

RENTAL FEES

CATEGORY 1

WHOLE HALL \$400.00

**The lounge may be rented for an
Additional charge of \$50.00**

HALF HALL \$250.00

**LOUNGE \$50.00 FOR 3 HOURS AN
ADDITIONAL \$10.00 FOR EACH
HOUR USED**



CATEGORY 11

**School and township
organizations**

**will be charged a fee of \$35.00
per space**

**A monitor fee of \$100.00 may
apply if more then 75 people
could or will be attending.**

CATEGORY 111

**Non-Profits may be charged a
monitor fee if more then 75 people
could or will be attending.**

Reservation Procedures

The Civic Center can be reserved by
stopping at City Hall

8:00am—5:00pm M-F

or

Call 507-533-4745

or

Email ljacobs@stewartvillemn.com

Please mail payments to

City Hall

PO Box 275

Stewartville, MN 55976

*** Make checks payable to City Hall**

1. Category 1 needs to send in a signed contract with a deposit to confirm reservation.

Damage deposit is due the week of the event.

2. Category 11 and 111 will need a signed contract at the beginning of the year with contact information attached. Monitor fees may apply to both categories when applicable.

****Additional pricing for Holidays.****



STEWARTVILLE CIVIC CENTER

120 City Center

Or

Corner of Hwy 30 & 63

**To reserve
the
Civic Center**

**Call
City Hall
507-533-4745
105 East 1st Street
Stewartville, MN 55976**

RENTAL CHARGES
CATEGORY 1

Whole Hall—the full hall will be rented out for weddings and pricing will reflect full hall pricing. Damage deposit will be required.

Half Hall—will be rented for smaller groups and half hall pricing will be reflected. If renter is the first to book the hall they will have first chance to include the kitchen. Damage deposit will be required.

(If the whole hall gets used some of the damage deposit may be kept to cover cleaning.)

Lounge—rentals are a minimum of \$50.00 for 3 hours and \$10.00 for each additional hour.

If the whole hall is rented the lounge may also be rented for \$50.00 for the entire night.

A contract must be filled out and returned to City hall, as well as the deposit to confirm your date.

A list of renter responsibilities is also included in the contract as well as on the fridge at the Civic Center

*Churches out of city limits will be in category 1 for charges.

Churches within City limits will received 25% discount.

GROUP QUALIFICATION
SCHOOL and TOWNSHIP
CATEGORY 11

The following groups will be charged a \$35.00 fee per space.

1. Any school, and township function or activity.
2. Community ED classes sponsored by District #534.
3. Meetings of school district organizations, PAC committees, booster clubs, P.O.G.S., or other District or school affiliated organizations, including Board approved extra curricular clubs.
4. Organizations in which the school district is a member.

If there are more then 75 people a monitor will be required. The organization may supply there own if all requirements are followed and a contract has been signed.

If the organization does not follow all requirements a monitor will be provided for them at their expense.

A no show fee charge of \$35.00 will be charged if a 24 hour notice is not given for the cancellation.



GROUP QUALIFICATION
NON-PROFIT
CATEGORY 111

The following groups will be at no charge, but will agree to all cleaning and monitor qualifications.

1. City Park and Recreation Dept. programs and activities.
2. Stewartville community-based youth groups or youth sports. 4-H, Boys/Girls Scouts, SYAA.
3. Any city or county government function or activity.
4. Non Profits community based

Organizations: ex: Kiwanis, Lions, Stewartville Foundation, Home Ec., Library, Seniors, Historical Society, Chamber, Woodlawn Cemetery.

If there are more then 75 people a monitor will be required. The organization may supply there own if all requirements are followed and a contract has been signed.

If the organization does not follow all requirements a monitor will be provided for them at their expense.

