

# Shoreview Community Center

## Haffeman Pavilion Rentals



All of us at the Shoreview Community Center are prepared to do what it takes to make your event a success. To help with this, we ask that your contact person carefully read this material, share the information with your group, and abide by this. If you have any questions or concerns, feel free to contact us.

By signing our rental agreement form, you have agreed to adhere to these rules and policies:

### **Rental Agreement**

- ◆ Rental times listed on your rental receipt include your set up and clean up time.
- ◆ Once a reservation has been authorized, the contract holder may not transfer or sublet to another party the use of the reserved facility without approval from the Shoreview Community Center.

### **Policies**

- ◆ Fees paid for pavilion usage and/or beer & wine permit are non-refundable.
- ◆ The Pavilion will be open based on the times outlined on your rental receipt. Upon arrival, check in at the lower level Service Desk inside the Community Center. Upon check-in, the Manager on Duty will unlock the Pavilion.
- ◆ Pounding of stakes into the ground is prohibited due to many underground electrical wires and irrigation lines. Tents, canopies, and jump houses must use weights and be erected in the designated areas.
- ◆ The Pavilion has restrooms available and will be open during the rental period.
- ◆ A fireplace is available for your enjoyment. You may request use of the fireplace the day of the event with the Manager on Duty. The fireplace will not be turned on if it is over 80 degrees outside.
- ◆ Garbage containers are provided in the picnic area. The renter is expected to do general cleaning of the facility prior to leaving. Extra garbage containers will be provided upon request. Recycling containers are provided for items such as cans, plastic bottles, and paper. These containers will be emptied by staff at the conclusion of your event.
- ◆ Charcoal grills (2) are available with the rental of the Pavilion. Renter must provide charcoal and utensils. Renters may leave ashes in grill for Community Center cleaning. **Do not dispose of ashes in garbage containers.**
- ◆ There are no kitchen facilities located in the Pavilion for refrigeration, cleaning, or tap water.
- ◆ Outlets are available for usage inside and outside of the Pavilion.
- ◆ Use of confetti or glitter is prohibited.
- ◆ Music must be kept to a low enough volume so that it cannot be heard within 50 feet of the Pavilion. The Manager on Duty reserves the right to ask that the music be turned down. Failure to comply may result in forfeiture of damage deposit and/or the immediate shutdown of the event with no refund.
- ◆ Permanent picnic tables (under shelter) are available for seating up to 125 guests.
- ◆ The use of tape for decorating purposes is prohibited.

### **Damage Deposits**

The contract holder is responsible for all damages incurred to the room during the rental time. Failure to comply with rental policies will result in the forfeiture of your damage deposit. At our discretion, the Shoreview Community Center reserves the right to retain damage deposit fees. Damage deposits are refunded by check within 14 business days following the rental date if all the contractual obligations have been satisfied and there is no damage to the facility or its contents.

### **Liquor**

The serving of intoxicating beverages is restricted to beer and wine only. No other type of liquor may be served and/or provided at the Pavilion. The serving of beer and wine is restricted to those individuals, companies, or organizations that are granted an Intoxicating Beverage Permit by the City of Shoreview. The cost of the permit is \$25.00 + tax, and must be paid for at least 30 days prior to your event. Upon receipt of payment, the City of Shoreview will issue a one-day permit to serve beer and wine at the Pavilion. The renter is responsible to have the permit in their possession during the rental time. Keg beer and boxed wine must be served in paper or plastic cups. Non-keg beer must be served in cans or plastic bottles. Glass is not allowed. The **sale** of beer and wine is strictly prohibited at the Pavilion. All beer and wine must be consumed in the picnic area (concrete slab). Local ordinances and state laws regarding the use of alcohol must be adhered to at all times.

### **Cancellation/Refund Policy:**

Reservation deposits are non-refundable. All cancellations must be submitted in writing.

*The Shoreview Community Center is not responsible for any loss, damage, injury, or illness by the users of the facilities within the Community Center or on the surrounding grounds. The City of Shoreview will not be held responsible for items that are left at the facility*

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