



# 2018 FEE SCHEDULE

**Civic Center Banquet Rooms are available to rent during the following hours:**

**Monday – Thursday** 4:30 pm – 10:00 pm

**Friday** 4:00 pm – midnight

**Saturday** 8:00 am – midnight

**Sunday** 1:00 pm – 10:00 pm

For more information, please contact the Facility Coordinator at (763) 767-6522 or [civiccenter@coonrapidsmn.gov](mailto:civiccenter@coonrapidsmn.gov)

<b>Banquet Facility</b> (Seats up to 230 banquet style or 260 auditorium style) <i>Includes: Civic Rooms A, B, &amp; C, Kitchen &amp; Outdoor Patio</i>	<b>Mon–Thurs</b> 4 hour rental 4:00 – 10:00 PM	<b>Friday*</b> 9 hour rental 12 PM–1 AM	<b>Saturday*</b> 17 hour rental 8 AM -1AM	<b>Sunday</b> 4 hour rental 12:00 – 10:00 PM
Coon Rapids Civic, Athletic or Public	\$360	\$385	\$895	\$280
Coon Rapids Resident, Non Profit or Business	\$430	\$1,470**	\$1,700**	\$280
Non-Resident	\$460	\$1,730**	\$1,975**	\$340
<b>Additional Charges that may apply:</b>				
• <b>Additional hourly rate</b>	N/A	\$80	N/A	\$75
• <b>If serving alcohol add:</b>	\$150	\$300	\$300	\$150
• <b>Auditorium style set-up add:</b>	\$110	\$110	\$110	\$110
Damage Deposit	\$500	\$500	\$500	\$500

\*Banquet Facility cannot be split up on Fridays and Saturdays until 6 months prior to event date.

<b>All Banquet Facility Rentals Include:</b>	<b>**The Friday &amp; Saturday Banquet** Facility Package includes the following:</b>
<ul style="list-style-type: none"> <li>Set up and take down of up to: 29 - 60” round tables 9 - 8-foot tables 3 - 6-foot tables, 18 - 5’ x 1-1/2’ tables 19 card tables 230 chairs.</li> <li>Use of the Gazebo and Patio area</li> </ul>	<ul style="list-style-type: none"> <li>Two (2) “Dressing Rooms”</li> <li>Easel</li> <li>Projection Screen</li> <li>Projector</li> <li>Microphone</li> </ul>

<b>Gazebo</b> Chair rental separate – see page 4 for fees	<b>Monday – Thursday</b> 2 hour rental 4:30-10:00 PM	<b>Friday – Saturday</b> 4 hour rental 8:00 AM – 10:00 PM	<b>Sunday</b> 4 hour rental 12:00 PM – 10:00 PM
Residents/Non-Residents	\$50	\$100	\$100

<b>Civic Rooms A, B &amp; C</b> (Seats up to 230 banquet style or 260 auditorium style)	<b>Mon–Thurs</b> 4 hour rental 4:30 – 10:00 PM	<b>Friday*</b> 9 hour rental 4 PM–1 AM	<b>Saturday*</b> 13 hour rental 8 AM -1 AM	<b>Sunday</b> 4 hour rental 12 PM – 10 PM
Coon Rapids Civic, Athletic or Public	\$270	\$290	\$800	\$190
Coon Rapids Resident, Non Profit or Business	\$340	\$570	\$800	\$190
Non-Resident	\$400	\$680	\$925	\$250
<b>Additional Charges that may apply:</b>				
• Additional hourly rate add:	\$90/hour	\$90/hour	\$95/hour	\$90/hour
• Kitchen rental add:	\$90	\$90	\$95	\$90
• Auditorium style set-up add:	\$120	\$120	\$120	\$120
Damage Deposit	\$500	\$500	\$500	\$500

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<b>Civic Room A &amp; B</b> (Seats up to 160 banquet style or 200 auditorium style)	<b>Mon–Thurs</b> 4 hour rental 4:30 – 10:00 AM	<b>Friday*</b> 9 hour rental 4 PM–1:00 AM	<b>Saturday*</b> 13 hour rental 8 AM -1:00 AM	<b>Sunday</b> 4 hour rental 12 PM – 10 PM
Coon Rapids Civic, Athletic or Public	\$120	\$200	\$660	\$140
Coon Rapids Resident, Non Profit or Business	\$215	\$480	\$660	\$140
Non-Resident	\$265	\$570	\$760	\$190
<b>Additional Charges that may apply:</b>				
• Additional hourly rate add:	\$80/hour	\$80/hour	\$90/hour	\$40/hour
• Kitchen rental add:	\$90	\$90	\$95	\$90
• Auditorium style set-up add:	\$120	\$120	\$120	\$120
Damage Deposit	\$250	\$250	\$250	\$250

\*Banquet Facility cannot be split up until 6 months prior to event date.

<b>Civic Room A or B</b> (Seats up to 80 banquet style or 100 auditorium style)	<b>Mon–Thurs</b> 4 hour rental 4:30 – 10:00 PM	<b>Friday*</b> 9 hour rental 4 PM–1:00 AM	<b>Saturday*</b> 13 hour rental 8 AM -1:00 AM	<b>Sunday</b> 4 hour rental 12 PM – 10 PM
Coon Rapids Civic, Athletic or Public	\$60	\$100	\$330	\$70
Coon Rapids Resident, Non Profit or Business	\$110	\$240	\$330	\$70
Non-Resident	\$130	\$285	\$380	\$95
<b>Additional Charges that may apply:</b>				
• Additional hourly rate add:	\$35/hour	\$40/hour	\$45/hour	\$20/hour
• Kitchen rental add:	\$90	\$90	\$95	\$90
• Auditorium style set-up add:	\$60	\$60	\$60	\$60
Damage Deposit	\$175	\$175	\$175	\$175

\*Banquet Facility cannot be split up until 6 months prior to event date.

<b>Civic Room C</b> (Seats up to 60 banquet or auditorium style and up to 34 classroom style)	<b>Mon–Thurs</b> 4 hour rental 4:30 – 10:00 PM	<b>Friday*</b> 8 hour rental 4 PM–12 AM	<b>Saturday*</b> 12 hour rental 8 AM -12 AM	<b>Sunday</b> 4 hour rental 12:00 – 10:00 PM
Coon Rapids Civic, Athletic or Public	\$50	\$90	\$140	\$50
Coon Rapids Resident, Non Profit or Business	\$90	\$120	\$140	\$50
Non-Resident	\$110	\$140	\$165	\$60
<b>Additional Charges that may apply:</b>				
• Additional hourly rate add:	\$30/hour	\$40/hour	\$55/hour	\$12/hour
• Auditorium style set-up add:	\$60	\$60	\$60	\$60
Damage Deposit	\$75	\$75	\$75	\$75

\*Banquet Facility cannot be split up until 6 months prior to event date.

<b>Security Officer</b> Serving Alcohol or Teen Dance/Music Party	<b>Monday – Thursday</b>	<b>Friday – Saturday</b>	<b>Sunday</b>
Residents/Non-Residents	\$165	\$330	\$165

*The following smaller rooms are available to rent only during these hours:*

**Monday – Thursday** 4:30 pm – 10:00 pm

**Friday** 4:00 pm – 10:00 pm

**Saturday** 8:00 am – 10:00 pm

**Sunday** 8:00 am – 10:00 pm

<b>Arts &amp; Crafts Room</b> (Seats up to 35) <b>Conference Room</b> (Seats up to 14) <b>Recreation Room</b> (Seats up to 15)	<b>Monday – Thursday</b> 4:30PM – 10:00 PM 4 Hour Rental	<b>Friday 4:00 PM – 10:00 PM</b> <b>Saturday - Sunday</b> 12:00 PM – 10:00 PM 4 Hour Rental
Coon Rapids Civic, Athletic or Public • <i>Additional hourly rate</i>	No charge up to 8 hours/month \$15/hour	No charge up to 8 hours/month \$15/hour
CR Resident, Non Profit or Business • <i>Additional hourly rate</i>	\$45 for first 4 hours \$15/hour	\$70 for first 4 hours \$15/hour
Non-Resident • <i>Additional hourly rate</i>	\$70 for first 4 hours \$15/hour	\$90 for first 4 hours \$15/hour
Damage Deposit	\$50	\$50

## EQUIPMENT RENTAL RATES (including sales tax):

- Candle Votives \$ .50/each; replacement cost \$2.00/item
- Coffee Maker\* \$10
- Coffee Servers \$3.00/item; replacement cost \$15.00/item
- Coffee Cups & Saucers \$0.50/item; replacement cost \$5.00/item
- Goblets \$0.50/item; replacement cost \$5.00/item
- Microphone\* \$10
- Mirror Squares \$1.00/each; replacement cost \$5.00/item
- Outdoor Gas Grill \$20
- Outdoor Wedding Chairs \$1.65/\$2.75 each plus delivery/pickup
- Place Setting - Plate and 3-Piece Flatware \$1.50/place setting
- Additional Plate \$0.50/each
- Projector (bring your own laptop & cable) \$50
- Portable Speaker System \$25
- Punch Bowls \$5.00/each; replacement cost \$40.00/item
- Salt and Pepper Shakers \$1.50/set; replacement cost \$4.00/set
- TV/VCR/DVD\* \$5
- Tri-Pod Easel\* \$5
- Water Pitcher \$1.00/item; replacement cost \$5.00/item
- White Board Easel\* \$5
- Wedding Backdrop (Indoor) \$100

\*Civic, Athletic and Government entities exempt.

## LINEN RENTAL RATES (including sales tax):

- **Tablecloths** (round, 8-foot, 6-foot, or card) \$4.50 each  
Tablecloths are available in White, Ivory, or Black, are not ironed, and are to be installed by the renter.
- **Napkins** \$ .50 each  
Napkins are available in a variety of colors
- **Banquet Décor Package** \$6.75/chair (includes installation, delivery/takeaway)  
Banquet décor Package includes the following:  
90" Round Tablecloths in White, Ivory or Black  
Chair Covers & Sash (Chair covers are available in White, Ivory and Black  
Satin Runners (runners and sashes are available in a variety of colors)  
Cake Table skirting and décor  
Head Table skirting and décor for up to 3 8' tables  
Napkins are rented separately
- **Head Table Backdrop 10', 16', 26' and 35'** Starting at \$235 (includes installation and removal)
- **Ceiling Drape**
  - Banquet Room** \$550.00 (includes installation and removal)
  - Civic Rooms A & B** \$500.00 (includes installation and removal)
  - Civic Room A or B** \$275.00 (includes installation and removal)

For more information, please contact the Facility Coordinator at (763) 767-6522 or [civiccenter@coonrapidsmn.gov](mailto:civiccenter@coonrapidsmn.gov)

Prices subject to change. Please contact us for current pricing.

(11/8/2017)