

events

AT THE PLYMOUTH COMMUNITY CENTER



ANNIVERSARY CELEBRATIONS · WEDDING CEREMONIES & RECEPTIONS · REHEARSAL DINNERS · RETIREMENT PARTIES
AWARD & ATHLETIC BANQUETS · GRADUATION OPEN HOUSES · FAMILY REUNIONS · BIRTHDAY CELEBRATIONS
MUSIC RECITALS · BRIDAL & BABY SHOWERS · CORPORATE MEETINGS AND EVENTS · DANCE RECITALS



To our guests...

Thank you for your interest in Plymouth Community Center for your big day. This is an exciting time and we look forward to showing you our wonderful facilities and how we can work together to create a special experience for you, your family and friends.

Whether you are looking for a small, informal ceremony in the beautiful Millennium Garden or a large gathering in the ballroom, we can make your vision a reality. The ballroom features large windows on the north and west sides which give a spectacular view of the Millennium Garden, and natural area of the Plymouth Creek Park Reserve. It comes complete with tables and chairs for up to 312 people. A wooden dance floor, stage and video system complete the package of what you will want to enhance your day and wow your guests.

The Millennium Garden is a popular venue for wedding ceremonies due to its natural beauty and peaceful presence. Your guests will be in awe of this "natural oasis" in the middle of the city. The garden is available May through September and beautiful blooming plants and flowers vary with each visit. Only couples that are married in the garden are invited to purchase aisle bricks to share their special day with generations to come. The garden can accommodate up to 300 people in audience style seating. A sound system is included so guests can hear your vows, background music or musicians.

Enclosed you will find all the information you need to get started on your event planning journey. Please call us today to discuss the details and let us answer any questions you may have. We are extremely proud of Plymouth Community Center and Millennium Garden and we are confident it will be a beautiful backdrop to your wedding.

Sincerely,

Plymouth Community Center Staff



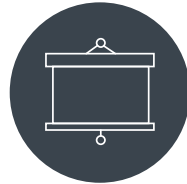
Plymouth
Community
Center

all inclusive

Let us handle these details for you.



Tables and Chairs,
Set Up and Takedown



Projector and Screen
Hookups for Laptop



Microphone for
Toasts and Speeches



Free Wifi



Built-in Bar



Free On-site Parking



capacity

BUFFET
250

PLATED
312

AUDIENCE
400



Plymouth Room

RATES

FULL PLYMOUTH ROOM DAILY RATE

Occupancy: 312

FRIDAY

10 a.m. to Midnight

Resident: \$900

Non-Resident: \$1,125

SATURDAY

10 a.m. to Midnight

Resident: \$1,250

Non-Resident: \$1,570

SUNDAY-THURSDAY

10 a.m. to 10 p.m.

Resident: \$700

Non-Resident: \$875

HALF PLYMOUTH ROOM HOURLY RATE (2-HOUR MINIMUM)

Occupancy: 128

SUNDAY-THURSDAY

8 a.m. to 9 p.m.

Resident: \$75

Non-Resident: \$95

FEE INCLUDES ROOM RENTAL

Set-up and takedown
of tables and chairs, a.v.
equipment.

SECURITY

For events with alcohol, we require
a Plymouth Police Officer on site.
The fee is \$60 per hour.
Please refer to Rental Policies.

DEPOSIT

A \$500 refundable damage
deposit is due 60 days prior
to rental



Residents may book their event 24 months in advance.

Non-residents may book their event 22 months in advance.



763-509-5280

Plymouth Community Center

plymouthmn.gov

14800 34th Avenue, Plymouth, Minnesota, 55447

All of us at the Plymouth Community Center are prepared to do whatever it takes to make your event a success. To aid in this, we ask that your contact person carefully read this material, share the information with your group, and abide by it. If you have any questions or concerns, feel free to contact us.

By signing our rental application form, the customer agrees to adhere to these rules & policies:

PRIORITY USAGE

Rentals and Events in the Event Wing can be booked 24 months in advance from the date for Plymouth residents and 22 months in advance from the date for Non-Plymouth residents.

RESERVATION POLICY

Rental reservations at the Plymouth Community Center are accepted on a space availability basis and may not be transferred or assigned to another user. The individual signing the Rental Contract is responsible for all fees assessed for the event.

Event Wing rentals require ½ of rental fees payable to the City of Plymouth to be paid at the time of booking. The remaining balance is due 60 days prior to the event date.

All groups using City facilities are required to provide adequate adult supervision. The adult supervisors are required to always remain with the group and are responsible for the group's conduct and compliance with all rules and regulations. Events that primarily involve participants 18 years of age and younger must have adult chaperones (21 or older) with a ratio of 20:1. Supervision problems will result in the cancellation of user privileges.

Resident fees apply to anyone who lives in Plymouth at the time the event is held. Residents may host events for their children, grandchildren, parents, or grandparents. Events held for siblings, cousins, nieces, nephews, uncles, aunts, or other more distant relatives who reside outside of Plymouth would incur non-resident fees and priority. Fees for corporate or church events are based on the location of the company or church (not individual employees or members). Civic groups must be comprised of 50% or more of Plymouth residents to qualify for the resident rates. Non-profit groups will be required to submit a MN tax exempt form (ST-3 or ST-17).

Tentative reservation holds in the Event Wing will be cancelled if the deposit is not received within one week of reservation request. The remaining account balance will be due 60 days prior to the event, or the reservation will be cancelled.

CANCELLATION POLICY

Rental fees are non-refundable. The City of Plymouth reserves the right to cancel the reservation if the full payment is not received 60 days prior to the event for the Event wing.

DAMAGE / CLEANING DEPOSIT

A damage/cleaning deposit is required for each rental. The deposit is due 60 days prior to the event. This deposit will be refunded within two weeks after the event if no problems or no damage was incurred. If the facility rental policies are not met, the damage/cleaning deposit will be forfeited. If necessary, additional fees for excess damage to the facility will be the responsibility of the renter.

FOOD AND BEVERAGE

The City of Plymouth has contracted with exclusive caterers for the Event Center to provide food and beverage for events/rentals held in the Event Wing.

- » Under no circumstances will the renter or anyone in their party be allowed to bring any food or beverages into the Event Wing.
- » Wedding cakes are allowed to be brought in from a licensed baker.
- » Edible guest favors must be individually wrapped.

EVENTS WITH ALCOHOL

Plymouth Community Center staff will arrange with the Plymouth Police Department for security when alcohol is served during an event.

- » An officer is required from the time the bar opens until all guests leave the building (minimum of three hours).
- » No alcoholic beverages will be allowed outside the rental area.
- » All alcoholic beverages must be served by the catering company from the bar. No bottles of alcoholic beverages can be left on guest/head tables.
- » Final service of alcoholic beverages shall be 30 minutes before the end of the rental. Last call should be announced 15 minutes prior to bar closing. Consumption of alcoholic beverages must cease at the conclusion of the rental.



SET-UP/DECORATION

All decorating is to be done by the renter or their designee.

All equipment for your event must be delivered and picked up during the rental reservation time. The rental group is responsible for any delivery charges and for informing all delivery personnel of the facility rental policies. The City of Plymouth is not responsible for rental items. The rental group is responsible for set-up and removal of all equipment and supplies brought in for the event including supervision of the contractors.

Affixing or draping anything from the walls, floor or ceilings is not permitted. Decorating in public areas (bathrooms, entrance, lobby, etc.) is not permitted unless prior approval is received from PCC staff.

Candles used for decoration must have flames contained (i.e. votive, hurricane candle, etc.). Open pillars and candlesticks are not permitted.

Balloons are allowed as long as they are fastened down. Any balloon removal from ceiling will be charged to damage deposit.

Confetti, glitter, bird seed, rice or other like items are strictly prohibited.

If you have additional concerns or questions, please check with the PCC staff.

MUSIC / AUDIO

Sound levels for bands and audio equipment will be controlled and maintained at a level set by building management, at a level appropriate for the room size. All music will cease at least 15 minutes prior to the end of the scheduled rental time. Entertainers are required to leave the building 30 minutes past rental end time to avoid additional rental time being charged against the room deposit.

LIABILITY/INSURANCE

The person reserving the room is responsible for the appropriate conduct of all the group members and guests, and for any loss, breakage, or damage to the rooms, equipment or other PCC property. The renter shall assume full responsibility for any damages not covered by the event deposit. The City of Plymouth is not liable for any loss, damage, injury, or illness by the users of the facilities in the PCC. Neither the City of Plymouth 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.

PARKING

All parking at the Plymouth Community Center is free. There are areas for handicapped parking near both entrances to the facility. Parking is allowed on 34th Avenue. City staff will provide information about parking for event staff, deliveries, contractors, and vehicles with equipment.

CITY POLICIES

- » The applicant and/or organization agrees to abide by the Nondiscrimination and Sexual Harassment and Sexual Violence Policies of the City of Plymouth and assumes all responsibility for damage or liability of any kind and further agrees to hold harmless the City from any liability or expense in connection with the use of the City facilities.
- » No person shall use tobacco products on City owned property, park facilities, open space or joint City/School District properties, except within the confines of a vehicle in a designated parking area.
- » Fire and safety regulations of the City of Plymouth and the State of Minnesota must be observed at all times.
- » Motorized vehicles or machines are not allowed on park property without City consent.
- » All persons attending an event on PCC property shall abide by the policies of the Plymouth Community Center. At their discretion, PCC staff, their authorized representative or a peace officer may:
 - » Order the removal of any offender.
 - » Order immediate removal of all alcoholic beverages from premises.
 - » Revoke the permit immediately and order all persons from the premises.
- » Violation of these rules may result in the loss of deposit (including additional charges for damages not covered by deposit) and denial of future use of Plymouth Community Center.
- » Under certain conditions, PCC staff may be forced to cancel a lease agreement prior to the event. Possible reasons for cancellation 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 canceled by PCC for any of the above reasons.

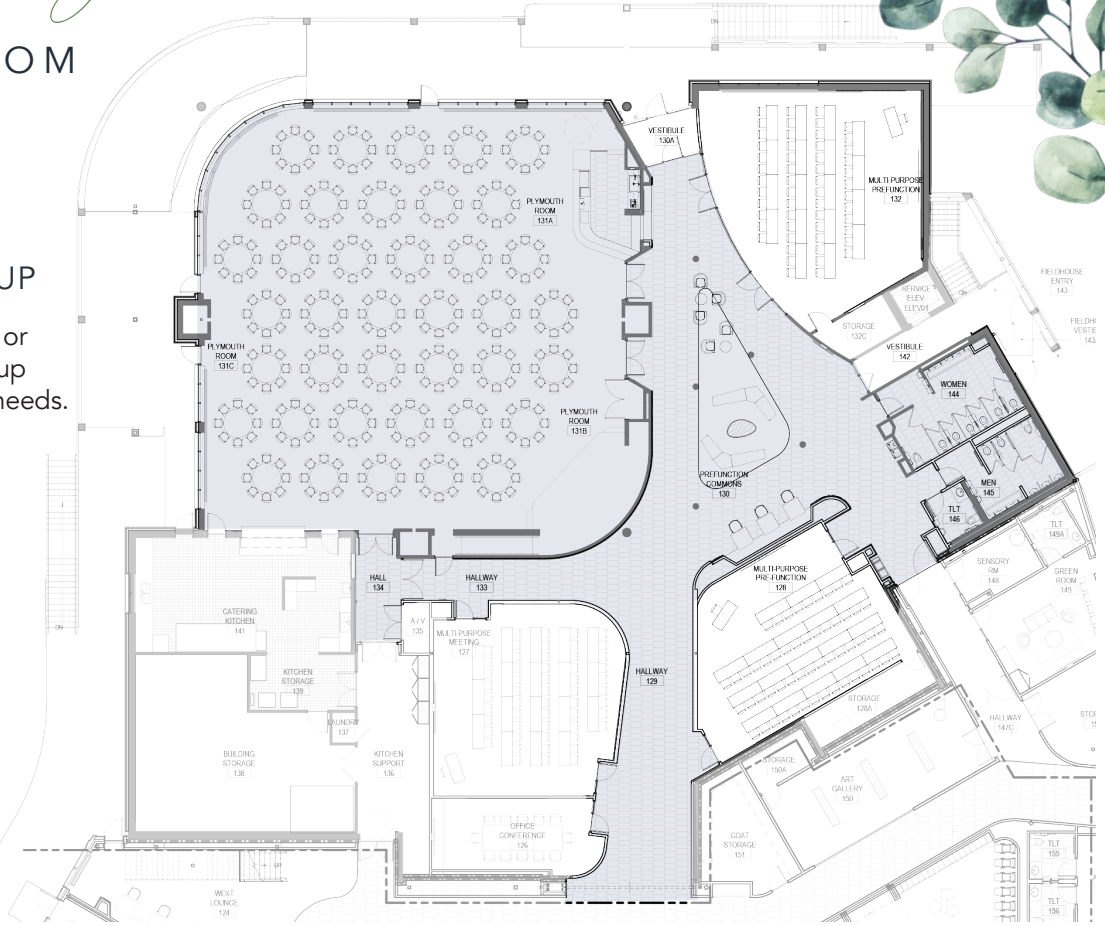
The use or rental of the Plymouth Community Center will be at the sole discretion of the City of Plymouth. Utmost prudence will be exercised in determining the usage of this facility. The City of Plymouth will be circumspect in our actions and in our management of the Plymouth Community Center. The City of Plymouth reserves the right to cancel or deny rental use of the facility if conditions merit. The Director of Parks and Recreation may make exceptions to these policies when it is in the best interest of the City.

seating arrangement

PLYMOUTH ROOM

TYPICAL ROOM SET UP

Your event may require more or less tables. Each event is set up according to your individual needs.



Green Room

RATES



HOURLY RATE
 Resident: \$70
 Non-Resident: \$75

Damage Deposit: \$100



application RENTAL AGREEMENT

Date of Event _____ Date of Application _____

RENTER INFORMATION (PLEASE PRINT CLEARLY):

Name of Applicant _____ Date of Birth _____

Address _____ City _____ State _____ Zip _____

Home Phone Number _____ Cell _____

Email _____

EVENT INFORMATION:

Estimated Attendance _____

Bride's Full Name _____ Groom's Full Name _____

ROOM REQUESTED FOR US:

- | | |
|--|---|
| <input type="radio"/> Full Plymouth Room | <input type="radio"/> Black Box Theater |
| <input type="radio"/> 1/2 Plymouth Room | <input type="radio"/> Aspen Room |
| <input type="radio"/> B | <input type="radio"/> Birch Room |
| <input type="radio"/> A/C (w/stage) | <input type="radio"/> Cedar Room |
| | <input type="radio"/> Main Conference Room |
| | <input type="radio"/> Lower Level Conference Room |

Start _____ a.m. / p.m. End _____ a.m. / p.m.

MILLENNIUM GARDEN:

Start _____ a.m. / p.m. End _____ a.m. / p.m.

GREEN ROOM (MAIN LEVEL):

Start _____ a.m. / p.m. End _____ a.m. / p.m.

GREEN ROOM (LOWER LEVEL):

Start _____ a.m. / p.m. End _____ a.m. / p.m.

CATERING AND BEVERAGES (outside food and beverages are not permitted in the PCC or Garden)

Will food be served at this event? Yes / No (must use PCC exclusive food and beverage provider)

Will alcohol be served at this event? Yes / No (must use PCC exclusive food and beverage provider)

Upon application approval, the City of Plymouth shall make available to the holder of the permit the Plymouth Community Center's facilities for use on the date specified, and shall provide custodial services, building supervision, and police services (if required). The City reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activities on City property. The City shall not be responsible for interruptions of the use of the described facilities for reasons beyond its control, and reserves the right to cancel this permit for reasons of public safety or convenience.

I (We) represent and agree that I (we) have read and understand the information regarding the use of the Plymouth Community Center, including cancellations procedures, liabilities and responsibilities assumed, times and curfews, and maximum room capacities. I (We) further understand that this is only an application for use which provides me (us) with no assumed or implied rights for use until written approval is received. I (We) further understand that fees paid are non-refundable in accordance with City policies recited in the Policy For Use of the Plymouth Community Center.

Specifically, and without limiting the generality of the foregoing, the holder of this permit agrees to save, defend and hold harmless the City for any damages to City personnel, facilities, equipment or other City property, or to the property and/or person of any third party resulting from the use authorized hereby. The City Hall not be liable for death or injury of any such person occurring as a result of the use of the facilities authorized hereby.

Signature of Applicant _____ Date _____

PCC accepts cash, checks or credit card. Please make checks payable to the Plymouth Community Center.



Millennium Garden

Imagine the scent of blooming flowers. Relax to the sound of water bubbling from the nearby fountains. Take a peaceful stroll down the brick walkway. Enjoy the greenery accentuated by the vibrant color of blossoms. Find a spot to relax, reflect and be refreshed. The perfect gathering place to host your next special occasions or celebration.

MILLENNIUM GARDEN (4-HOUR TIME BLOCK)
Occupancy: 300

FRIDAY, SATURDAY, SUNDAY

Resident: \$375

Non-Resident: 475

Damage Deposit: \$500

Police Officer must be on duty during events with alcohol (hourly): \$60

THE MILLENNIUM GARDEN

Located next to the Plymouth Community Center (PCC). The garden has flowers, ponds, waterfalls, a brick walkway, labyrinth, fountains and open green space all available for public enjoyment. The garden is available from May 1-September 30, weather permitting. Due to the changes in weather conditions, flowers/ foliage will look different from month to month, year to year. Although we cannot guarantee what will be blooming, we will do our best to make the garden beautiful.

DAILY RENTAL INFORMATION

This facility is a popular site for weddings, family celebrations, corporate picnics, etc. Garden rental includes the use of a sound system with a microphone. Electrical outlets are available throughout the garden. Rental price does not include chairs, tables or tents. All amenities and photo shoots for the event must be delivered, set-up, and taken down within the rental time. There is room for up to 300 chairs arranged audience style.

RENTAL TIMES

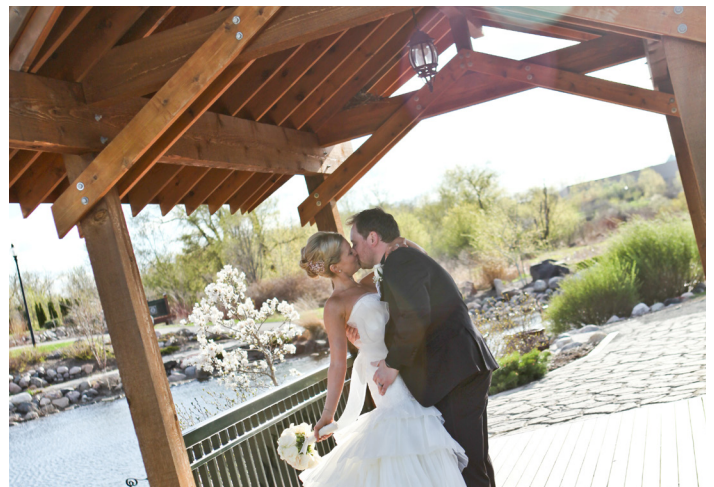
A four hour time block within the hours of 8am - 9pm. Depending on rental timing there can be up to three rentals a day.

RESIDENT REQUIREMENTS

Resident fees and priority apply to anyone who lives in Plymouth at the time the event is held. Residents may host events for their children, grandchildren, parents or grandparents.

PRIORITY

Residents and Plymouth groups/corporations may reserve the garden up to 24 months in advance, non-residents up to 22 months in advance.



RESERVATIONS

Tentative garden reservations can be held for up to one week. After that time, the application and non-refundable rental fee are due. Rental of the garden guarantees exclusive use of the main seating area and pergola (altar) for your event, however there may be other people walking on nearby trails.

WEDDING REHEARSALS

For wedding ceremonies, you are entitled to a free one-hour rehearsal on the Wednesday or Thursday prior to your wedding. Your rehearsal does not include indoor space. Rehearsal dinners in the garden will require normal rental fees.





SMOKING / TOBACCO / E-CIGARETTES POLICY

Plymouth Community Center and grounds have been designated a tobacco free area. This includes buildings, gardens, grounds and parking lots. Smoking is only permitted in personal vehicles.

CANCELLATION POLICY

A written notice is required to cancel. The garden rental fee is non-refundable.

FOOD & BEVERAGE

All food or beverage to accompany a garden event must be supplied by one of our exclusive caterers. Wine and champagne are permitted in the Garden. No other alcohol is allowed.

A Plymouth police officer must be present for all alcohol service. The officer will be arranged by PCC staff at a rate of \$60/hr with a 3 hour minimum.

DECORATING POLICIES

PCC staff must approve any decorating plans in advance. Due to environmental concerns, we do not allow throwing of fake flowers, rice, seeds, confetti or like material, or the releasing of balloons. We do not allow affixing of decorations with tape or similar adhesives. All decorations and flower petals must be set up and removed within the four hour rental time.



WEATHER POLICY

PCC staff reserves the right to cancel a ceremony if we have severe weather warnings, lightning or if we feel it may cause damage to PCC property. Otherwise, the decision to cancel is up to the renter.

- » If you are having your reception in the ballroom at PCC, and severe weather forces you to cancel your garden ceremony, you can move it inside, beginning at room rental time.
- » Changes in room layout are the responsibility of the renter. Guests may use table seating for ceremony in Plymouth Room.
- » If you have only rented the garden for your ceremony there is no indoor back-up unless rented prior to the event.

DRESSING ROOMS AND BATHROOMS

Green Room can be rented as a space for wedding parties to get ready. See Rental Rates sheet for fees.

CHAIRS, CANOPIES & TENTS

Chairs must be provided by American Affairs and additional fees apply. Tents and canopies must use weighted poles and be erected in the designated area. Pounding of stakes into the ground is prohibited due to the many underground electrical wires and irrigation lines. A tent permit must be obtained through the City.

PHOTOGRAPHY

Garden renters must limit photo shoots to their rental time. Professional photoshoots wishing to use garden space unrelated to a rental may do so at an annual fee of \$75 plus tax. Arrangements must be made in advance with PCC staff.

PARKING

Guest parking is available in our main PCC lot and on the north side of 34th Avenue. A service drive is available adjacent to the garden for supply drop-off.

caterers

Choose from one of our exclusive caterers.



A'BRITIN CATERING



612-339-0222



info@abritincatering.com



www.abritincatering.com

THE LOOKOUT CATERING



Contact: Brenda Kinnan 763-424-4365 x3



brenda@lookoutcatering.com



www.lookoutcatering.com

MEDINA ENTERTAINMENT CENTER



Medina Catering 763-478-6661



catering@medinaentertainment.com



www.medinaentertainment.com

