

SOUTH SHORE EVENT CENTER

HOWARD LAKE, MINNESOTA

BOOK NOW



SOUTH SHORE EVENT CENTER
733 6th Street, Howard Lake, Minnesota 55349
320-543-2038 | www.howard-lake.mn.us | SSEC@howard-lake.mn.us



CEREMONY AND RENTAL INFORMATION - FEES, TERMS, AND CONDITIONS

The South Shore Event Center is located within Howard Lake’s Historic City Hall which was beautifully restored in 2019 and is located in the heart of Howard Lake’s historic downtown area. It provides the ideal location for business meetings, weddings, receptions, banquets, parties, and more. The South Shore Event Center includes a banquet facility, catering kitchen, and a ground level pre-function space.

SQUARE FOOTAGE	SEATING & USE CAPACITY		
	BANQUET STYLE	THEATRE STYLE	OPEN ASSEMBLY
90’ L X 42’ W	150-160	212	350

EVENT BOOKING

The South Shore Event Center is available for rental the following days and times:

	Sunday - Thursday	8:00 am – 10:00 pm
Special Event Weekend	Friday - Saturday	8:00 am – 2:00 am
	Sunday	8:00 am – 10:00 pm

Rental party and vendors may arrive at the South Shore Event Center at the start of the chosen rental period. The rental period must include ALL time needed by the renter for decorating and setup, celebration, and cleanup. The rental party must make arrangements so all deliveries occur during the allotted rental period and not interfere with the rental periods of other guests. If additional time is needed, renter must adjust their block to appropriately include the time they wish to enter. Events must begin and end at times specified all guests must vacate the premises by the end of your rental period. All functions including music must conclude by 10:00 pm Sunday – Thursday or by 12:00am on Fridays and Saturdays. Clean up and vacating of the space must occur by 10:00 pm Monday – Sunday or by 2:00 am on Special Event Weekend Fridays and Saturdays.

RESERVATION FEES

Reservations are booked when the renter submits a signed facility use agreement along with 50% reservation deposit. For current rate information, please see Exhibit A. Rental Rates. The rental party agrees to pay the remaining balance of the contract no less than 60 days prior to the event date, along with the full damage deposit. The City of Howard Lake reserves the right to cancel the facility use agreement if the full rental fee balance and damage deposit are not paid when due.

INCLUDED FURNITURE, FIXTURES, AND EQUIPMENT

The following equipment is included in the South Shore Event Center rental fee:

Stacking Banquet Chairs (160)	
60" (5") Round Tables (Seat 8) (18 tables total)	
72" (6") X 30" Rectangular Tables (Seat 8) (6 tables total)	
Flat Screen Tv Monitor	
Wifi	
ITV & Microphone*	\$50
Table Cloth Rental (White/Black)	\$150

City of Howard Lake staff are not responsible for setup of tables and chairs. Renter is responsible for setting up the floor plan, any floor plan changeovers, and providing all cords and accessories. The City does not provide laptops, laptop cords, VGA cords, extension cords, converters, etc.

DAMAGE DEPOSIT

The rental party agrees to pay the damage deposit by check, 60 days prior to the event. The rental party agrees and acknowledges that the City of Howard Lake may use the damage deposit without prior approval of the rental party for any damage, loss, or expense incurred by the City due to the rental party's use. Deductions may be made for damage, excessive cleaning, or time used beyond the contracted period. The rental party agrees to be responsible for the building, exterior grounds, and equipment associated with their use of the South Shore Event Center. The rental party shall make no temporary or permanent modifications to the property without prior written consent of the City. The rental party's liability is not limited to the paid damage deposit and any additional cost shall be paid immediately by rental party. Damage deposits will be held and will be returned, within two (2) weeks following the event.

FOOD AND BEVERAGES

Only licensed Minnesota caterers are allowed to provide food services at the South Shore Event Center. A separate written contract between the caterer and Renter must be completed and submitted to the City of Howard Lake. The only exceptions to having food provided by a licensed caterer is if you meet the license exemption requirements as described in MN Statute 157.22.

All alcoholic beverages must be served via our exclusive on-site liquor caterer, Howard Lake Wine and Spirits. Under no circumstances is alcohol of any type or quantity are allowed on the South Shore Event Center grounds or in the facility by anyone other than the exclusive on-site liquor caterer. Final service of alcoholic beverages shall be thirty minutes before the end of the rental. Final service of alcoholic beverages shall be thirty minutes before the end of the reservation booking. Last call should be announced 15 minutes prior to bar closing.

To inquire about service of alcoholic beverages and to request pricing or a consultation, please contact:

Myra Laway, Howard Lake Wine and Spirits Manager

SSEC@howard-lake.mn.us

320-543-2038

OUTSIDE CONTRACTORS

If the rental party utilizes any outside contractors for service, those contracts are made between the rental party and vendor, not with the City of Howard Lake. Contractors are subject to City approval.

320-543-3670

cityofhowardlake@howard-lake.mn.us

733 6th St,

Howard Lake, MN 55349 | 3

SECURITY AND GROUP CONDUCT

Security is required for all events serving alcohol and will be arranged by the City of Howard Lake. There is an additional hourly fee for security once alcohol service is started until the end of the event. If your event date is on a recognized holiday, additional fees will apply. More information about security and related fees are included on the Liquor Service Agreement.

The South Shore Event Center is a non-smoking facility; the use of all tobacco and vaping products is prohibited indoors. All alcoholic beverages must be served from our exclusive liquor caterer, Howard Lake Wine and Spirits. Event Center staff reserves the right to confiscate any personal alcohol on the premises. Children must be directly supervised by an adult 18 years or older.

DECORATIONS, DELIVERIES, AND CLEAN UP

No rice, birdseed, confetti, glitter, or other similar materials may be used inside or outside the South Shore Event Center. Decorations may not be affixed to the walls, doors, painted surfaces, or hung from the ceiling. Tape, tacks, nails, staples, etc. are not permitted to attach your decorations. Smoke and fog machines and sparklers are prohibited. Candles are permitted as long as the flame is enclosed in glass (such as votive and hurricane lamps) or if floating in nonflammable liquid. Decorations are permitted within reason and must be approved by the City of Howard Lake. Decorations are permitted only in the space you have reserved. Exterior signage is only permitted with special permission of City staff.

The contracted renter may not schedule any deliveries outside of the rental time and all deliveries must be signed for by the Rental Party. City staff are not allowed to accept or sign for any deliveries. If a delivery is made, City staff are not responsible for delivered items. Items cannot be left in the facility at the conclusion of the event and must be removed prior to vacating the facility.

Basic facility clean-up is the responsibility of the renter. The rental facility must be returned to the condition it was provided to the renter. Tables and chairs cleared of all debris and back in stored position, trash and recycling should be taken out to the dumpsters behind the building, all personal items and decorations removed off site etc.

WEATHER POLICY/UNFORESEEN CIRCUMSTANCES

Under certain circumstances, the City may have to cancel a facility rental prior to the event. Possible reasons include but are not limited to a declared state of emergency, unsafe environmental or health conditions, or interrupted utility services. In such an event, the renter agrees that the City shall not have responsibility for anything the renter may suffer or incur due to such a cancellation. The City will attempt to notify the renter as soon as possible if such cancellation occurs. All fees paid to the City by the renter shall be refunded to the renter if the reservation is cancelled by the City for any of the above reasons.

LIABILITIES AND INSURANCE

The City of Howard Lake shall not be liable for the safety and/or security of any property belonging to the rental party or to those persons participating in the use of the property with the rental party. The City of Howard Lake is not liable for any loss, damage, injury, or illness by the users of the facilities in the South Shore Event Center. Neither Howard Lake nor its employees can be held responsible for any items that are left at the facility by the renter or contracted service provider. The renter using the facilities, equipment, and other items owned by the City further assumes all liability for any personal injuries, including death, caused by participants at the scheduled event.

CANCELLATION POLICY

Please read the schedule below to understand the percentage of the initial rental fee deposit that will be refunded if the booking is cancelled. All cancellations must be made in writing.

TIME PERIOD BEFORE EVENT DATE	AMOUNT OF DEPOSIT REFUNDED
More than 60 days	50% of Reservation Fee and 100% of Damage Deposit
Less than 60 Days Before Event	0% of Reservation Fee and 100% of Damage Deposit

Event date and times are not transferrable. Date changes are treated as cancellations. Plan your event as accurately as possible; refunds are not given for leaving early.



Rental Agreement

CONTACT INFORMATION	
Name:	Organization/Company:
Address:	Phone:
City, State, Zip:	Email:
RENTAL INFORMATION	
<i>All set up and clean up is completed by renter. Rent enough time to cover your complete event needs.</i>	
Event:	Anticipated attendance:
Date(s) requested:	Notes:
Time(s) requested:	
ADDITIONAL INFORMATION	
<i>Complete the list below to prevent hold ups in the reservation process.</i>	
Food: <input type="checkbox"/> Yes <input type="checkbox"/> No	If food is not provided by a licensed caterer, describe how you meet the license exemption requirements (MN Statute 157.22).
Caterer: <input type="checkbox"/> Yes <input type="checkbox"/> No	Must be a Minnesota licensed caterer. Caterer:
Alcohol: <input type="checkbox"/> Yes <input type="checkbox"/> No	Alcoholic beverages must be served by the exclusive on-site liquor caterer, Howard Lake Wine & Spirits. A separate Liquor Service Agreement must be arranged with Howard Lake Wine & Spirits.
Security <input type="checkbox"/> Yes <input type="checkbox"/> No	Security is required for all events serving alcohol. Security must be on site once alcohol service is started until the end of the event.
Decorations: <input type="checkbox"/> Yes <input type="checkbox"/> No	See decorations and cleanup policy for details on decorating for your event. Describe:

Other Vendors: <input type="checkbox"/> Yes <input type="checkbox"/> No	List other vendors providing services for the event (if any).
<p><i>I (we) the undersigned have read and agree to abide by the fees, payments, terms and conditions related to the booking of a reservation and use of the South Shore Event Center. I (we) the undersigned hereby acknowledges receipt of this Facility Use Agreement and agrees to be personally liable for any damages caused to the South Shore Event Center during the period of rental stated on the contract. If any of the above fees, terms, or conditions are not met, the Renter risks losing their full damage deposit. The amount of the damage deposit paid hereunder is not a limit of the Rental Party's liability to the City of Howard Lake for damage. This agreement may not be assigned or transferred. I the Renter will indemnify, defend, and hold the City of Howard Lake, its officials, employees or agents harmless as a result of any bodily injury to any person(s) occurring as a result of the use of the facility or property, claim, demand, action or suit relating to any loss (including death) or property damage caused by, arising out of, related to or associated with the use of any City Building or grounds by the Renter or by the Renter's guests or invitees, except to the extent caused by the sole negligence, gross negligence or willful misconduct of the City or its officers, employees or agents.</i></p>	
Signature:	Date:

OFFICE USE ONLY		
Date(s) and Time(s) Rented:		
Room Fee:		<input type="checkbox"/> Total Paid <input type="checkbox"/> 50% Down Payment Remaining balance due by:
Damage Deposit:		<input type="checkbox"/> Total Paid <input type="checkbox"/> Damages Charged Notes: <input type="checkbox"/> Refund Issued Check Number:
Alcohol:		<input type="checkbox"/> Liquor Agreement Received <input type="checkbox"/> Total Liquor Invoice Paid <input type="checkbox"/> Additional Fees Reason: <input type="checkbox"/> Refund Issued Check Number:
Security Fee:		<input type="checkbox"/> Hours Arranged with HLPD <input type="checkbox"/> Total Payment Received

EXHIBIT A. 2023 RENTAL RATES

DAILY BLOCK RATES	NONPROFIT	RESIDENT	NON-RESIDENT
Flash Functions (2 Hour Limit) *No food/Setup	\$100.00	\$125.00	\$150.00
Monday-Thursday	\$150.00	\$175.00	\$200.00
Friday	\$400.00	\$500.00	\$600.00
Saturday	\$700.00	\$800.00	\$1000.00
Saturday Morning Block 8:00 am – 2:00 pm	\$250.00	\$300.00	\$300.00
Sunday Morning Block – 8:00 am – 12:00 pm Afternoon Block – 2:00 pm – 6:00 pm	\$200.00	\$225.00	\$250.00
Sunday	\$300.00	\$350.00	\$400.00
Special Event Weekend Friday-Saturday 8:00 am – 2:00 am Sunday 8:00 am – 10:00 pm	\$1300.00	\$1500.00	\$1700.00
Refundable Damage Deposit	\$250.00	\$250.00	\$250.00

*Rates current as of 1/1/2023

RATE DEFINITIONS

Nonprofit: An organization with documentation of nonprofit status. Example: 501(c)(3)

Resident: Individual, civic group, association, or business that resides or is based within Howard Lake City Limits.

Non-Resident: Individual, civic group, association, or business that resides or is based outside Howard Lake City Limits.

**Rates subject to change, i.e. Holiday and Seasonal Rates*