



## BUILDING HOURS

### BUSINESS HOURS

Monday-Friday, 8:30am-3:30pm

### CLOSED for holidays:

- New Year's Day \*
- Martin Luther King Day
- President's Day
- Memorial Day
- July 4 Independence Day \*
- Labor Day
- Veteran's Day \*
- Thanksgiving
- Friday, day after Thanksgiving
- December 24 Christmas Eve day \*
- December 25 Christmas Day \*

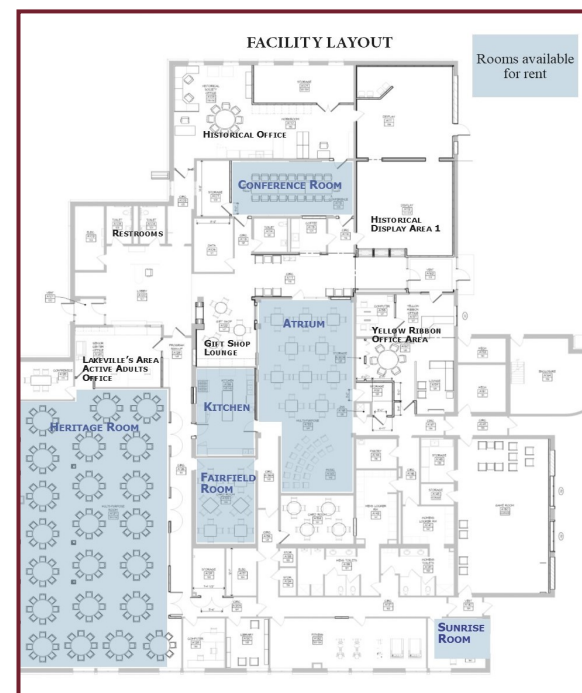
\*If day falls on weekend, observed on Fri. or Mon.

### RENTAL HOURS

Monday-Thursday, 8am-9pm

Friday, Saturday, 8am-12am (midnight)

Sunday, 8am-6pm



## RESERVATION PROCESS

1. Read through our policies to ensure the space requested will fit your needs.
2. Complete a Facility Rental Application form; space is **not** reserved until application is received. Email form to: [kgaudette@lakevillemn.gov](mailto:kgaudette@lakevillemn.gov) or bring it to the Heritage Center office at: 20110 Holyoke Ave, Lakeville MN 55044.
3. If space is available, rental fee payment is required at the time the reservation is made, with the damage deposit and late check out fee due two weeks prior to rental.
4. If rental policies are followed, the damage deposit and late check out fee will be returned within 30 days following the rental period. Form of payment accepted: credit card, check or cash.
5. If using a caterer, copies of caterer's license and liability insurance naming the City of Lakeville as an additional insured is required.
6. All changes to reservations must be approved 5 days prior to event.

**WE MUST HAVE AN APPLICATION  
AND RENTAL FEE PAYMENT TO SECURE YOUR DATE!**

## GENERAL INFO

- Permit holder is responsible for reviewing Heritage Center Rental Policies and Fees.
- Staff is available and on premises during your rental should you have questions.
- Confetti, glitter, and candles with flame are **not** allowed, if present or observed, damage deposit will not be returned.
- No standing on furniture, counters, etc., if observed it may result in loss of damage deposit.
- Renter is expected to dispose of all garbage in garbage cans. Garbage on floors, counters etc. may result in loss of damage deposit. Staff will provide garbage cans and empty as needed.
- If event spills out into the hallways or other areas of the building (including exterior spaces) or exceeds maximum room capacity, this may result in forfeiture of damage deposit. Rental is to be contained to interior of rented space (exception is permitted food trucks).
- Damage Deposit Fee: \$250, (+\$250/kitchen), returned if space is left clean and no property damage has occurred, (i.e. food in carpet, damaged equipment, wall, flooring, ceiling, oven/stove clean etc.)
- Late Check out fee: \$50, returned if out by end time listed on permit. If time extends 30 minutes past permit time, fees are \$200/hr.



Room	Fees	
	Lakeville Resident/Business, LAAA Member or nonprofit organizations	Non-Lakeville Resident/Business
Heritage Room	\$60 per hour (2 hour minimum)	\$70 per hour (2 hour minimum)
Heritage Room & Kitchen	\$80 per hour (2 hour minimum)	\$90 per hour (2 hour minimum)
Atrium	\$40 per hour (2 hour minimum)	\$50 an hour (2 hour minimum)
Atrium & Kitchen	\$60 per hour (2 hour minimum)	\$70 per hour (2 hour minimum)
Kitchen	\$55 per hour	\$65 per hour
<u>Multi-purpose Rooms*</u> Conference & Fairfield	\$40 per hour	\$50 per hour
All Other Rooms/Spaces*	\$40 per hour	\$40 per hour
Damage Deposit	\$250 per room	\$250 per room
Late Check Out Fee	\$50 charged prior to rental, refunded if out by time listed on permit  If time extends 30 minutes past permit reservation, fees incurred are \$200 per hour	\$50 charged prior to rental, refunded if out by time listed on permit  If time extends 30 minutes past permit reservation, fees incurred are \$200 per hour

\*accommodate a maximum of 10-15 people

Lakeville Non-Profit Groups: Conference Room is available at no charge, up to 2 hours per month, Mon.-Fri. 8am-9pm

Reoccurring rentals eligible for a 25% rental rate reduction adjustment according to the following criteria: eligible rental hours must take place Mon.-Fri. and minimum average per month \$1000.00, per calendar year (before rental rate adjustment).



## STORAGE

There is no long-term storage available at the Lakeville Heritage Center. All items and materials must leave the building immediately following the end of the rental period. The City of Lakeville is not responsible for items left at the Heritage Center following your event.

## COAT ROOM

There is a small coat room located on the left side of the lobby. The Lakeville Heritage Center is not responsible for lost or stolen articles.

**The following items and equipment are available for use on a first come-first serve basis:**

## TABLES

- (20) 60" round tables
- (40) 8'x30" mity lite tables light grey
- (14) 8'x18" mity lite tables light grey
- (7) 8'x36" folding tables on wheels, brown
- (4) 8'x30" banquet tables grey
- (3) 6'x30" banquet table grey
- (8) 3'x3' tables (4)-brown, (4)-gray

## CHAIRS

- (200) chairs - armless, black mesh, stackable

## OTHER EQUIPMENT

- (2) Portable coat racks, hooks only (120 coats)
- Podium- floor
- Kitchen Rental includes the following:*
- (2) 100-cup coffee urns (user must provide own cups & coffee)
- (1) 30-cup coffee thermos (user must provide own cups & coffee)
- (22) Coffee servers (1 quart)
- (22) Water carafes

## ITEMS AVAILABLE FOR RENT

- Portable Fender Sound System \$50
- Portable LCD Projector: \$50
- Table Linens (see below)

## LINEN RENTAL

Requests for linens must be placed a minimum of 4 weeks prior to rental date.

- White, Black, or Cream colors available for table linens

Table Size	Linen Size	Cost
3'-4' Square Table	52" x 52"	\$2.75 per linen
6"-8" Banquet Table	52" x 114"	\$4.25 per linen*
60" Round Table	81" x 81"	\$4.00 per linen

- White, Black, Cream colors available for table linens
- Black and Cream must be ordered in quantities of 10
- Prices are subject to change
- Cream 52" x 114" \$6.00 per linen

