

The Cedars Hall

Rental Regulations and Policies

The following regulations and policies have been established by St. Maron's Church to govern the rental and use of The Cedars Hall. For issues not explicitly addressed in this document, please contact Cedars Hall Event Manager.

1. Room Capacity

- A. **The maximum capacity of the entire Cedars Hall is 400 persons.**
- The Cedars Hall is also available for your private parties, i.e. Anniversaries, showers, etc. (Up to 100 people)
- B. Meeting Rooms I and II can each seat a maximum of 30 people.
- C. The maximum capacities, as set forth above, must not be exceeded at any time. Groups over 300 may be expected to secure an additional deposit of five hundred dollars (\$500.00) whereby the deposit will be forfeited if capacity over-extends the 400 person capacity.

2. Hours of Availability

- A. On Saturdays, The Cedars Hall is available for use from 5:30 p.m. to 12:00 a.m.
1. All functions may begin no earlier than 5:30 p.m. and **must** end by 12:00 a.m.
 2. All persons (including guests, caterers, and entertainers) must vacate the premises by 1:00 a.m.
- B. On Sundays, The Cedars Hall is not available
- Monday through Friday, Meeting Rooms I and II are available from 8:00 a.m. to 9:00 p.m.
- C. Decorating hours prior to the day of an event

is limited to four (4) hours at no charge between the hours of 10 a.m. and 4 p.m.

3. Use of Premises

- A. The Lessee may use the facilities only for the purposes stated in the Rental Agreement.
- B. The Lessee must use the premises in a conscientious manner.
- C. The Lessee must relinquish the premises at the time stated in the Rental Agreement.
- D. The Lessee must leave the premises in the same condition as it was found.

4. Damage Deposit

- A. A damage deposit in the amount of five hundred dollars (\$500) **must** be made at the time of reservation.
- B. If no damage is done to the premises, equipment, or furniture, and if there is no loss to The Cedars Hall or St. Maron's Church, the damage deposit will be returned to the Lessee no later than one (1) week after the rental date.
- C. In the event of damage, or if loss is incurred as a consequence of the Lessee's event, The Cedars Hall will retain a just portion of the damage deposit to repair the damages and/or reimburse losses.

- D. If the damage deposit does **not** cover the entire loss, the Lessee will be obligated to **promptly** reimburse The Cedars for the amount of damage or loss in excess of the amount of the deposit.
 - a. In the event that legal action must be taken against the Lessee to recover amounts in excess of the damage deposit, the Lessee will be responsible for payment of **all** fees, costs, and expenses related to such actions.

5. Fees and Charges

- A. A **down payment** must be made at the time of reservation. The down payment shall be fifty percent (50%) of the room rental fee. No exceptions will be made to this policy.
- B. Decorating on the day prior to the event shall be at \$45 per hour after the first four (4) no fee hours.
- C. Soda pop (Coke, Diet Coke, Sprite) and mixes (Charged Water and Lemon Sour) will be billed at \$30 per canister.
- D. Groups over 300 will be expected to secure an additional deposit of five hundred dollars (\$500.00) whereby the deposit will be forfeited if capacity over-extends the 400 person capacity.
- E. All fees must be paid **in full** five (5) days before the rental date. If any additional expenses are subsequently incurred, these charges must be paid in full on the day of rental.
- F. If a reservation is canceled **at least** six (6) months in advance of the rental date, the entire down payment and the entire damage deposit will be refunded.
 - 1. If the reservation is canceled less than six (6) months in advance of the rental date, the entire down payment will be **forfeited**. However, the full amount of the damage deposit will be refunded to the Lessee.

- F. If the premises is not **completely** vacated by the time set forth in the Rental Agreement, the Lessee will be charged an additional \$75 per one-half (1/2) hour of stay beyond the contracted time.
 - 1. This fee will automatically be deducted from the Lessee's damage deposit.
 - 2. A fifteen (15) minute grace period shall apply before late charges will begin to accrue.

6. Insurance

- A. Liability insurance will be obtained by the Cedars Hall to cover the facility, guests of the Lessee, and all persons employed during use of the facilities. (No exceptions.)

7. Kitchen Regulations

Catering

- A. A pre-approved, licensed, and bonded catering service must be used.
- B. Caterers must do their main food preparation **off-site**. Fees must be paid **in full** five (5) days before the rental date. Access to the kitchen will be scheduled four (4) hours prior to the event. **Any additional kitchen time will be charged at \$50 per hour, paid in full prior to check out.**
- C. Caterers may rent the use of the kitchen to cook and prepare food at an hourly fee of \$50 per hour for food prep, day prior. The rental fee and a \$250 refundable damage deposit must be paid 5 days prior to the event. If the kitchen facilities are used, The Cedars will provide a kitchen monitor.
 - 1. The kitchen must be cleaned, checked by monitor, and vacated no later than 11.p.m. A fee of \$50.00 per half hour will be charged past the 11:00 hour.

2. Caterers may use the ovens and stoves in The Cedars' kitchen to cook and prepare foods.
 3. Caterers may use the refrigerators and freezers in The Cedars' kitchen to store or cool foods.
 4. Caterers may not use The Cedars' serving utensils, pots, pans, dishtowels, potholders, and other food preparation small wares.
 5. Caterers may use the automatic dishwasher.
- D. Delivery of food is allowed only during prearranged times.
1. The Lessee shall bear all responsibility and liability for deliveries related to the event.
 2. The Cedars Hall will **not** be responsible for accepting or unloading any deliveries.
- E. Lessee is responsible for clearing and wiping the dining tables at the end of the event.
- F. Caterers are responsible for cleaning the kitchen at the end of the event.
1. All china, flatware, and glassware must be washed and returned to its proper place.
 2. All kitchen tables and appliances must be wiped down.
 3. Kitchen floors must be swept and mopped.
 4. All trash and food waste must be bagged and put into outside trash receptacles.
 5. Grease must not be dumped down **any** drain.
 6. Caterers are expected to leave the kitchen facilities clean and orderly.
- G. The Lessee must remove **all** remaining food and related items from the premises upon conclusion of the event.
- H. All charges and rental fees **must** be paid in full the day of the event.

8. Bar Regulations

- A. A security personnel **must** be on duty any time liquor is served on the premises.
1. The Cedars will provide a security officer to be present at all events where alcoholic beverages will be served.
 2. The security officer must remain on the premises until **all** guests have left the event.
- B. A bartender **must** be on duty any time liquor is served on the premises.
1. The Cedars will provide a bartender to be present at all events where alcoholic beverages will be served.
- C. Liquor cannot be sold on the premises.
- D. The Lessee must be on the premises at all times while liquor is being served.
- E. It is the Lessee's responsibility to purchase and stock all liquor, beer, and wine needed for the event.
- F. It is the Lessee's responsibility to purchase and stock all additional soda pops and mixes not available through Cedars Hall. Only 2 liter bottles are allowed, no cans or smaller bottles.
- G. It is the Lessee's responsibility to purchase and stock all cocktail napkins, stir-sticks and other disposable bar-related items needed for the event.
- H. All alcoholic beverages **must** be dispensed from behind the bar.
1. The Cedars' bar is equipped with two (2) beer taps, an ice bin, and coolers.
 - a. Only keg beer will be served at Cedars Hall, no bottles or cans are allowed. *An additional fee of \$150.00 will be charged for any individual beverage for groups over 150 persons.*

H. Alcoholic beverages may not be taken out of The Cedars Hall.

1. Alcoholic beverages are **not** allowed in the hallways or restrooms of Cedars Hall.

I. All liquor bottles must be kept in sight, on or behind the bar.

1. Liquor bottles are **not** allowed in the seating area.
2. BYOB (Bring Your Own Bottle) events are **not** allowed.

J. All bar beverages must be served from plastic cups.

1. Plastic cups must be supplied by the Lessee.
2. Bridal champagne toasts may be served in non-plastic glassware.

K. Champagne bottles and/or champagne fountains are allowed outside of the bar area for wedding champagne toasts only.

1. The Lessee, or his agent, must provide and serve the champagne.
2. Champagne bottles may be opened **only** in the kitchen or behind the bar.
3. Shooting of champagne corks is strictly prohibited in or around the building.

L. The bar attendant(s) may not consume any liquor while tending bar or prior to tending bar.

M. All persons present at an event where liquor is served must abide by the laws, rules, ordinances, and regulations of The City of Minneapolis and the State of Minnesota. Violation of any of these codes may result in:

1. Removal of the offender from The Cedars premises; or,
2. Immediate removal of **all** beer, wine, and liquor from the premises; or,
3. Immediate termination of the lessee.

- a. In the event of immediate termination, **all** persons must vacate the premises immediately.
- b. Immediate termination will result in the complete forfeiture of all rental fees.

N. Liquor may not be served after 12:00am.

9. Decorating Regulations

A. The Lessee must contact The Cedars' Rental Manager one week prior to the event to confirm decorating plans. The Cedars' management must approve all decorations.

B. Nails, staples, or tacks may **not** be used to attach decorations. All decorations should be attached with removable tape or hooks.

C. Decorations may be attached only to the walls and ceiling of The Cedars Hall. Decorations may **not** be hung from sprinkler heads, chandeliers, exit signs, fire alarm boxes, thermostats, or emergency lighting.

D. Unprotected open-flame candles are **not** allowed.

1. Flame-proof glass containers must be used with all candles to prevent damage from fire and wax.

E. Confetti, "silly string", glitter, rice, sand, birdseed, and water balloons are **not** allowed in or around the building.

1. Helium balloons may be used for decoration, but they may not be weighed down with sand, birdseed, rice, or other prohibited materials.

F. When decorating The Cedars Hall, objects must **never** be dragged across the center wooden dance floor.

G. Absolutely **no** powders, sawdust, or similar materials are allowed on the carpeted or wooden floors.

- H. Artificial smoke, fog, and bubble machines are **not** allowed.
- I. The Cedars reserves the right to determine the best seating arrangement for the occasion.

10. Entertainment Regulations

- A. All live entertainment must be approved in advance by The Cedars' management.
- B. All entertainers must provide their own liability and theft insurance.
- C. All entertainers must provide their own tablecloths and/or skirting for their stage equipment.
- D. Disc Jockeys and bands may not alter any part of the facility's electrical system.
- E. Equipment must **never** be dragged across the center wooden dance floor.

11. Prohibited Activities

- A. The Building is a **smoke-free** facility. Smoking of cigarettes, pipes, cigars, or other similar substances by the Lessee, his guests, or agents is **strictly** prohibited.
- B. Gambling of **any** type is not permitted on the premises.
- C. Activities involving the use of pornographic material are **not** allowed on the premises.

12. Disclaimers of Liability

- A. The Cedars Hall will **not** be held responsible for lost or damaged personal property of the Lessee, guests of the Lessee, or agents of the Lessee. Nor will The Cedars be liable for personal property or equipment left behind after the event by the Lessee, his guests, or agents.
- B. The Cedars Hall is not responsible for illegal-parking fines that may be incurred during the event.

It is the Lessee's responsibility to effectively communicate the content of this document to all persons involved in the rental or use of this facility.

**The Cedars Hall
602 University Avenue NE
Minneapolis, MN 55413
(612) 379-8989**