



217 Oak Street, Farmington, Minnesota 55024
 (651) 460-2701 GrandHallStudio@gmail.com
 www.GrandHallStudio.com

Facility: The Grand Hall Ballroom is in the heart of historical downtown Farmington, Minnesota. Located at 217 Oak Street, this elegant Ballroom is 2800 square feet of beautiful natural wood flooring and window-lined walls. Grand Hall Ballroom is a smoke free facility.

Reservations: A \$250 non-refundable down payment of the food total is requested to reserve an event date, along with a signed contract. Balance of the banquet/food service, \$300.00 cleaning/security deposit check(held), and payment of any additional rental items and services will be due, at least 31 days in advance of your event, as well as final details including delivery times, event time line and room configuration. Checks payable to: **Grand Hall**

Per Person _____ **# guests:** _____ **Setup Time:** _____ **Start Time:** _____ **End Time:** _____

Available Resources (included):

Five - 60" Round Tables (seats 8) Ten - 8' Banquet Tables (seat 8-10) Banquet Chairs (brown)

Heavy duty 39-gallon garbage bags for trash. (Please ask for these as needed)

Rental Items: For your convenience, a Grand Hall representative will coordinate the delivery and payment of all rental items (additional tables, chairs, etc.) from Crown Rental. Please visit www.crownrent.com for prices.

Grand Hall provides linens at the rates given below.

Tablecloths \$5.00 ea. For Rounds _____ For Banquets _____ COLOR _____ Linen Napkins \$0.50 ea. _____

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..

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 \$25 per hour.

Hours: From: _____ **To:** _____

Extras: _____ **Facility Attendant \$20 an hour** **From** _____ **To** _____ **#Hours** _____ (_____)

_____ **Security Guard \$275 each** _____ **Catering staging area (fitness studio) \$250 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 a licensed caterer. 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.

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) Only caterers or approved persons holding the appropriate liquor licenses and permits will be authorized to dispense alcohol, and only from the bar area or approved mobile bar unit.

(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.



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SUMMARY OF CHARGES:

Number of Guests _____ **Menu choice\$** _____ **Food Total** _____

Other Rental Items: _____ **TOTAL** _____ **plus tax**

Deposits Required:

A \$250 (non-refundable) deposit of the banquet/food service total required at time of booking.
Please make checks payable to: **Grand Hall**

Date: _____ **Check number:** _____ **Amount:** _____ **(\$250)**

Room Cleaning/Damage Deposit due 31 days prior to event. (held)

Paid: _____ **Check number:** _____ **Amount:** \$300.00 **Due By:** _____

Balance due 31 days prior to the event.

Paid: _____ **Check Number:** _____ **Amount:** _____ **Due By:** _____

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

CANCELLATIONS:

If the event is cancelled, 75% will be refunded with at least 61 days prior to the event notice. 50% will be refunded with at least 31 days prior to the event notice. No refund will be issued with less than 31 days notice, prior to the event.

CONTRACT AGREEMENT:

I understand and agree that I may forfeit my rental deposit if it is necessary for Grand Hall Ballroom 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 Ballroom staff during my event. I understand that down payment is non-refundable. 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 Ballroom 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. Renter is at least 21 years of age.

Customer Signature:

_____ **Date:** _____

Grand Hall Ballroom Representative:

_____ **Date:** _____



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Banquet Parties
Weekdays from 5:30pm to 8:30pm
setup ½ hour before and cleanup 1/2 hour after.
Weekend Days from noon- 3pm

Menu Choices \$15 per person complete, includes room, tables, chairs, linens, disposable flatware, serving ware, delivery and service charge, tax not included. (100 minimum) please circle choice

SPORTS BANQUET MENU 1

Cold Choices: Pick one sandwich and two salads

Sandwich Choices:

1. Turkey and Veggie Wraps
2. Chicken Salad Croissants
3. Assorted Meat and Cheeses and Assorted Breads

Salad Choices:

1. Oriental Pasta Salad with Toasted Coconut and Almonds
2. Santa Fe Pasta Salad
3. Crunchy Santa Fe Lettuce Salad
4. Thai Pasta Salad with Cashews
5. Napa Slaw
6. Tossed Greens and Fruit with Raspberry Vinaigrette
7. Broccoli Grape Salad
8. Red Potato Salad
9. Antipasto Salad
10. Caesar Salad
11. Garden Salad with Choice of Dressing

Hot Entrees: Pick one entrée below and one salad above, includes breadsticks

1. Chicken Pot Pie
2. Broccoli, Chicken and Cheese Quiche
3. Penne Pasta with Meat Sauce

PLEASE NOTE:

Beverages and dessert extra. We encourage you to use Farmington Bakery across the street for desserts. And sell beverages as a fundraiser.

SPORTS BANQUET MENU 2

Lasagne with House Salad (2 dressings) and Breadstick

1/4 Chicken Herb Roasted, Mashed Potato with Gravy, Vegetable and Dinner Roll

Roast Pork Loin (6oz), Baby Reds, Vegetable and Dinner Roll

Salisbury Steak (6oz) , Criss Cross Potato, Vegetable or House Salad (2 dressings) and Dinner Roll

Chicken Breast with Sage Cream Sauce, Rice Pilaf, Vegetable or House Salad (2 dressings), Dinner Roll

Chicken Breast with Roasted Red Pepper Cream Sauce, Rice, Vegetable or House Salad (2 dressings), Roll

Chicken Breast with Walnut Wine Sauce, Rice, Vegetable or House Salad (2 dressings), Dinner Roll

Meat Loaf with Mashed Potato, House Salad (2 dressings), Dinner Roll

Penne Pasta with Meat Balls, Marinara Sauce, House Salad (2 dressings) and Breadstick

Ham(4oz) with Raisin Sauce, Baked Potato, Vegetable, Dinner Roll

Rib (2 bone) & Chicken (1.5 piece) Feast, Baked Beans, Potato Salad, Cornbread