

Plymouth
COMMUNITY CENTER

CORPORATE EVENT RENTALS

14800 34th Ave. N., Plymouth, MN
763-509-5200 | plymouthmn.gov
communitycenter@plymouthmn.gov





Community Center Rental Hours

Mon-Fri 8 a.m.-10 p.m. | Sat 8 a.m.-8 p.m. | Sun 8 a.m.-8 p.m.

Note PCC Summer hours: June-August, 8 a.m.-9 p.m.

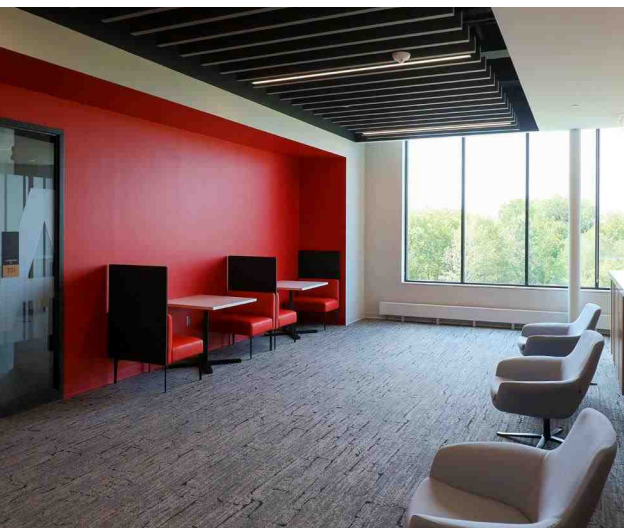


WELCOME

For team meetings, company celebrations, conferences and more, the Plymouth Community Center has a variety of facilities to suit your corporate event needs. A refundable damage deposit is required with each facility rental.

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PLYMOUTH ROOM DAILY RATES

> FULL ROOM
occupancy: 300

MONDAY-THURSDAY

8 a.m. to 10 p.m.

- > Resident: \$1,000
- > Non-Resident: \$1,175

FRIDAY

8 a.m. to midnight

- > Resident: \$3,350
- > Non-Resident: \$3,700

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

*Note PCC Summer hours:
June-August, 8 a.m.-9 p.m.*

> HALF ROOM*
occupancy: 128

MONDAY-THURSDAY

8 a.m. to 9 p.m.

- > Resident: \$700
- > Non-Resident: \$825

* ballroom is divided for half room rentals

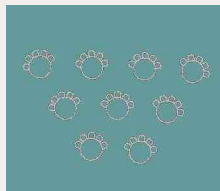


PLYMOUTH ROOM

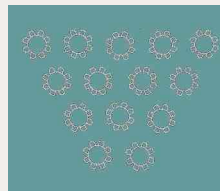
The Plymouth Room features large 180-degree wrap-around windows on the north and west sides, which give a spectacular view of the Millennium Garden. It comes complete with tables and chairs for up to 300 people.

SEATING ARRANGEMENT OPTIONS

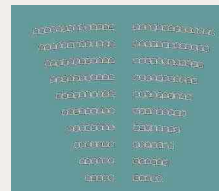
Each event is set up according to your individual needs.



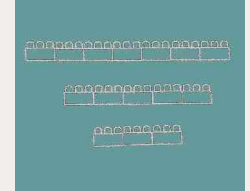
half moon



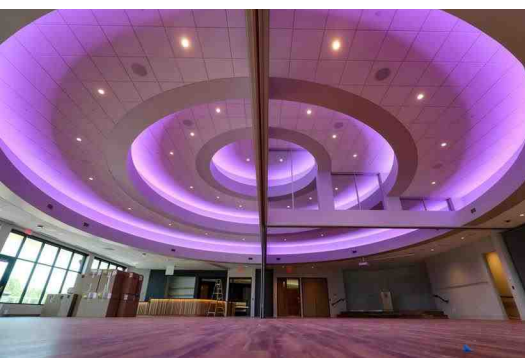
full rounds



audience



classroom



ASPEN, BIRCH & CEDAR ROOMS

The Aspen, Birch, and Cedar Meeting Rooms have a capacity to seat up to 46 people in each room. Great for meetings, team building events, brainstorming sessions and more. The rooms feature fully integrated technology for presentations and speeches.

RATES

- > **Plymouth Business: \$65 per hour**
- > **Non-Plymouth Business: \$80 per hour**



Aspen



Birch



Cedar



CONFERENCE ROOMS

A great space for smaller groups, the conference rooms at the PCC can seat up to 12 people. Conference rooms feature fully integrated technology for presentations.

RATES

- > **Plymouth Business: \$30 per hour**
- > **Non-Plymouth Business: \$40 per hour**

MULTIPURPOSE ROOMS

The multipurpose rooms at the PCC are great spaces for hosting a variety of events. Rent one room for up to 40 people or rent all three and combine them into one large space to fit up to 136 people. Multipurpose rooms feature fully integrated technology for presentations. Each event is set up according to your individual needs.

RATES

- > **Plymouth Business: \$65 per hour**
- > **Non-Plymouth Business: \$80 per hour**



Plymouth Community Center Facility Use Request

14800 34th Ave. N., Plymouth, MN | 763-509-5200 | plymouthmn.gov | communitycenter@plymouthmn.gov

CONTACT INFORMATION

Name: _____ Birth date: _____ E-mail: _____

Organization: _____

Address: _____ Apt # _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Alternative Phone: _____

RESERVATION INFORMATION

Event Date: _____ Day of Week: _____ Type of Event: _____

Event Title: _____

Set up time: _____ Event start and end time: _____ # Attending: _____

Special Notes/Event Details: _____

Will food be served? Yes No | Will alcohol be served? Yes No

If catered, specify licensed caterer: _____

FACILITY REQUESTED	CAPACITY	RATE (circle one) resident non-res	FACILITY REQUESTED	CAPACITY	RATE (circle one) resident non-res
<input type="checkbox"/> Plymouth Room (Mon-Thurs)	300	\$1,000 \$1,175	<input type="checkbox"/> Aspen Room	46	\$65/hr \$80/hr
<input type="checkbox"/> Plymouth Room (Fri)	300	\$3,350 \$3,700	<input type="checkbox"/> Birch Room	46	\$65/hr \$80/hr
<input type="checkbox"/> Plymouth Room (Sat)	300	\$3,350 \$3,700	<input type="checkbox"/> Cedar Room	46	\$65/hr \$80/hr
<input type="checkbox"/> Half Plymouth Room (M-Th)	128	\$700 \$825	<input type="checkbox"/> Conference Room	12	\$30/hr \$40/hr
Plymouth Room Seating arrangement (See pg 3): <input type="checkbox"/> half moon <input type="checkbox"/> full rounds <input type="checkbox"/> audience <input type="checkbox"/> classroom			<input type="checkbox"/> Multi-purpose Room	40	\$65/hr \$80/hr
ADD ON ITEMS			ADD ON ITEMS		
<input checked="" type="checkbox"/> \$750 Refundable Deposit* (required)		\$750	<input checked="" type="checkbox"/> \$100 Refundable Deposit* (required)		\$100
<input type="checkbox"/> Projector/Screen (included)		no extra cost	<input type="checkbox"/> Projector/Screen (included)		no extra cost
<input type="checkbox"/> Microphone/Speaker (included)		no extra cost	<input type="checkbox"/> Microphone/Speaker (included)		no extra cost
TOTAL:			TOTAL:		

*A refundable damage deposit is required with each facility rental.

Payment can be made by calling 763-509-5200 or mail check to 14800 34th Ave N, Plymouth, MN 55447

Signature: _____ Date: _____

Signing this form indicates that you have read, understand and agree to comply with the Plymouth Community Center usage policy that applies to this facility rental. As lawful consideration for being permitted to use the facility listed above, I agree that the City of Plymouth shall be held harmless and exempt from any liability, including injury or disability, which I or the participants of the rental listed above might incur as the result of the use of the facility listed above.

CATERERS

Choose from one of our exclusive caterers.

A'BRITIN CATERING



612-339-0222



info@abritincatering.com



abritincatering.com

BABA'S CATERING



952-641-6222



info@cateringbybabas.com



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



holylandbrand.com

THE LOOKOUT CATERING



763-424-4365



brenda@lookoutcatering.com



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



mintahoe.com

TAMU GRILL CATERING



612-200-9963






tamugrille@gmail.com



tamugrill.com

2024 APPROVED CATERERS

CATERER	TYPE OF CUISINE				H	K	GF	LINENS	WEBPAGE
Mintahoe	American/Mexican/ Italian/BBQ	Y	Y	Y	N	N	Y	Available to rent	mintahoe.com/about-mintahoe
The Lookout	American/Mexican/ Italian/BBQ	Y	Y	Y	N	N	Y	Available to rent	LookoutBarandGrill.com
Lunds & Byerly's	American	Y	Y	Y	N	N	Y	Available to rent	catering.lundsandbyerlys.com
Holy Land	Mediterranean	N	Y	Y	Y	R*	Y	Only for buffet upon request	holylandbrand.com/catering
Tamu	Kenyan/African	N	Y	Y	Y	R*	Y	No	tamugrill.com/catering-menu
Baba's	Mediterranean/ American	Y	Y	Y	Y	Y	Y	Available to rent	medcruisecatering.com
A'Britin	American/Mexican/ BBQ/Local, Organic, Farm2Table	Y	Y	Y	N	N	Y	Only for the buffet tables	abritincatering.com
Create	Contemporary American Cuisine/ Local/ Sustainable/ Custom	Y	Y	Y	N	N	Y	Available to rent	createcaters.com
Eclectic	American/Mexican/ Italian/BBQ	Y	Y	Y	N	N	Y	Available to rent	eclecticculinaryconcepts.com/catering

*R = Available upon request



Alcohol Services



Vegetarian



Vegan

H Halal

K Kosher

GF Gluten-Free

RULES AND REGULATIONS

PRIORITY USAGE

Rentals and events in the Plymouth Room, Black Box Theater and Millennium Garden can be booked 24 months in advance from the date for Plymouth residents and 18 months in advance from the date for nonresidents.

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.

Plymouth Room rentals require 50% of the rental fees payable to the City of Plymouth to be paid at booking. The remaining balance is due 60 days before the event date. Rental fees for Millennium Garden and all other rooms are due in full at the time of booking.

All groups using city facilities are required to provide adequate adult supervision. Events that primarily involve participants 18 years of age and younger must have adult chaperones (21 or older) with a ratio of 20:1. The adult supervisors must always remain with the group and are responsible for the group's conduct and compliance with all rules and regulations. 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 nonresident 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 comprise 50% or more of Plymouth residents to qualify for the resident rates.

Tentative reservation holds in the Event Wing will be canceled if the deposit is not received within one week of the reservation request. The remaining account balance is due 60 days before the event or the reservation will be canceled.

CANCELLATION POLICY

Rental fees are non-refundable. The Plymouth Room requires written notice to cancel. The City of Plymouth reserves the right to cancel the reservation if the full payment is not received 60 days before the event.

DAMAGE AND 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 if no problems or no damage was incurred. 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 Plymouth Community 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.
- Desserts are allowed to be brought in from a licensed baker.
- Edible guest favors must be individually wrapped.

EVENTS WITH ALCOHOL

- No alcoholic beverages will be allowed outside the rental area.
- 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.
- 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.
- Plymouth Community Center staff will arrange with Plymouth Police Department for security when alcohol is being served or if there are over 150 people.
- Bringing in any alcohol of your own that is not supplied by the caterer is prohibited.
- For events with 250+ guests, an additional police officer is required at a fee of \$100/hour.

Signature: _____ Date: _____

SET UP AND DECORATIONS

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 PCC staff.

LIABILITY AND 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.

- No person shall use tobacco products on city-owned property, park facilities, open space or joint city/school district properties, except within the confines of a vehicle in a designated parking area.
- 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, and/or 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.