

Community Building at Cedarholm Golf Course

Room Usage Guidelines



Purpose

The Community Building at Cedarholm Golf Course (Cedarholm) is available for social, recreational and public interest events and activities.

Food & Beverage

Rental/User groups providing food and beverage (alcohol and non-alcohol) in rooms at Cedarholm are required to use licensed and insured caterers. Catering fees are paid by rental/user group, according to the rates set by the City.

- Full Kitchen use limited to contracted, licensed & insured caterers. Accommodations must be made at the time of reservation & finalized 30 days or more prior to scheduled event.
- Partial food/kitchen use (food being brought in, refrigerator, freezer, microwave, sink & selected counter prep area) available for rentals not utilizing a caterer. Accommodations must be made at the time of reservation & finalized 30 days or more prior to scheduled event.
- Alcohol service is permitted during rental events. Accommodations must be made at the time of reservation & finalized 30 days of more prior to scheduled event.

Liquor Policy

The City of Roseville allows liquor to be served within the Community Building at Cedarholm Golf Course under the following conditions:

1. Alcohol service restricted to licensed & insured beverage caterers. No alcohol is allowed beyond the adjacent patio area.
2. Alcohol can be served and consumed by rental parties at Cedarholm only when approved by the Director (or designee) of Parks and Recreation. Alcohol can only be served to patrons 21-years of age or older who are attending the event. Cedarholm Golf Course's policy is to card EVERYONE consuming alcohol.
 - a. Any deviation from the above policy will result in the forfeiture of all fees and permanent suspension from using Cedarholm's facilities. Any violation of the policy and other Roseville, State of Minnesota or Federal laws by the caterer may result in a cancellation of the contract with the caterer. A copy of the legal license and dram shop insurance must be on file with Cedarholm Golf Course 30 days prior to the event.
3. At all events, where alcohol is served, an off duty Roseville Police Officer must be hired and in attendance from the time the bar opens until it closes and all alcohol is either consumed or disposed.
 - a. The renter will pay the hourly costs of the Police Officer. Payment will be in the form of cashier's check, money order or cash. Event officers are hired at a 4-hour minimum.

Rental Deposit, Final Payments & Refund Policy

A reservation is not guaranteed until the facility deposit is received. Reservations are not be accepted/finalized without the required deposit. Rental fee is due no less than thirty (30) days prior to the event. Rental party may cancel a reservation by giving written notice to Cedarholm Golf Course. Written notice received thirty-one (31) days or more prior to the date of the event, are eligible for a 50% refund of the deposit. Any rentals cancelled 30 or fewer days prior to scheduled rental will forfeit rental fee & deposit.



Permit change fees will apply to any changes made after permit is issued. Permit changes include date, time and location. Weekday permit changes are \$10. Weekend permit changes are \$50.

Deposits

Pending a post-event review by staff, deposit fee will be refunded within 10 days of the event.

Liability

Permit holder is liable for the conduct of rental group; this includes damage, loss or breakage as a result of attendee conduct. Groups may be required to provide a certificate of insurance naming the City of Roseville as additional insured.

Hours of Operation

Cedarholm Golf Course Community Building is available between 8 a.m. and Midnight unless otherwise authorized by the Director of Parks and Recreation (or designee).

Operation Regulations

Specific operating rules and regulations for the purpose of ensuring the health and safety of users and staff and the protection of Cedarholm Community Building & Golf Course will be adhered to. These rules and regulations will be in compliance with all City, State or Federal laws and consistent with other City policies unless specifically modified in the document.

Rental Guidelines

- No tobacco or vapor products allowed in the Community Building or adjacent patio at Cedarholm Golf Course.
- All tape products (other than painters tape), push pins & thumbtacks are prohibited.
- Facility use(including setup and cleanup) limited to specific reservation times listed on rental permit.
- No animals (other than service dogs) allowed in facility.

Set Up

Standard table and chair configuration for the Cedarholm Community rooms consists of 6-foot round tables with either 6 or 8 chairs based on renter request. Cedarholm also offers customizable floor plans; 1-week notice is required for custom floor plans. Additional setup done by rental party must be included within reservation time.

Decorations

Please coordinate with facility management staff, at least 48 hours prior to event, any decorations that you plan to use. Most streamers, balloons and table centerpieces are acceptable but must be cleaned up. Absolutely no glitter, confetti, play dough, soupy bubbles, silly string, unsecured helium balloons or piñatas allowed.

Kitchen Policy

Use & condition of the catering kitchen is the responsibility of the rental permit holder. Rental party is ultimately responsible for the kitchen being returned to the state in which it was found. Maintenance and janitorial items will be provided. Responsibilities of renter when using the catering kitchen include:

- Use of full kitchen restricted to licensed caterers; proof of catering license and insurance required at least 30 days prior to scheduled event.

- Rental party is expected to leave kitchen in the condition as it was upon arrival:
 - Clean all appliances including (but not limited to) stove, oven, sinks, refrigerators, freezers, microwaves, tabletops and prep areas.
 - Sweep floors
 - Bag garbage
 - Removal of all items not belonging to Cedarholm by the end of the rental period.

If the above items are not completed by the end of the scheduled event, the renter is subject to loss of the damage deposit.

Patio Policy

A designated patio area adjacent to the rental rooms will be available for use during reservations. Sound and volume may be regulated at times.

Miscellaneous

The rental party is responsible for the activity and condition of Cedarholm public areas during their scheduled reservation. These areas and duties include:

- All items and areas belonging to Cedarholm Golf Course
 - Rental rooms and ensuring cleanliness by the end of scheduled event(i.e. removal of all items not belonging to Cedarholm)
 - Kitchen
 - Outdoor Patio

If the above items are not completed by the end of the scheduled event, the renter is subject to loss of the damage deposit.

The Cedarholm Community Building will not be available for rentals on special event dates. These dates may include Golf Course events, City of Roseville events and major holidays.