

## Reservation Procedure for Large Multi-purpose Room

Reservations can be made by phone or in person. A request form and \$200 deposit is required to guarantee your reservation and is due at the time the reservation is made. This is a non-refundable deposit and will be applied to the final contract amount. Tentative reservations will be taken, but will **ONLY** be held for seven days from the date the request was received. All reservations are based on availability and a first come first serve basis

## Damage Deposit

In addition to the rental fee, a damage deposit equal to ½ the rental fee is required. If no deductions are necessary, the damage deposit will be refunded within two weeks of the event.

## Payment

The rental fee plus the damage deposit will be your total contract amount. All contracts must be **paid in full** 30 days prior to the event. If payment is not received 30 days prior to the event, the reservation will be cancelled. If the reservation is made less than 30 days prior to the event, the total contract amount must be paid upon receipt of the contract. If payment is not received, the reservation will be cancelled.

## Cancellation Policy

50% of the total rental fee will be refunded if a written cancellation notice is received 30 days prior to event. NO refund will be given if a cancellation notice is received less than 30 days prior to the event.

## Dance License Fee

The City of Windom requires that the Police Department and the City Council approve an application for a Municipal Dance License, **ONLY** if your dance is open to the public. The fee for the license is \$10 and can be obtained from City Hall. Dances will be permitted to extend an additional hour to conclude at 1:00 a.m. for a fee of \$250.

## Caterer Service

It is the responsibility of the facility user to make all arrangements with the caterer of their choice. The caterer must schedule a kitchen orientation with the Director prior to the event. A checklist will be completed with a staff member upon entering and departure to assure the kitchen facilities have been left in a clean manner. If the kitchen is not cleaned properly, cleaning costs will be deducted from the facility user's damage deposit.

**Please, no red beverages in carpeted areas.**

## Liquor Service

The Windom Community Center has a full On Sale Liquor License and is the sole liquor provider allowed at the Windom Community Center. When bar is being used, No outside beverages will be permitted into the Center. Consumption of alcoholic beverages

outside the Center and parking lot area is not allowed. Failure to comply will result in the closing down of event. A two week notice for the use of the bar service is required to staff, to supply and order complementary items needed for event. Last call will be 11:30 pm, bar closing at 11:45, lights on at midnight concluding the event. Groups wishing for a 12:30 last call with event concluding at 1:00 am may request this option at the additional cost of \$250.00 and the cost of police officers when open to the public events mandate. The Windom Community Center has the right to refuse service to any individual or group.

## Smoking/Tobacco Policy

The Windom Community Center is a **smoke free and tobacco free facility**. First offense - warning; second offense - asked to leave the premises & possible fine; Smoking allowed in designated outside areas only. Smoking or use of tobacco by persons under 18 years of age is prohibited.

## Renter's Responsibility

The rental party shall take complete responsibility for the conduct of its group or others present during the rental period, and for any loss, breakage or damage to the rooms, equipment or other property caused or incurred during the rental period. The renter must comply with all applicable City ordinances, State statues, Federal laws and the rules of the Windom Community Center.

## Staff

Director	Brad Bussa
Building Superintendent	Steve Theesfeld
Administrative Asst.	Lois Eigenberg

# City of Windom Community Center

## Rental Rates & Policies

1750 Cottonwood Lake Drive  
P.O. Box 38  
Windom, MN 56101

Phone: 507-831-6149 Fax: 507-831-6164

E-mail: [wincc@windomnet.com](mailto:wincc@windomnet.com)  
[www.windom-mn.com/center.htm](http://www.windom-mn.com/center.htm)

Office Hours  
Monday - Friday 7:00 a.m. - 4:00 p.m.



"Where Industry, Business  
and Agriculture Meet."

"Bringing People Together"

## Community Center Rental Hours

Monday - Thursday	7:00 a.m. - 10:00 p.m.
Friday & Saturday	7:00 a.m. - 1:00 a.m.
Sunday	9:00 a.m. - 9:00 p.m.

## Room Rental Rates

### Large Multi-Purpose Room 88' x 111' (#127/128)

1-8 hrs	\$60/hr.	Seating:
9-10 hrs.	\$500	800 w/tables and chairs
after 10 hrs	\$50/hr.	1,000 w/chairs only

### 1/2 Large Multi-Purpose Room 88' x 55'

1-8 hrs.	\$40/hr.	Seating:
9-10 hrs.	\$350	350 w/tables and chairs
after 10 hrs.	\$35/per hr.	400 - w/chairs only

### Senior Dining 30' x 44' (#120)

1-4 hrs.	\$40/hr.	Seating:
5 hrs.	\$175	90 w/tables and chairs
after 5 hrs.	\$35/hr.	120 w/chairs only

\*Not available Monday-Friday from 10:30 a.m. to 1:30 p.m.

### 1/2 Senior Dining 30' x 22'

1-4 hours	\$25/hr.	Seating:
5 hrs.	\$100	40 w/tables and chairs
after 5 hrs	\$20/hr.	60 w/chairs only

### Small Rooms 22'x 28' (#105)

\$20 per hour Monday-Friday	Seating:
\$30 per hour on weekends	32 w/tables and chairs
	45 w/chairs only

### Caterer Kitchen

Includes use of food preparation tables & sinks.

\$100

\*Please no Red beverages in carpeted areas.

## Equipment Fee Per Event/Per Day

### Electronic Equipment

Podium	n/c with room rental
Public address system w/microphone (rm 127/128)	\$5.00
Portable Sound System (rm 120)	\$25.00/\$125.00
Overhead Projector w/Screen (rm 105 & 120)	\$20.00
Portable Projector Screen	\$15.00
TV/VCR	\$25.00
Large Projection Screen (16 x 20)	\$50.00
Projectors	\$100.00 /\$200.00

### Office Supplies

Grease Board/Flip Chart	\$5.00
(dry erase markers & eraser kit included)	

Fax Fee.....	\$2.00/page	Copies .....	25¢/page
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### Coffee Pots Includes: coffee, cups, napkins, cream & sugar

45 Cup.....	\$15.00	100 Cup .....	\$25.00
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### Miscellaneous

Portable Bar (2 available)	\$25.00 each
Dance Floor	\$75.00
Stage	\$100.00
Piano	\$25.00

Wedding Decorations Available - Inquire at front desk

### Dumpster Fee (rooms 127 & 128)

Up to 300 people.....	\$25.00	601-1000 people... .	\$75.00
301 - 600 people .....	\$50.00		

### Tables & Chairs (set-up and take down)

1/2 Multi-Use Room	\$75.00
Large Multi-Use Room	
Under 500 people	\$125.00
Over 500 people	\$150.00

35 - 5' Round Tables available  
67 - 8' Rectangular Tables available

Tables included in room rental

Prices are subject to sales tax

## Wedding & Anniversary Packages

### Large Multi-Purpose Room

Large Multi-Purpose Room (up to 12 hrs)  
Caterer's Kitchen - Day of Event  
Chair & Table Set-up and Take Down  
2 Portable Bars  
Dance Floor  
Stage  
Dumpster  
8 hours of Decorating (Pre-event)

**\$750.00**

\$1,340 Value

### 1/2 Large Multi-Purpose Room

1/2 Large Multi-Purpose Room (up to 12 hrs)  
Caterer's Kitchen  
Chair & Table Set-up and Take Down  
1 Portable Bar  
Dance Floor  
Stage  
Dumpster  
8 hours of Decorating (Pre-event)

**\$550.00**

\$980 Value

## Christmas Packages

### Large Multi-Purpose Room

Large Multi-Purpose Room (up to 12 hrs)  
Chair & Table Set-up and Take Down  
2 Portable Bars  
Caterer's Kitchen  
Stage  
Dumpster

**\$675.00**

\$1,000 Value

### 1/2 Large Multi-Purpose Room

1/2 Large Multi-Purpose Room (up to 12 hrs)  
Chair & Table Set-up and Take Down  
1 Portable Bar  
Stage  
Dumpster  
Caterer's Kitchen

**\$450.00**

\$720 Value