

All of us at the Plymouth Creek 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:

Rental Procedures

1. 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).
- In order to qualify for the resident rates for civic groups, at least 50% of the members must live in Plymouth.
- Groups claiming non-profit status will be required to submit a MN tax exempt form ST-3 or ST-17.

2. Monday-Wednesday: Plymouth residents and non-residents may reserve the Plymouth Room or Black Box Theater up to two months in advance of the event.

Thursday-Sunday: Plymouth residents may reserve the Full Plymouth Room or Black Box Theater up to 18 months in advance of the event. Non-residents may reserve up to 15 months.

3. Sunday – Saturday: Fireside Room, Meeting & Conference Rooms and parts of the Plymouth Room can be reserved up to two months in advance. Full rental and deposit are due at the time of reservation.

4. Tentative Plymouth Room reservations will be held up to one week until a non-refundable deposit equal to 50% of the base rental cost is received. The balance of rental and damage deposit (\$300) is due no later than thirty (30) days prior to the event date. Pending a post event facility review by PCC staff, the deposit will be refunded within fourteen days of the event, or applied to any balance.

5. Cancellation Policy:

- Full Plymouth Room reservation deposits and room rentals are non-refundable. A written notice is required to cancel.
- Fireside Room, Meeting & Conference Rooms, Black Box and parts of the Plymouth Room fees are refundable if cancellation is received fourteen (14) days or more prior to the date of the event.

6. Non-Profit Plymouth Civic Groups: One board meeting per month to be held in Conference Room 1 or 2 for up to two hours at \$10 per hour, Monday – Thursday before 9 p.m., is permitted. Additional hours may be rented at the Plymouth resident rate.

7. The renter may not sublet the facility, nor may the application be transferred or reassigned.

8. The kitchen is off limits to anyone other than the exclusive caterers and PCC employees.

General Rules

1. You may only use the room space that has been identified and approved on your contract.

2. Arrange activities to conclude at the closing time stated on the application. Additional charges will be assessed for time beyond your scheduled contract.

3. Plymouth Creek Center is a tobacco/e-cigarette/smoke-free building and grounds. Smoking is NOT permitted anywhere on the premises.

4. Permit holders may not charge admission to their event or sell merchandise unless approved by the PCC manager.

5. All persons attending an event on PCC property shall abide by the policies of the Plymouth Creek Center. At their discretion, PCC staff, their authorized representative or a peace officer may:

- a. Order the removal of any offender.
- b. Order immediate removal of all alcoholic beverages from premises.
- c. Revoke the permit immediately and order all persons from the premises.

6. Youth parties must be chaperoned at a ratio of 1 adult to 10 children. A list of designated chaperones must be submitted to the PCC, fourteen (14) days prior to the event. PCC reserves the right to assign additional staff or officers at the renter's expense when the size of the group and type of activity warrants it.

7. 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 Creek Center.

8. 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 of Plymouth 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.

Food and Beverage

To ensure high quality and consistent service, the City of Plymouth has contracted exclusive caterers as the food and beverage providers for events at the Plymouth Creek Center.

- Under no circumstances will the renter or anyone in their party be allowed to bring any food or beverages into the PCC.
- Wedding cakes are allowed to be brought in from a licensed baker.
- Any edible guest favors must be individually wrapped and preapproved by the PCC staff.

Events with Alcohol

1. Plymouth Creek Center staff will arrange with the Plymouth Police Department for security when alcohol is served during an event.
2. You must have an officer on duty from the time the bar opens until all guests leave the building (minimum of three hours). Refer to rate sheet for pricing.
3. 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.
4. Final service of alcoholic beverages shall be thirty (30) minutes before the end of the rental. Last call should be announced fifteen (15) minutes prior to bar closing. Consumption of alcoholic beverages must cease at the conclusion of the rental.

Set- Up/Decoration

1. Full Plymouth Room: Rental fee includes initial room set-up (tables & chairs), use of PA system (1 cordless microphone), and LCD projector and screen.

- Any room set-up changes that need to be made during the event (i.e. chairs/tables removed from dance floor) will be charged accordingly with a \$50 minimum.
 - Weekends: Everything should be out of the building 30 minutes after the event.
2. All decorating is to be done by the renter or their designee.
 3. Affixing or draping anything from the walls, floor or ceilings is not permitted.
 4. Decorating in public areas (bathrooms, entrance, lobby, etc.) is not permitted unless prior approval is received from PCC staff.
 5. Candles used for decoration must have flames contained (i.e. votive, hurricane candle, etc). Open pillars and candlesticks are not permitted.
 6. Balloons are allowed as long as they are fastened down. Any balloon removal from ceiling will be charged to damage deposit.
 7. Confetti, glitter, bird seed, rice or other like items are strictly prohibited.

Music/Audio/Entertainers

1. Sound levels for bands and audio equipment will be controlled and maintained by management, at a level appropriate for the room size.
2. All music will cease at least fifteen (15) minutes prior to end of scheduled rental time.
3. 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

1. 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.
2. 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 Creek Center is free. The parking lot has 300 spaces. Spaces directly in front of the building are reserved for handicap parking. Parking is allowed on 34th Avenue.