



## Reservation Procedures

The Civic Center can be reserved  
by stopping at City Hall

8:00am - 5:00pm M-Th/8-12 Friday

or

Call 507-533-4745

or

Email [ljacobs@stewartvillemn.com](mailto:ljacobs@stewartvillemn.com)

Please mail payments and contract to  
City Hall

105 East 1st Street  
Stewartville, MN 55976

Make checks payable to City Hall

## STEWARTVILLE CIVIC CENTER

120 City Center  
Stewartville, MN 55976

Call  
City Hall  
507-533-4745  
105 East 1st Street  
Stewartville



## Rental Fees Category 1

**Whole Hall**-the hall will be rented for weddings and large gatherings. Damage deposit will be required.

**Half Hall**-will be rented for smaller groups. If renter is the first to book the hall they will have first chance at kitchen. Damage deposit will be required.

(If the whole hall is used damage deposit will be forfeited.)

Lounge-rentals are a min. of 3 hours and \$10.00 each additional hour.

Lounge may be rented for extra \$50.00 with hall rental.



## Category 11

### School and Non-Profit

Lounge rental \$35.00

Hall rental for all groups will be \$100.00  
This will include cleanup by organizations.

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

If the organization does not follow all requirements or chooses not to supply their own monitor one will be provided for a cost of \$125.00.



- Churches out of city limits will be category 1
- Churches within city limits will receive 25% discount.
- A contract must be signed and returned to City Hall as well as deposit to confirm your date.

**Whole Hall \$500.00**

**Half Hall \$300.00**

**Lounge \$75.00 for 3 hours**