



Mississippi Crossings will home to the City of Champlin’s new event center. A waterfront view and surrounding parks will compliment our community’s new building. Available nearby parking, a caterer’s kitchen, and a large inventory of tables and chairs make our new venue an easily accessible space for your next event or community gathering.

### FULL EVENT CENTER RENTAL RATES // 12 Hour Blocks

DAYS & TIMES	RATE
Main Hall // Seating up to 120 + Conference Room	
Monday - Thursday Available between 8:00am-10:00pm (event end at 9:00pm, tear-down 1 hour)	\$2,850 12 Hour Rental
Fridays Available between 8:00am-12:00am (event end at 11:00pm, tear-down 1 hour)	\$3,600 12 Hour Rental
Saturdays Available between 8:00am-12:00am (event end at 11:00pm, tear-down 1 hour)	\$3,900 12 Hour Rental
Sundays Available between 8:00am-10:00pm (event end at 9:00pm, tear-down 1 hour)	\$3,300 12 Hour Rental

Rental hours must include all time needed in the space including set-up and tear-down. Additional hours can be added for \$150/hour.

If your event is **within the next 6 months**, hourly rates are available! Read On.

## EVENTS WITHIN THE NEXT 6 MONTHS

### EVENT CENTER RENTAL RATES // 4 Hour Blocks // Main Hall Only

DAYS & TIMES	HOURLY RATE
Main Hall // Seating up to 120	
Monday - Thursday Available from 8:00am - 11:00pm (event end at 10:00pm, tear-down 1 hour)	\$80/hour 4 hour minimum
Fridays Days Available from 8:00am - 4:00pm (event end at 3:00pm, tear-down 1 hour)	\$80/hour 4 hour minimum
Fridays Nights Available from 4:00pm - 12:00am (event end at 11:00pm, tear-down 1 hour)	\$100/hour 4 hour minimum
Saturdays Available from 8:00am - 12:00am (event end at 11:00pm, tear-down 1 hour)	\$150/hour 4 hour minimum
Sundays Available from 8:00am - 10:00pm (event end at 9:00pm, tear-down 1 hour)	\$125/hour 4 hour minimum

### CONFERENCE ROOM ONLY // 4 Hour Blocks // Conference Room Only

DAYS & TIMES	HOURLY RATE
Conference Room // Seating up to 24	
Monday - Friday Available between 8:00am - 8:00pm	\$70/hour 2 Hour Minimum
Saturdays & Sundays Available between 9:00am - 9:00pm	\$70/hour 4 Hour Minimum

## DAMAGE DEPOSIT FOR ALL EVENTS

Damage deposits are required for **all events**. Damage Deposits are due at the time of submitting your application for the event rental permit with the rental fee. Deposits will be refunded 30 days post the event if no significant damage is found by 24 hours after your event.

TYPES OF DEPOSITS	RATE
<b>Refundable</b> if not damage is found and space is left the way it was found	
Damage Deposit	\$300.00

## FOOD & BEVERAGE DETAILS

If you choose to use a catering company or food service provider not on the preferred list there is an additional administrative fee of \$250.00 to cover time for tours and verification of required licensing and insurance.

### FOOD

ITEM	RATE
Caterer on Preferred List*	\$0.00*
Caterer <b>Not</b> on Preferred List	\$250.00

\*Note that there is a 10% fee charged to the caterers on the preferred list from the City. This fee covers their use of the kitchen and the City's promise to maintain it. The 10% fee may or may not be passed on to you depending on how each caterer chooses to cover the fee.

### ALCOHOL

Park Patrol & an additional Alcohol Permit must be paid for and submitted to the City **30 days before the event.**

ITEM	RATE
Park Patrol Required at the time of guest arrival and 1 hour post-event.	\$80.00/hr 2 Hour Minimum
Additional Permit for Alcohol Service	No Fee

Insured Bartender	Chosen by Permit Holder
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## POTENTIAL ADD-ONS

The following add-ons can be rented for use for your event. We ask that you let us know and have the following items paid in advance by **14 days prior to your event**.

ITEM	RATE
Easel with White Board & Markers	\$20.00
Use of Keg Cooler (if alcoholic keg, see "Alcohol Service Details")	\$20.00
Portable Bar Rental (if for alcoholic service, see "Alcohol Service Details")	\$20.00
4' x 8' Platform Staging (8", 16", 24" height options)	\$100.00
Event Storage Fee	\$150.00
Lost Access Fob	\$100.00
Additional Staffing Charges (i.e.. for "room flips")	\$80.00/hour

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