



Rental User Guide

THANK YOU

for your interest in renting space at the Hopkins Pavilion. The Hopkins Pavilion hosts an arena floor that can accommodate up to 2500 people and is used for a multitude of activities based on the season. The Pavilion is located next to Central Park, which offers amenities for softball, baseball, basketball, volleyball, tennis, and playground equipment.

Ice (September-February)

During the fall and winter months we operate as an indoor ice arena open for rental for hockey, broomball, figure skating, and other ice events.

Turf (March-May)

During the spring, artificial turf is installed and is available for indoor soccer, lacrosse, rugby and other turf sports. We have hosted events such as dog shows, baseball card shows, and charitable fundraisers.

Dry Floor (May-August)

During the summer organizations or individuals may rent the concrete arena floor for events like large group picnics, company functions, family parties, or any other type of event which may need a large covered space.

Room Rentals

In our mezzanine we have a multi-purpose area, meeting rooms and a conference room for smaller gatherings and activities. All of these rental opportunities are open for use by any individual resident or non-resident, or any non-profit or profit organization.

Please review the contents of this packet for more information on the Pavilion and its amenities. Please contact us with any questions you may have.

Thanks, Pavilion Management & Staff

Hopkins Pavilion
11000 Excelsior Blvd. Hopkins, MN 55343
Phone (952) 939-1410 Fax (952) 979-0446
Email: pavilion@hopkinsmn.com
www.hopkinspavilion.com

HOW TO MAKE A RESERVATION

1. Read through the contents of this packet to make sure the Pavilion will meet your rental needs. If you are unsure if the Pavilion will be a suitable facility for your activity please give us a call and we can help determine the right type of facility for your activity and recommend a suitable facility if we can't meet your needs.
2. Fill out the Rental Request Form and mail, email, fax or drop off to the Hopkins Pavilion (see contact info on front cover). We will send you an invoice/schedule confirmation and a contract. Please sign the first page of the contract and return with payment.

Payment Policy:

The Hopkins Pavilion will accept payment in the form of cash, credit card (Master Card or Visa), or check. Reservation requests will only be booked after a signed rental agreement and full payment have been received. In cases where only a deposit is asked for to hold a reservation credit card information is needed. In case of a cancellation outside of the terms of the cancellation policy a cancellation fee of 20% of the rental fee will be charged to the credit card provided. A rental deposit and/or damage deposit may be required and requested at the discretion of Pavilion Staff. Full Payment must be paid prior to the date and/or time of the rental or as stated in an invoice or agreement.

Cancellation Policy:

A seventy two (72) hour notice of cancellation is to be given prior to the start date and time of an hourly Pavilion rental to receive a full refund. A seven (7) day notice of cancellation is to be given for a full day (event) rental(s) of the Pavilion to receive a full refund. A cancellation fee of 20% of the rental fees will be charged if the cancellation occurs after the cancellation deadlines but prior to the start of the rental.

If No Notice of Cancellation is received prior to the start of a rental full payment of rentals fees may be accessed and charged to the credit card provided by renters or no refunds may be given for rentals that have been paid in full at the discretion of Pavilion Management:

READ THIS!!!!

- Individuals/Organizations are responsible for their own set-up, take-down, clean-up.
- Individuals/Organizations are responsible for supplying their own equipment as needed. Some equipment can be provided at low or no cost; but is on a first come first served basis. Additional charges and rates for services and equipment may be negotiated as part of the rental agreement. (SEE: Extra Services And Equipment)
- Pavilion Management may require security personnel as part of any Pavilion rental.
- Dry floor rental rates provide for one Pavilion staff person to be available during rental. Management may require additional staffing depending on scope of rental.
- Pavilion Management may ask for a damage deposit to be posted, proof of insurance, approval of any advertising of your rental, or a complete written detailed description of the rental as part of the rental agreement. The City of Hopkins and its agents reserves the right to cancel any reservation prior to execution of the rental agreement.
- Insurance is recommended for all rentals at the Hopkins Pavilion. Ask about our affordable insurance plan TULIP: Tenant User Liability Insurance Program.

PAVILION ICE RATES

The Hopkins Pavilion rents ice at prime and non-prime hours with a 1-hour minimum.

PRIME (Mon-Fri 2pm-10pm & Sat-Sun 7am-10pm)

Hourly Rate - **\$185** or w/tax **\$198.46**

½ Hour Rate - **\$92.5** or w/tax **\$99.23**

NON-PRIME (all other hours)

Hourly Rate - **\$130** or w/tax **\$139.47**

½ Hour Rate - **\$65** or w/tax **\$69.73**

PAVILION TURF RATES

The arena floor is covered in turf from March-May. One hour minimum.

PRIME (before 10pm)

Hourly Rate - **\$85** or with tax **\$91.18**

½-Hour Rate - **\$42.5** or w/tax **\$45.59**

NON-PRIME (after 10pm)

Hourly Rate - **\$75** or with tax **\$80.46**

½-Hour Rate **\$37.5** or w/tax **\$40.23**

PAVILION DRY FLOOR RATES

The arena floor of the Pavilion is 85 ft. x 200 ft. with 8 overhead doors which can open to create an open-air pavilion. Tax is not included in the costs listed below.

HOURLY RATE- \$55 or with tax \$59

DAILY RATE- Eight hour maximum, available for rental 24 hours a day.

Resident/Non-Profit Events or Organizations

Under 100 Participants	\$325	\$250 for each additional day	\$30 for each additional hour
100-500	\$450	\$375 for each additional day	\$35 for each additional hour
500 & Up	\$575	\$525 for each additional day	\$40 for each additional hour

Profit Events-Events or activities that have direct or indirect monetary exchanges

Under 100 Participants	\$450	\$375 for each additional day	\$35 for each additional hour
100-500	\$575	\$400 for each additional day	\$40 for each additional hour
500 & Up	\$700	\$500 for each additional day	\$45 for each additional hour

PAVILION ROOM DESCRIPTIONS AND RATES

The rooms are listed from smallest to the largest. All of the rooms contain white boards and projection screens; other amenities will vary from room to room. The following is a list of equipment available upon request; some additional charges may be applied for equipment use. Equipment is on a first request first use basis.

Television with VCR/DVD _____ no charge	Overhead Projector _____ \$5.00
Lecture/Podium _____ no charge	Multi-media Projector _____ \$20.00
Coat Rack _____ no charge	Flip Chart with paper _____ \$5.00
Refrigerator (6 cu.ft.) _____ \$10.00	Food Warmer (6 cu.ft.) _____ \$10.00
Display Easel(s) _____ \$3.00 each	

Conference Room (160 square feet): Perfect for small meetings of up to 10, the room is 10' x 16'

Rental Rates for the conference room:

Hourly	\$5	1 hour minimum, time may be scheduled by the ½ hour
Daily	No Day Rate	

Room 203A (320 square feet): *Meeting/Party/Classroom* -The room is 16' x 20', with windows overlooking Central Park. Amenities include a counter with a sink.

Capacities of Room Set-ups:

U-Shape Meeting _____	10-14 people
Rectangle Meeting _____	12-16
Classroom _____	8-12
Lecture _____	up to 20
Reception/Dining _____	12-18

Room Rental Rates for room 203A:

Hourly	\$10	1 hour minimum, time may be scheduled by the ½ hour
Daily	No Day Rate	

Room 201 (572 square feet): *Meeting/Party/Classroom* -Used for a variety of activities for groups up to 35 depending on room set-up. The rooms are 22' x 26'. Amenities include a wall mounted television VCR/DVD player and countertops.

Capacities of Room Set-ups:

U-Shape Meeting _____	14-18 people
Rectangle Meeting _____	16-20
Classroom _____	20-26
Lecture _____	up to 35
Party/Small Group Meeting or Dining _____	20-25

Rental Rates for room 201:

Hourly	\$15	1 hour minimum, time may be scheduled by the ½ hour
Daily	\$90	8 hour maximum, \$15/hr. additional hours

Rooms 202 (572 square feet): Meeting/Party/Classroom-Used for a variety of activities for groups up to 35 depending on room set-up. The rooms are 22' x 26'. Amenities include a wall mounted television VCR/DVD player and countertops with a sink.

Capacities of Room Set-ups:

U-Shape Meeting _____ 14-18 people
 Rectangle Meeting _____ 16-20
 Classroom _____ 20-26
 Lecture _____ up to 35
 Party/Small Group Meeting or Dining _____ 20-25

Rental Rates for room 202:

Hourly	\$15	1 hour minimum, time may be scheduled by the ½ hour
Daily	\$90	8 hour maximum, \$15/hr. additional hours

Room 203B (816 square feet): Meeting/Party/Classroom -The room is 24' x 34', with windows overlooking the arena floor and Central Park.

Capacities of Room Set-ups:

U-Shape Meeting _____ 18-24 people
 Rectangle Meeting _____ 24-30
 Classroom _____ 30-45
 Lecture _____ up to 70
 Reception/Dining _____ 35-50

Room Rental Rates for room 203:

Hourly	\$18	1 hour minimum, time may be scheduled by the ½ hour
Daily	\$108	8 hour maximum, \$18/hr. additional hours

Multi-purpose (1,136 Square feet) Room's 203A & B Combined:

Meeting/Party/Classroom –When the partition wall dividing rooms 203A and 203B is open the room becomes the largest the Pavilion has to offer. Windows overlook the arena floor and Central Park.

Capacities of Room Set-ups:

U-Shape Meeting _____ 24-36 people
 Rectangle Meeting _____ 30-45
 Classroom _____ 45-60
 Lecture _____ up to 90
 Reception/Dining _____ 50-80

Room Rental Rates for Multi-purpose

Hourly	\$25	1 hour minimum, time may be scheduled by the ½ hour
Daily	\$150	8 hour maximum, \$25/hr. additional hours

Concession Stand

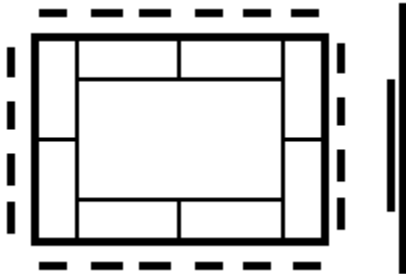
Food Preparation – This space is 14' x 30' or 422 sq. ft. Amenities include a freezer, 2 pop coolers, 6 cubic foot refrigerator, 2 microwaves, 2 pizza ovens.

Room Rental Rates for Concession Stand \$45/day, no hourly rate available.

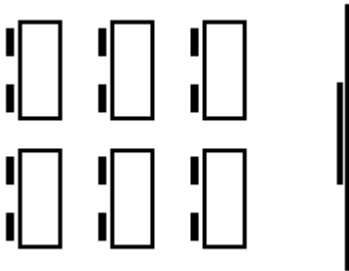
Room Set-up Lay out Descriptions

Please Note: The following room set-up layouts are just guidelines and can be modified to meet the needs of events. Please use the description titles when applicable when indicating the set-ups on the “Room Rental Reservation & Agreement Form”.

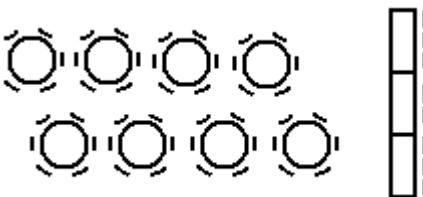
Rectangle Meeting - Multiple configurations possible fit design to the number of attendees expected.



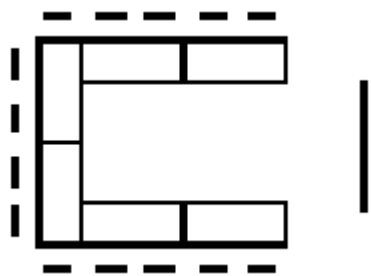
Classroom- Chairs usually facing the white board or front of the room.



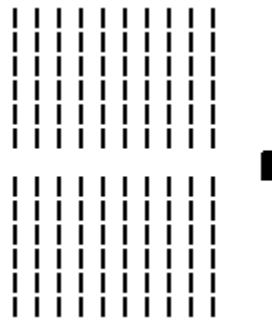
Reception/Dining- A combination of round and rectangle tables can be used. Also the head table may not be needed for all events. Arrange the design according to the needs and attendance of the event.



U-Shape Meeting - Usually the open end of the u-shape faces the white board.



Lecture - Multiple row configurations possible, try not to make rows of ten or more chairs with out making an aisle for easier access.



Party/Small Group Meeting Or Dining- When rectangle tables are butted side to side or end to end to make a larger table and seating is around outside.



EXTRA SERVICES AND EQUIPMENT

The following services and equipment is available at low or no cost and can be added as part of your rental agreement. Pavilion Management must approve the addition of any of the services listed below to rental agreement and may decline to provide services depending on the scope of the renters needs. All costs and service fees are subject to change and can be increased or decreased according to the function and scope of rental. All equipment is available on a first come first served basis.

- **Additional Electrical Service** can be supplied in the arena for trade shows, amusement games, rides, etc.

Set up & take down of electrical equipment supply box	\$10 one time charge
Set up, take down, and use of additional outlet boxes	\$2 per box/per day

- **Tables & Chairs** will be provided free of charge for all room rentals. Arena rentals will receive 20 tables and 45 chairs free of charge.

Extra tables	\$3/per table
Extra chairs	\$1/per chair

- **Equipment Rental** if needed in addition to those available for free use. Pavilion staff would arrange for rental, delivery, setup, take down, and return of any rental equipment. All you have to do is provide in writing a detailed list of equipment needed. A 20% service fee would be added to the cost of the equipment rental and added to the total cost of your rental. Pavilion staff would provide you a cost estimate prior to the execution of the rental agreement.

Equipment Rental: tables, chairs, games, rides, sound equipment, etc.	20% service fee would be added to the total cost of the equipment
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- **Event Staffing or Security**, Pavilion staff would arrange for the labor to setup and take down equipment & decorations. Additional staff can also be provided to work during the rental if requested. Staff would work with event organizer to ensure setup arrangement is correct. Event security may also be arranged through Pavilion Management if required or requested. Pavilion staff would provide you a cost estimate prior to the execution of the rental agreement

Event Staffing	\$50.00 per person/per hour
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- **Building Modifications**, limited modifications can be made in the arena; the arena glass can be partially or fully removed, some board sections can be removed at each end of the arena, and indoor turf can be reinstalled for events or activities during the summer.

The cost for modifications varies. Estimates can be provided upon request.
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- **Administrative Services**, services like ticket sales, event or activity registration, or event promotions can be provided. The Pavilion can be a site where your activity or event participants can register or purchase a ticket. A 10% service fee of total registrations or ticket sales received at the Pavilion would be added to your rental agreement. Staff can also make arrangements to promote/advertise your activity or event.

Registration/Ticket Sales	10% of total sales received at the Pavilion
Activity/Event Promotion	Costs vary according to type & amount of promotion

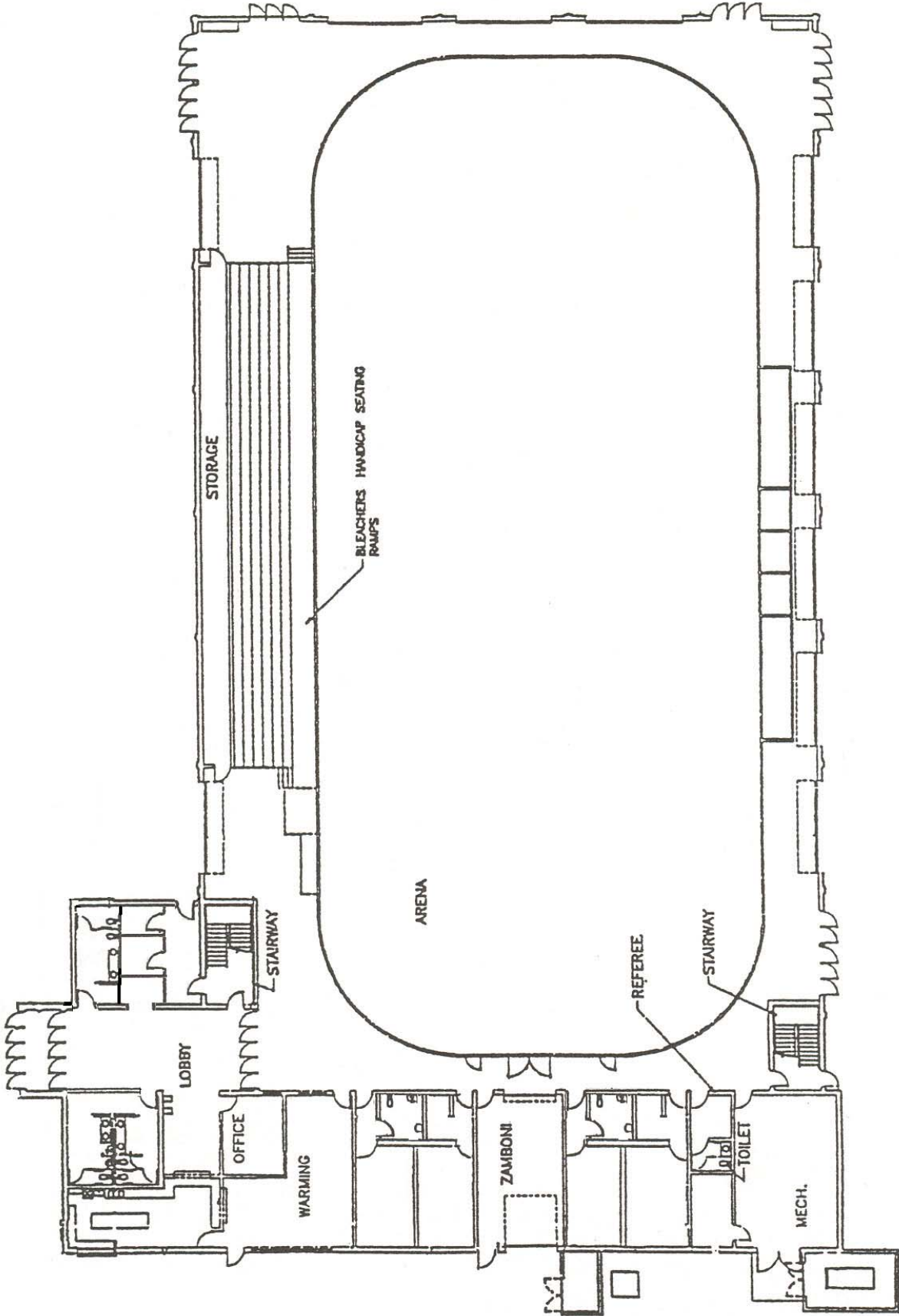
USE OF SPACE RULES & REGULATIONS

1. **CHARGES.** The basic rental charge shall include use of the Hopkins Pavilion as specified in Rate Policy. Additional Charges may be incurred due to additional services provided, alcohol service, or Pavilion equipment rental
2. **PAYMENT.** The Renting Organization/Individual agrees that all charges will be paid to the Hopkins Pavilion as stated in the Payment Policy. Complete payment is due by the date indicated on the rental agreement.
3. **LIABILITY INSURANCE.** The Renting Organization/Individual will sign a waiver of liability as a part of the Rental Agreement. Policies including but not limited to the Hopkins Pavilion Liquor Policy and Catering Guidelines may require the Renting Organization/Individual to provide a copy of the certificate of insurance as proof of liability coverage.
4. **ROOM DEPOSIT/DAMAGE DEPOSIT.** The Hopkins Pavilion reserves the right to require a room deposit/damage deposit for the use of the space in the Hopkins Pavilion. This deposit will be returned to you on the next business day if the renting organization/individual complies with the guidelines outlined in this rental guide and does not exceed the hours on your rental agreement. If damages are incurred, the renting organization/individual agrees to fully reimburse the Hopkins Pavilion upon demand. This includes any and all damages to, including the loss of, the building, furniture, equipment, fixtures, grounds, or any other property, real or personal, owned, used or operated by the Hopkins Pavilion, due to any act or omission of the members, representatives, employees, patrons, invitee or guests of the Renting Organization/Individual. If a room deposit/damage deposit is required, it will be requested at the time of booking. If no damages are incurred, the damage deposit will be released the next business day.
5. **CANCELLATION.** The Renting Organization/Individual agrees and understands that, in the event of a cancellation; thirty (30) day notice must be given in order for the rental deposit and damage deposit to be returned.
6. **LIQUOR POLICY.** The Renting Organization/Individual shall not sell, serve, or allow alcoholic beverages of any kind to be sold, brought into, or served upon the premises except as permitted by the Hopkins Pavilion Liquor Policy.
7. **CATERING.** The Renting Organization/Individual shall not sell, serve, or allow food of any kind to be sold, brought into or served upon the premises except as permitted by the Hopkins Pavilion Catering Policy.
8. **DECORATIONS.** All decorations must meet the approval of Pavilion staff. All decorations must be put up without defacing the building. All decorations must meet fire code regulations. Candles must be enclosed in glass.
9. **SPECIAL SET UP.** Special set up shall be done at the Renting Organization's/Individual's expense, under the supervision of and subject to the approval of the Hopkins Pavilion and shall be furnished and paid for by the Renting Organization/Individual.
10. **CLEAN UP.** The Renting Organization/Individual shall clear all areas after use, unless otherwise approved by the Pavilion Management. The Hopkins Pavilion and the City of Hopkins are not responsible for any items left beyond the contracted rental period. The

Renting Organization/Individual shall also leave all areas in a reasonably clean and orderly condition at the end of the term of this agreement. If areas are not cleared and/or cleaned within the contracted time period, the Hopkins Pavilion and the City of Hopkins will employ a crew for this purpose and bill the Renting Organization/Individual.

11. **ADVERTISING.** You must have written approval to use the Hopkins Pavilion name and/or image in your advertising. Send or fax copies of all advertising materials to the Pavilion before going to print. Please state our complete name, "Hopkins Pavilion," when making first reference. Subsequent references should refer to us as "Pavilion."
12. **BROADCASTS.** All broadcasts, telecasts, tape recorders, films, etc. in the Hopkins Pavilion shall have prior written consent from the participants and the Hopkins Pavilion.
13. **CONCESSIONS.** The Renting Organization/Individual shall not sell, serve, or allow cigarettes, cigars, beverages, liquor, food, gum, and refreshments of any kind to be sold, brought into or served upon the premises except as permitted by the Hopkins Pavilion. The Hopkins Pavilion must approve all concessions menus.
14. **CONDUCT.** The renting Organization/Individual is responsible for the conduct of its guests, representatives, members, participants, and workers while on site.
15. **LOADING – UNLOADING.** Equipment must be brought in through the North side overhead door, the southeast overhead door, or main entrance doors. Vehicles must be moved when unloading and loading is complete. Vehicles will be towed at Renters expense, if parked in loading zone area or in assigned parking spaces. Driving or parking on the sidewalk is not allowed.
16. **CITY, COUNTY, STATE AND FEDERAL LAWS.** The Renting Organization/Individual in conduction of any performance, public or private meeting or in giving any lecture, concert, class, or other event shall conform to, comply with and abide by all laws of the United States and the State of Minnesota, the rules and regulations of all Federal and State Boards and Bureaus, the ordinances of Hennepin County, the City of Hopkins and the regulations of the Fire Departments, Board of Health, and Police Department.
17. **INDEMNIFICATION, HOLD HARMLESS, DEFENSE.** I understand that my use of the Hopkins Pavilion is voluntary and that I am using it for my benefit only. I agree that my use of the Hopkins Pavilion facility is undertaken at my own risk and that the Hopkins Pavilion and the City of Hopkins will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my organization, or guests of my event due to the negligence of members of my organization, guests of my event, or the negligence of third parties. On behalf of myself and the organization that I represent, I expressly forever release and discharge the Hopkins Pavilion, the City of Hopkins, its agents or employees, from any such claims, injuries, or damages. I also agree to defend, indemnify and hold harmless the Hopkins Pavilion and the City of Hopkins from any claims, injuries or damages of whatever nature arising out of or connected with my use of the Hopkins Pavilion. I also agree to reimburse the Hopkins Pavilion for any damage, breakage, maintenance, and theft of equipment beyond the damage deposit figure if so warranted.
18. **SUBCONTRACTING.** Renters may not subcontract any space in the Hopkins Pavilion.
19. **FIRE INSURANCE.** The Renting Organization/Individual shall not transact or allow the transaction of any business on the premise or keep thereon anything, which will increase the rate of fire insurance on the building or conflict with the provisions of the insurance policies on the building or any part thereof.

MAIN
LEVEL



UPPER LEVEL (MEZZANINE)

