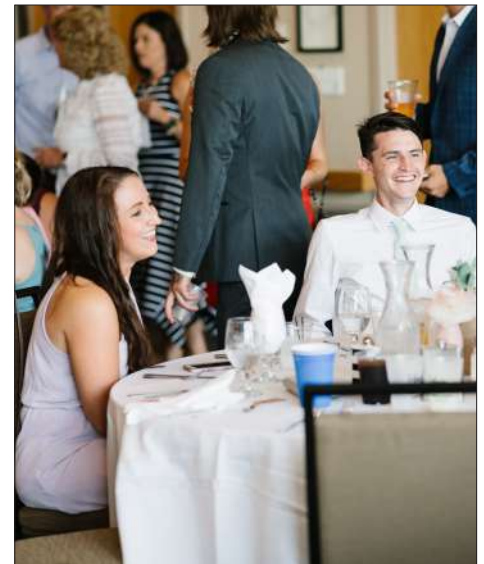


events

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

763-509-5280

Plymouth
COMMUNITY CENTER

plymouthmn.gov



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 300 people. A 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 October and beautiful blooming plants and flowers vary with each visit. 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

TABLE OF CONTENTS

2 Welcome	7 Seating arrangement
3 What's included / capacity	8-9 Millennium Garden
4 Room rates	10 Green Room
5-6 Rental Policies	11 Catering

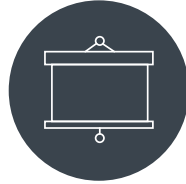


all inclusive

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
300

AUDIENCE
400

You may additionally rent the Cedar Room for your buffet if you have 250+ guests. Cedar Room Buffet Rate: \$500 (10am-10pm)



Plymouth Room

RATES

FULL PLYMOUTH ROOM DAILY RATE

Occupancy: 300

FRIDAY-SATURDAY

10 a.m. to Midnight

Resident: \$3,350

Non-Resident: \$3,700

SUNDAY

10 a.m. to 10 p.m.

Resident: \$2,850

Non-Resident: \$3,200

MONDAY-THURSDAY

8 a.m. to 10 p.m.

Resident: \$1,000

Non-Resident: \$1,175

HALF PLYMOUTH ROOM | MONDAY-THURSDAY

8 a.m. to 9 p.m. (Occupancy: 128)

Resident: \$700

Non-Resident: \$825

DAMAGE DEPOSIT

A \$750 refundable damage deposit is due 60 days prior to rental

SECURITY

A Plymouth police officer will be provided for events serving alcohol or have 150+ guests. For events with 250+ guests, an additional police officer is required at a fee of \$60/hour.

ROOM SET UP

Fee includes set-up and takedown of tables, chairs and a.v. equipment before and after event.

Changes to room set up during event are not permitted. Please plan accordingly.



Residents may book their event 24 months in advance.

Non-residents may book their event 18 months in advance.



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 18 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.

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 as long as no policies are broken, no damage is incurred and excessive cleaning is not needed. 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 Plymouth Police Department for security when alcohol is being served or if there are over 150 people.
- » No alcoholic beverages will be allowed outside the rental area.
- » Bringing in any alcohol of your own that is not supplied by the caterer, is prohibited.
- » 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.
- » Plymouth Community Center and grounds have been designated a smoke free area. This includes buildings, gardens, grounds and parking lots. Smoking is only permitted in personal vehicles.
- » 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.





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

10 a.m. to 2 p.m. or 3 p.m. to 7 p.m.

Occupancy: 300

FRIDAY, SATURDAY, SUNDAY

Resident: \$500

Non-Resident: 600

Damage Deposit: \$500

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-October 31, 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

You may choose one four-hour time block:

10 a.m. to 2 p.m. or 3 p.m. to 7 p.m.

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, nonresidents up to 18 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 / ELECTRONIC DELIVERY DEVICE POLICY

Plymouth Community Center and grounds have been designated a smoke 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, beer, and champagne are permitted in the Garden. No other alcohol is allowed.

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.

American Affairs - american-affairs.com
Info@American-Affairs.com
763-496-1357

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.

Green Room

RATES



DAILY RATE

Resident: \$700

Non-Resident: \$825

Lower Green Room: 9 a.m. - 4 p.m.

Main Green Room: 9 a.m. - 11 p.m.

Damage Deposit: \$100



Combined rental of the Plymouth Room and Millennium Garden includes the use of the lower green room.

caterers

Choose from one of our exclusive caterers.



A'BRITIN CATERING



612-339-0222



info@abritincatering.com



www.abritincatering.com

BABA'S CATERING



952-641-6222



info@cateringbybabas.com



www.medcruisecatering.com

CREATE CATERING



612-331-3310



joan@createcaters.com



createcaters.com

ECLECTIC



612-554-7045



events@eculinary.com



eclecticculinaryconcepts.com/catering

HOLY LAND



612-781-2627



liannewadi@holylandbrand.com



www.holylandbrand.com

THE LOOKOUT CATERING



763-424-4365



brenda@lookoutcatering.com



www.lookoutcatering.com

LUNDS AND BYERLY'S



952-897-9800



kjerstee.miller@lfhi.com



catering.lundsandbyerlys.com

MINTAHOE CATERING*

*Includes India Palace and India Spice House.
Contact Mintahoe for all inquiries.



612-253-0255



akoderick@mintahoe.com



www.mintahoe.com

TAMU GRILL CATERING



612-200-9963



tamugrille@gmail.com



www.tamugrill.com