



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. The building was built in 1880 for the community as a gathering place. It was fully restored in 2008. Grand Hall Ballroom is a smoke free facility.

Reservations:

We encourage early reservations to ensure availability but last minute bookings are welcome. A 50% non-refundable down payment of the room rental is requested to reserve an event date, along with a signed contract. Balance of room rental fees, \$300.00 refundable cleaning/security deposit, 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 can be made payable to: **Grand Hall**

Rental Rates: (Rates subject to change without notice. A signed contract guarantees rate.)

For short durations(less than 4 hours), fundraisers, meetings, corporate, daytime hours. Please call for a quote.

Available Resources (included):

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

Cloth Napkins --\$.50 each Number of Guests: _____ COLOR _____

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 \$30 per hour. Hours: From: _____ To: _____

Extras:

___ Facility Attendant \$15 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.



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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.

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 non-refundable 50% down payment is required to reserve an event date.
Please make check payable to: **Grand Hall**

Name: _____

Event Date: _____ **Type of Event:** _____

Contact Names/Addresses:

Email:

Cell Phone:

How did you hear about us?

Setup Time: _____

Start Time: _____

End Time: _____

Expected Number of guests: _____

Room Rental Rate: _____

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.



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AVAILABLE ITEMS INCLUDED IN ROOM RENTAL:

- Five - 60"Round Tables _____
- Ten - 8' Banquet Tables _____
- Banquet Chairs (brown) _____
- Folding Chairs (variety) _____

OTHER RENTAL ITEMS

- Crown Rental _____
 - Linens _____
 - Sound System/Lights _____
 - 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 Ballroom prohibits nailing, tacking taping or stapling to any of the walls or surfaces. Grand Hall Ballroom 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, 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 50% (non-refundable) deposit of the room rental rate required 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 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:** _____