



## Exhibit A: Facility Rental - General Guidelines

We appreciate you selecting the Lake Waconia Event Center (LWEC) for your event. To clearly communicate the procedures & guidelines for the rental of the facility it is a required of the permit holder to review the language below in its entirety. It is recommended that some of the information below is provided to the vendor(s) the Permittee will contract with.

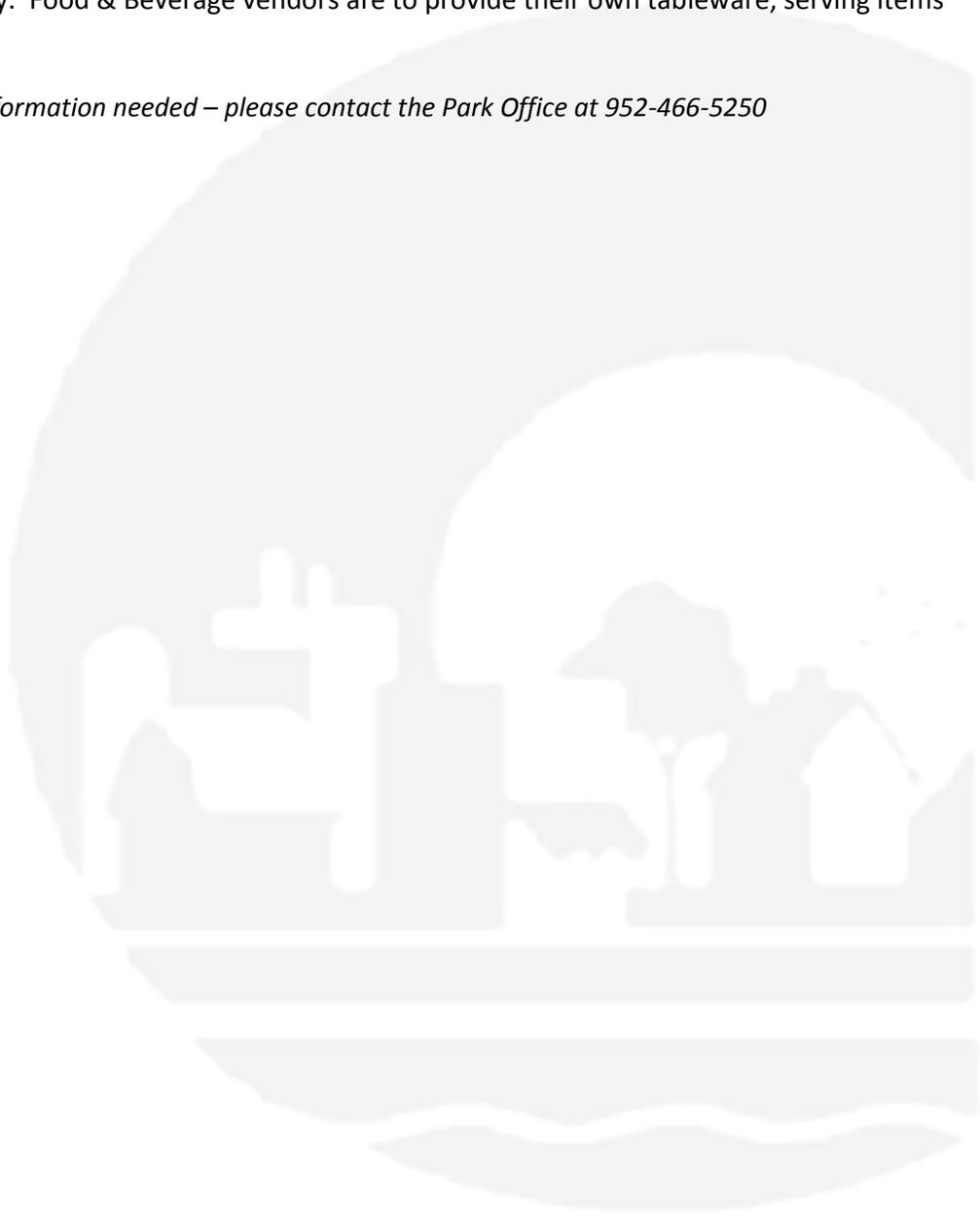
- Some reservation requests may not be accepted less than (12) months from the date of the event.
  - All required forms, documents and payment/deposits must be made no more than (120) days prior to the event date. Failure to meet this timeline could result in termination of facility reservations and/or issuance of Use Permit.
    - Reservations will be considered tentative until all required items are provided to the Park Office.
- One contact person (Permittee) needs be designated to oversee all details and arrangements with the LWEC, Park Staff will utilize the individual on the Application and Use Permit as this person.
- Event/Facility Cancellations & Refunds see Exhibit C.
- A rental day is defined by park hours of operation for the park, with the extension of preauthorized use until 1:00am. No extended use hours beyond 1:00am. (Overnight use is not allowed - **No exceptions**)
  - Event clean-up hours are available until 2:00am. Additional fees (facility and staffing) will be applied for use of the facility the following day. Plan accordingly.
- The County Board maintains the final approval (if necessary) of all Special Event Use Permits requests for the facility.
- By signing the Use Permit, the renter there by agrees to all the terms put forth including all listed exhibits.
- Rental fees include access to the tables & chairs (~350) within the facility, as well as stage area and dance floor.
- Any & all items owned by a vendor/service provider or Permittee must be removed from the facility (& regional park) no more than (1) hour after the event conclusion. Anything brought in for the event by the vendor must be removed off-site.
- Décor for an event can be conducted by the renter. If a professional service provider is utilized, that business must have/obtain insurance meeting County requirements. Please note, post-event clean-up from any type of decoration will determine the refunding of damage deposit fees (Park Staff determination). Glitter is not an approved decoration item – **No exceptions.**
  - All decorations & trash/recycling must be removed from inside the LWEC and taken off site no more than 1-hour after event conclusion.
  - If a décor vendor(s) is utilized by the event group/Permittee, general clean-up of the facility as it pertains to any décor items (streamers, lighting, balloons etc.) should be removed by the vendor however is the ultimate responsibility of the event group/Permittee.
  - No candles less than 4" in height may be used in the facility.
- Unless otherwise agreed upon between the Permittee and their food & beverage vendor(s), the vendor(s)

are responsible for general clean-up of these portions of the facility following the conclusion of the event: countertops, bar area/top, sinks, guest table-tops walk in coolers/freezer/refrigerator, garbage & recycling containers etc.

- Facility access prior to the event cannot be guaranteed but when possible (based on other bookings and operational items) Park Department Staff will work to provide access. Reference Exhibit B for Use Fees.
- Smoking is prohibited *within* the LWEC facility - **No exceptions.**
  - Smoking is permitted on the LWEC grounds in the designated area(s) only – See Map.
- Security Staff assigned by the Parks Department can:
  - Order the removal of an event attendee at his/her discretion.
  - Order the immediate termination or removal of any/all alcohol activities and consumption (individual or general) from the premises.
  - Revoke the Special Event Use Permit immediately and order all persons in the event to vacate the premises.
- Alcohol is allowed during an event. Alcohol must be served by a licensed service provider and can only be served from the bar area with consumption in the primary dining & social area only. Final service of alcohol (“last call”) shall be no less than (30) minutes before the end of facility hours (1:00am) - **No Exceptions.**
  - In no circumstances is alcohol of any type allowed on the LWEC grounds or in the facility by anyone other than the approved service provider – **No Exceptions.**
- Any and all music will be contained within the LWEC facility. Music must end (30) minutes before the end of facility hours (1:00am). The Parks Department/County staff is not required or responsible for sound equipment or troubleshooting of any kind. The Event Attendant will help coordinate what is/isn’t allowed for equipment set-up and access to power within the facility.
- All persons attending the event must vacate the LWEC facility and grounds in addition to the Regional Park property on/before 1:00am (facility rental hours) - **No exceptions.**
- The Parks Department will schedule an Event Attendant for the duration of the event to include needed pre/post facility access time. These are the general duties of the on-duty Event Attendant:
  - When possible walking through the LWEC parking area for a general presence of vehicle/vehicle content security.
  - Key contact for facility needs: open/close facility, restroom issues, HVAC issues, electrical issues, facility furnishing issues, snow/ice removal along facility walkways, assisting Permittee with the completion of rental expectations (where to take trash/recycle etc.)
  - Event Attendant(s) are not: “wait-staff”, event staff as part of the Permittee’s event, parking lot coordinator, event clean-up personnel
- The Event Attendant scheduled by the Parks Department will provide access to the areas of the facility authorized for group/event use. All persons attending, including outside vendors must restrict themselves to the authorized areas of the grounds & facility – **No Exceptions.**
  - If for some reason more access is desired, the Permittee (listed on the Special Event Use Permit) should communicate that request to the Park Office no less than (2) weeks prior to their event.  
\*The Event Attendant on-duty may or may not have the ability to respond to day-of requests for increased/unique access.
  - Facility access/usage will not be provided without the presence of County staff on site.
- Basic facility clean-up is the responsibility of the Permittee – in general the facility should look similar to when the Permittee arrived
  - Tables/chairs back in stored position, trash/recycling taken out, all personal items involved in rental removed off site etc.
- The Permittee will be provided with a map illustrating designated area(s) for event use.
  - Map will illustrate: parking areas, overall rented space, tobacco authorized areas, etc.

- Any/all vendor(s) providing food and drink services must be approved by Parks Department Staff before use of Event Center or providing service (See Use Permit for more details).
  - The vendor(s) must provide enough staff before, during and after event to meet the facility access timeframe(s) indicated by the Permittee.  
\*Please do not expect the facility to remain open substantially longer than what was indicated due to shortage in staffing resources by the vendor.
  - The County will approve or deny outside vendors of these services. This in no way implies an endorsement of their products/services. The “relationship” between the vendor and the rental group will not involve the County or its staff.
  - The County does not, and will not, provide any additional items or equipment other than what is shown in the facility. Food & Beverage vendors are to provide their own tableware, serving items etc.

*Questions, concerns or additional information needed – please contact the Park Office at 952-466-5250  
M-F 7:30A – 4P. Thanks!*



CARVER COUNTY