

## CLUB PRIOR RESERVATION

Club Prior Community Room located at 16120 Eagle Creek Avenue, Suite 101, is available for private party use on a rental basis through the Recreation Department. The following policies are intended to ensure the proper use and control of the facility. As a renter, you are responsible for adhering to the following information.

### **Reservation Procedure**

Call 952-447-9820 to inquire about rental of Club Prior Community Room. Reservations must be made in person and will be handled on a first come, first served basis. A completed reservation form includes two separate checks: a \$200 damage deposit and a \$50 reservation deposit. The damage deposit will be returned immediately after your event barring any deductions. An invoice will be sent for final payment and rental fees must be received two weeks before your event or the reservation time will be released and your reservation deposit forfeited.

### **Rental Permit**

Upon receipt of the reservation form, deposits and full rental fee, a rental permit will be issued to you approximately one week prior to your event. The \$50 deposit will be applied to your total fee. The permit holder must be a minimum of 21 years of age, proof of residency if desiring resident rates, and will be solely responsible for the supervision of the event. Permit holders may not assign, transfer or sublet to others the use of the facility. Any violations will result in the forfeiture of reservation and any fees already paid.

### **Group Size**

Club Prior is designed for small group gatherings. The maximum capacity is 60 people.

### **Hours of Use**

The hours available are:

Friday through Monday 8 a.m. – 10 p.m.

Tuesday through Thursday 3 p.m. – 10 p.m.

The above hours do not include official city holidays. Holiday rental is on a case-by-case basis.

### **Set Up, Catering and Amenities**

Your group is responsible for its own set up. Deliveries and pick-up of equipment, food or other items must be completed during the rental period listed on the permit.

Decorations should not cause damage. Decorations are not allowed on ceilings or walls and pins, tacks or nails are prohibited. The use of fog/smoke machines is prohibited. Decorations may be attached to windows and/or mirrors with masking tape.

Amenities included in the rental are: kitchen, coffee maker, air pots, refrigerator, bathrooms, tables and chairs. Users must provide their own coffee and any paper products. Any missing or damaged items will be assessed through damage deposits on a case-by-case basis. **The front section of Club Prior is dedicated to City programming for over-55 activities and is NOT intended for access by private parties.**

## Alcohol

By law, private groups are not allowed to sell alcohol at any public facility nor eligible to apply for a permit. Any activity with the intent of distributing alcoholic beverages free of charge must state its intent on the reservation form. Alcohol can only be displayed and served inside Club Prior Community Room (NOT the front Club Prior City-programming space). All beverages must be served in cans, plastic bottles or plastic cups – NO GLASS.

## Facility Users

Please be aware that the Scott County Public Library and other businesses may be open during your event. Please be respectful of their needs. You may post signage about your event in the doorway of Club Prior during your rental if you desire. Please remove the signs upon completion of your event.

## Emergencies

An emergency contact number will be provided on your rental permit. If you encounter issues during your rental you may contact that number or, if the situation warrants, call 911.

## Conclusion of the Rental

At the conclusion of your rental, you are required to return Club Prior Community Room to its original condition including:

1. Sweeping/dust mopping wood floors. Damp mopping if necessary.
2. Empty all indoor trash containers (including bathrooms), placing the contents in the dumpster outside on the east end of the building. Recycling and garbage should be placed in the appropriately labeled dumpster.
3. Return tables and chairs to the carrier.
4. Remove any decorations, etc.
5. Remove all items from the refrigerator and kitchen.
6. Empty and rinse the coffee maker, wipe off sinks and countertops.
7. Wipe up any spills or soiling of the kitchen floor.
8. Vacuum the carpeted areas.
9. Return mops and vacuums to the cleaning closet.

The Building Attendant will assess the final condition of the building. Please do not leave the building unattended at the conclusion of your event. Contact the Building Attendant if your group plans to leave early. No keys will be issued.

Rental groups will be assessed a \$50 late checkout fee if they are not ready to vacate Club Prior by the conclusion of the rental period listed on the permit. If applied, the fee will be deducted from the damage deposit.

## Rental Fees

	Residents	Non-Residents
Small group/private party	\$25 per hour	\$45 per hour
Holidays	\$50 per hour	\$75 per hour

*(New Years Eve, New Years Day, Memorial Day, July 4, Labor Day, Veterans Day, Thanksgiving, day after Thanksgiving, Christmas Eve Day, Christmas)*

One free hour will be allowed for set-up. Otherwise, a one-hour rate will be charged for any part of an hour. There is a four-hour minimum rental for Saturday, Sunday and holidays. There is a two hour minimum rental for Monday through Friday. School District #719 Community Ed is exempt from damage deposit and rental fees.



# RESERVATION REQUEST CLUB PRIOR COMMUNITY ROOM

Please complete the form below. Renters are responsible for reviewing the Club Prior Community Room Reservation Policy. Please request a copy of the policy if you have not already reviewed it.

PERMIT HOLDER: \_\_\_\_\_

ORGANIZATION (if applicable): \_\_\_\_\_

EVENT (i.e. graduation, wedding, birthday, etc.): \_\_\_\_\_

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE (HOME): \_\_\_\_\_ (WORK): \_\_\_\_\_

CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE OF RENTAL: \_\_\_\_\_ NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_ (60 Max)

SET-UP TIME\*: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

*\*One hour set-up immediately before start time is free, if requested.*

Will alcohol be served?  Yes  No Keg Beer?  Yes  No

*Please review the Club Prior Community Room Reservation policy regarding the serving of alcohol. No Glass allowed.*

PERMIT HOLDER: (signature) \_\_\_\_\_ DATE: \_\_\_\_\_

- FEES DUE:**
1. Reservation Deposit (\$25/\$45 - due at time of reservation). **This deposit is non-refundable.**
  2. Damage Deposit (\$200 - due at time of reservation). Please pay with a separate check.
  3. Any balance, as noted on your Facility Sales Receipt, is due two weeks prior to reservation date.

**GROUP TYPE:**

Resident Group (private)

Non-resident\* Group (private, public, or business)

\*Outside the corporate city limits of Prior Lake.

School District #719

**FEE:**

\$25.00/hour

\$45.00/hour

No Charge

**NOTE:** *There is a 4-hour rental minimum for Saturdays, Sundays and Holidays, and a 2-hour rental minimum Monday through Friday.*

*Please refer to the Club Prior Community Room Reservation Policy for Holiday fees.*

Forms may be returned to: **Club Prior Community Room Reservation**

**4646 Dakota Street SE  
Prior Lake, MN 55372**

Please make checks payable to: **City of Prior Lake.**

(Sorry, we do not accept credit cards)

For more information: 952-447-9820 or 952-447-9800 (Mon. - Fri. 8am – 4:30pm)