

Grand Prairie Events Rental Policies



All Event Rental Policies Are Subject to Change.

APPOINTMENTS

All tours and meetings must be scheduled in advance. Appointments are required to access the event space and are subject to availability.

PAYMENTS

A non-refundable retainer fee of 50% and a signed rental agreement are required to confirm an event date. The remaining balance is due 10 days prior to the event. All retainer fees and payments are **non-refundable**.

Payments are accepted in the form of cash, check (payable to Grand Prairie Events) and/or credit card (3.5% credit card processing fee to be included).

CANCELLATIONS

Agreement cancellations prior to one year from the scheduled date will be refunded in full. Cancellations less than one year from the scheduled event will forfeit the retainer fee and any remaining amount will be owed.

CATERERS

We provide a list of preferred caterers with special menus for Grand Prairie Events. If you would like a licensed caterer which is not on our list, they must be approved by Grand Prairie Events prior to signing of the rental agreement.

Grand Prairie Events Rental Policies

ADULT BEVERAGE SERVICE

All adult beverage services must be contracted by an insured licensed provider. In compliance with the Minnesota liquor laws, no alcoholic beverages will be served or sold to any person under the age of 21 or permitted to consume alcoholic beverages, even in the presence of their parents. NO EXCEPTIONS. If this regulation is broken, Security will ask that person to leave the facility. No personal alcohol may be brought into the facility. Persons doing this will be asked to leave and not return. All outside alcohol will be confiscated and disposed of. The licensed providers reserve the right to refuse service to individuals appearing inebriated or otherwise incapacitated.

ROOM AVAILABILITY

Your contracted banquet space will be available at 8am the day of the event for decoration and set-up. Some exceptions may apply. Contact Grand Prairie Events for specifics. If an earlier time is needed, it must be pre-approved by Grand Prairie Events.

RESTRICTIONS

Adult guests are responsible for providing supervision of children in attendance while at the event venue. Children are prohibited from entering areas not included in the rental. Pets and any other animals are strictly prohibited.

FINAL COUNTS

A guaranteed final count of persons attending is due no later than ten (10) days prior to the scheduled event.

DÉCOR ELEMENTS

All décor elements must be approved and comply with the standards of Grand Prairie Events.

- ❖ No rearrangement of plants, house furniture or artwork is permitted without prior consent by Grand Prairie Events.
- ❖ Candles enhance our venue beautifully and may be used as part of your décor. For the safety of you and your guests, **tea lights and candles must be encased in glass from top to bottom at all times** and the candle flame must be at least one inch below the opening of

Grand Prairie Events Rental Policies

the candleholder. The use of tapered candles, candlesticks or open flames is not permitted inside or outside of the event space.

- ❖ The use of nails, thumbtacks, pins, tape, glue or staples to affix any décor/signage to the interior or exterior walls, beams, windows, tables or other parts of the infrastructure is strictly prohibited. (Suggested alternatives: poster putty and/or command tape/hooks, wire, floral wire, non-stick tape.)
- ❖ Additional light sources may be used, but cannot be suspended from the ceiling, beams, light fixtures, fans or air ducts without preapproval from Grand Prairie Events.
- ❖ Loose petals, confetti, glitter, rice, birdseed, small diamonds, sand, fake snow and fire lanterns are prohibited in the event space as table decorations and/or on our grounds.
- ❖ Fog machines and/or bubble machines are not allowed inside the facility.
- ❖ Helium balloons are allowed if sufficiently tied and weighted to the ground prior to delivery to the facility, and must be appropriately disposed of at event completion.
- ❖ Outdoor use of sparklers or bubbles is permitted. Please provide water buckets in which the sparklers can be extinguished after they have been used. You are responsible for clean-up.
- ❖ There is ambient lighting on the front patio area for the comfort and safety of your guests. If you choose to compliment this lighting, this may be done with glass encased candles or LED lights. Paper luminaries are not allowed.

AUDIO VISUAL

If you are using our audio-visual system for sound or video presentations, the equipment or media file is required **prior** to your event so that it can be tested within our system. To ensure the health of our technology components, we cannot accept any media files which have not been tested within our system prior to your event. Please discuss your AV plans in advance to determine if our system is capable of handling your needs.

ENTERTAINMENT/MUSIC

All entertainment must conclude at midnight the day of the scheduled event. Grand Prairie Events must be vacated by 12:30AM.

Grand Prairie Events Rental Policies

EVENT FACILITY MANAGER ON SITE FOR DURATION OF EVENT

An Event Facility Manager will be available during your event in the case you or your vendors have any questions, requests or concerns in relation to the building, heating/cooling, parking, equipment and/or services.

Prior to your event, we will provide your main point of contact with the cell phone number of the staff person who will be present during your event to allow for immediate connection should any need arise.

The primary role of the Event Facility Manager is to maintain control of the facility at all times, and to lend assistance to you as needed. **Please note the manager is representing the venue and does not replace your need for an event coordinator.** (You are responsible for the coordination details including but not limited to event planning, décor set up and décor clean up.)

ADA COMPLIANCE

Grand Prairie Events is a handicapped accessible facility. All restrooms are accessible to persons with disabilities and contain stalls that are wheelchair accessible. Designated public parking spaces are provided for vehicles displaying disability parking placards/permits or license tags. Drop-off for those in wheelchairs is available on the North side of the facility where the concrete is level to the building.

PARKING

Grand Prairie Events is located at 105 South Estey Street, Luverne, Minnesota. Parking is available on site and dedicated to your event, with over 200 parking spots within a 1-2 block radius. You may wish to consider personalized directional signage, balloons or bows (please remove at the conclusion of your event).

LUVERNE TROLLY

If shuttle services or other alternative transportation is needed, we would encourage you to discuss options available through the Luverne Chamber and Convention & Visitors Bureau. Luverne has several scenic locations within 3 miles of our facility for photo opportunities before, during or after your event.

Grand Prairie Events Rental Policies

SMOKING POLICY

Grand Prairie Events maintains a **smoke-** and tobacco-free facility. **No smoking** or other use of tobacco products (including, but not limited to, cigarettes, e-cigarettes, pipes, cigars, snuff, or chewing tobacco) is permitted in any part of the building.

DANCE FLOOR POLICY

For everyone's safety, no beverages are allowed on the dance floor. Grand Prairie Events will not be held responsible for guest injuries due to non-compliance. If drinks are spilled on the dance floor/area (in excess) a cleaning fee will apply.

SPECIAL EVENT LIABILITY POLICY

Client shall have in place personal liability insurance for the event. Grand Prairie Events shall be listed as an additional insured on the policy for the date of the event. A certificate of insurance signed by the agent must be received prior to the date of the event.

LIABILITY WAIVER

The client accepts full responsibility and liability for actions taken by all guests attending the function, including their vendors. Grand Prairie Events is not responsible for any misplaced, lost or stolen personal property during or after the scheduled event.

DAMAGE DEPOSIT

Client shall remit a Damage Deposit in the amount of \$200 to Grand Prairie Events at the time of the signing of the contract. The client agrees to be responsible for any damage caused to the event venue and its property, beyond ordinary wear and tear, during the period of time the client, his/her guests, invitees, employees, independent contractors, or other agents are under client's control, or the control of any independent contractor hired by the client. This includes linens, walls, floors, tables, chairs, outside spaces, etc.. The Damage Deposit shall be returned to the client less any costs for damages and/or cleaning costs (beyond ordinary wear and tear) associated with the event within ten (10) days of the conclusion of the event. Damage Deposit may be waived at Grand Prairie Event's discretion based on the event size and event time.

Grand Prairie Events Rental Policies

DISCLAIMER

Grand Prairie Events reserves the right to inspect and control all private parties, dinners, and any other functions held on the property, which could include and not be limited to a random walk through by law enforcement.

If you have any questions or concerns in regard to these policies, please feel free to discuss this with your contact at Grand Prairie Events.