballroom, please make sure you let your vendor know that the Ballroom is located on the second floor and there is an elevator available through door 213 Oak Street. All deliveries must be coordinated with a Grand Hall Ballroom representative.

## **Clean-up:**

Clean up of Grand Hall Ballroom and Fitness Studio(if used by catering company) will be completed no later than one-half (1/2) hour after the end of the scheduled time. Renter shall adhere to the following instructions for clean-up of the facility:

- (a) Ballroom: Tables and chairs will be returned to their stored areas. Trash, cups, plates, plastic ware, cake, food, decorations, etc. will be gathered and placed in proper receptacles. All cups will be emptied into the sinks before being placed in the trash receptacles.
- (b) Restrooms. Trash will be picked up from the bathroom floors.
- (c) Outdoors. Trash will be picked up outside the building. Cigarette butts, cups, miscellaneous items left outside should be disposed of in proper receptacles (not in planters).

## **Renter Responsibility**

- (a) Renter agrees to be completely responsible for any and all damages which may occur, either as the result of accidents or intentional acts of Renter, guests, and/or vendors secured by the Renter or Grand Hall.
- (b) Renter warrants that he/she shall remain ON THE GRAND HALL PREMISES AT ALL TIMES during the Usage Term.
- (c) Renter shall provide to Grand Hall certificates of insurance and licensing for any vendor secured by Renter prior to event.

Thank you for your interest in Grand Hall Ballroom. We look forward to working with you during your event. We will make every effort to make this an enjoyable experience for you!



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## Event Contract

This contract plus a \$500 booking deposit check is requested to reserve an event date.  
Please make check payable to: **Grand Hall**

Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Day of the WEEK \_\_\_\_\_

Type of Event: \_\_\_\_\_

### Contact Names/Addresses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Email:

\_\_\_\_\_

Cell Phone: \_\_\_\_\_

Other Phone: \_\_\_\_\_

How did you hear about us? Who can we thank!

\_\_\_\_\_

Setup Time: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Expected Number of guests: \_\_\_\_\_

Room Rental Rate: \_\_\_\_\_

### REFUND POLICY/CANCELATIONS:

If the event is canceled, refunds are as follows with notice: 90 days or more notice 50% of the booking deposit refunded.  
Less than 90 days notice 20% of the booking deposit refunded. **Less than 30 days notice No Refunds.**



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**AVAILABLE ITEMS INCLUDED IN ROOM RENTAL:**

Five - 60"Round Tables \_\_\_\_\_  
Ten - 8' Banquet Tables \_\_\_\_\_  
Banquet Chairs (brown) \_\_\_\_\_  
Number of chairs: \_\_\_\_\_ Color: \_\_\_\_\_ Rate: \_\_\_\_\_

Tables: \_\_\_\_\_ rounds \_\_\_\_\_ rectangles \_\_\_\_\_ cocktail \_\_\_\_\_ other

Notes: \_\_\_\_\_

**OTHER RENTAL ITEMS**

Rental Items \_\_\_\_\_ (invoice \_\_\_\_\_)  
Linens \_\_\_\_\_  
Sound System/Lights \_\_\_\_\_  
Extra Facility Attendant \_\_\_\_\_  
Security Guard \_\_\_\_\_  
Fitness Room (used by caterer) \_\_\_\_\_  
Other \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

**FOOD SERVICE and ALCOHOL:**

Is food being served? \_\_\_\_ YES \_\_\_\_ NO  
If yes, caterer's name and phone number \_\_\_\_\_  
Is alcohol being served? \_\_\_\_ YES \_\_\_\_ NO.  
If yes, caterer's name and phone number \_\_\_\_\_  
Please provide appropriate License and Certificate of Liability Insurance for vendors.

**RENTAL and CLEAN-UP AGREEMENT:**

In order to receive full refund of the \$300.00 cleaning/security deposit, the room will be left free of debris. The floor will be swept and free of food. Spills will be wiped up before leaving. All bottles, cans and trash will be removed at the end of the event. There are trash cans just outside the rear entrance of the building. Grand Hall Studio prohibits nailing, tacking taping or stapling to any of the walls or surfaces. Grand Hall Studio is not responsible for items left behind. All decoration and rental items must be removed immediately following the event. This includes flowers, votives and cake stands. Please make prior arrangement with your vendors for pick-up of these items immediately following your event or take them with you. (No exposed flames are allowed). Please be aware that there is an additional charge for damage done to any surface, linens or flooring, equipment and is subject to additional charges and loss of cleaning deposit. This is a smoke-free building. Please make your guests aware they must go outside to smoke.

Bathrooms will be clean at beginning of event. Client assumes responsibility for cleanup of the bathroom in the event that one of your guests makes the bathroom unusable during the course of your event. Bathrooms must be cleaned to at least usable condition before checkout.

Initial cleanup agreement \_\_\_\_\_



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**SUMMARY OF CHARGES:**

**Room Rental** \_\_\_\_\_ **PLUS Other Rental Items:** \_\_\_\_\_ **TOTAL** \_\_\_\_\_

Deposits Required:

A \$500 booking deposit check is requested at time of booking.

Please make checks payable to: **Grand Hall**

Date: \_\_\_\_\_ Check number: \_\_\_\_\_ Amount: \_\_\_\_\_

Refundable Room Cleaning/Damage Deposit due 31 days prior to event.

Paid: \_\_\_\_\_ Check number: \_\_\_\_\_ Amount: **\$300.00**

Balance due 31 days prior to the event.

Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_ Amount: \_\_\_\_\_

**Final details will be arranged 31 days prior to the event.**

**CONTRACT AGREEMENT:**

I understand and agree that I may forfeit my security deposit if it is necessary for Grand Hall Studio staff to extensively clean or repair facilities following our facility use, or if during the course of my rental I fail to enforce the ballroom policies stated above and those that may be represented to me by Grand Hall Studio staff during my event. I understand the Refund and Cancellation Policy. I understand that variations in rental times and room requests, needs, or uses, may necessitate rental fee adjustments. I agree to assume full responsibility for the conduct of my guests, members and employees or third parties hired to provide services for my group or myself. I further agree to indemnify, defend and hold harmless Grand Hall Studio for any damage, injury, suits, or claims which may arise from intentional acts, negligence or omissions of the group, its guests, members, employees or third parties hired to provide services for the group. The contents of the above arrangements meet with my approval. I consider our contract definite and confirmed.

**Customer Signature:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Grand Hall Ballroom Representative:**

\_\_\_\_\_ **Date:** \_\_\_\_\_