

Maple Grove Community Center Banquet Room



Wedding Ceremonies & Receptions | Corporate Meetings | Galas | Fundraisers
Anniversaries | Retirement Parties | Quinceañeras | Rehearsal Dinners | Graduations
Family Reunions | Music & Dance Performances | Birthday Celebrations



12951 Weaver Lake Road
Maple Grove, MN 55369



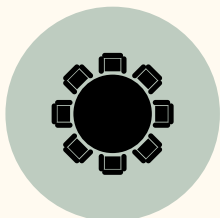
763-494-5969

maplegrovecommunitycenter.org
mgccrentals@maplegrovern.gov

Maple Grove Community Center

Banquet Room

Amenities



Tables/chairs
setup & tear-down
included



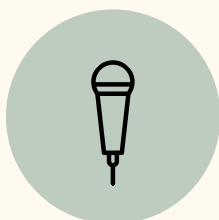
Garden patio
with arch



Any licensed
caterer with
approval



Exclusive liquor
providers



Sound system
& microphone
included



Screen & projector
add-on \$60



Free wi-fi
and power
outlets



Free onsite
parking

Capacity

192

Seated
with Open
Dancefloor

256

Seated
at Rounds

300

Standing
Reception

Rental Policies

Reservation Policy

All users of the Banquet Room space must have a pre-scheduled approved reservation prior to use and are bound by these policies established by the Maple Grove Parks and Recreation Board. Failure to adhere to any of these policies set forth may result in cancellation of reservation, forfeiture of any fees paid, and denial of future reservation requests.

One person must be the designated contact to make all arrangements pertaining to all event planning and submitting payment. Once a permit has been authorized, the renter cannot transfer nor sublet to another party. Renter must be at least 18 years of age.

Half of the Banquet Room may be reserved Monday – Thursday at any time but cannot be reserved Friday – Sunday until no further than thirty (30) days in advance. If half of the Banquet Room is reserved less than thirty (30) days prior to the event date, renter may bring own food and non-alcoholic beverages, if guest count is 80 or fewer.

The facility reservation receipt identifies the start and end time of the reservation and must include all setup, event time, and tear-down. Occupancy of the Banquet Room outside of this reserved time without approval may result in additional fees.

Facility Usage

Maple Grove Community Center (MGCC) is a smoke and tobacco-free facility. Designated outdoor areas that allow smoking are the Banquet Room garden patio or the sidewalk area of a reasonable distance from any building entrances.

Sound levels throughout the facility must remain at an appropriate level. MGCC staff has the right to cease music or entertainment if sound level interferes with the overall patron experience in the building.

MGCC employees may not accept gratuities, tips, or gifts of any kind.

All guests and event activities including catering & bar, decorations, display, games, etc. must remain within the reserved areas.



Decorating

Decorating is permitted only within the reserved hours listed on the facility reservation. All decorations must be removed or discarded from the Banquet Room by the reservation end time.

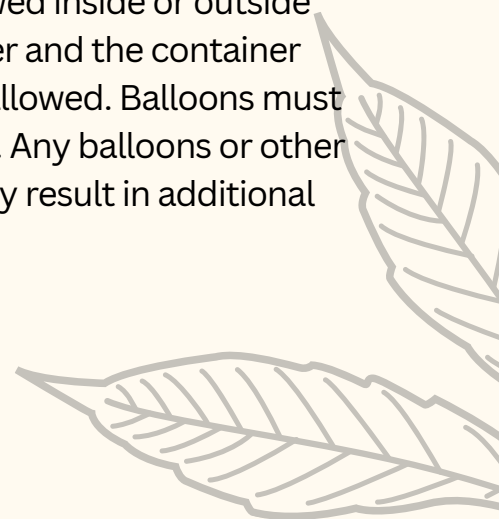
MGCC provides use of tables and chairs including set-up and tear-down. Table linens, dishware, centerpieces, and chair covers are not provided.

Cafe Lights \$240



Certain tapes, adhesives, or other pins are prohibited from the facility. Blue painter's tape is the only approved tape and must be provided by the renter.

Confetti or glitter of any kind is not allowed. This includes table confetti, balloons filled with confetti, paper or plastic confetti, or any similar small material that is scattered in the room. Throwing of bird seed or rice is not allowed inside or outside of the building. Candles are permitted if in a heat-safe container and the container height is above the flame height at all times. No open flame is allowed. Balloons must be securely weighed down and must remain in the rented area. Any balloons or other decorations left in the space after the reservation end time may result in additional cleaning fees withheld from the refundable damage deposit.



Payment & Cancellation

A non-refundable down payment of 50% of the rental fee is due at the time of booking in order to confirm a reservation. The remaining balance including the full rental fee, damage deposit, equipment rental, or other charges is due at least thirty (30) days prior to the event date. Fees are not guaranteed until one (1) year in advance and is subject to change if reserved more than one (1) year in advance.

Damage/Cleaning Deposit

A refundable damage deposit of \$400 is required for all Banquet Room reservations unless waived by the Facility Rental Coordinator. The damage deposit will be refunded within thirty (30) days following the event date unless there is damage, excess cleaning or additional services, equipment or supplies required, any policies/guidelines not followed, or any other costs incurred due to the reservation.

If the renter or any of their guests intentionally causes damage to MGCC property or personnel, MGCC reserves the right to immediately cancel the reservation and the renter's group must vacate the premises and forfeit all rental fees paid. The City of Maple Grove reserves the right to withhold all rental fees paid and demand compensation for damage to any MGCC property.

Cancellation Policy

Any cancellations will forfeit the non-refundable down payment of 50% of the rental fee. Cancellations made less than thirty (30) days in advance will forfeit all fees paid. Cancellations must be made via email and sent to mgccrentals@maplegrovern.gov

2024 Rental Fees		Add-Ons
Saturday	\$934.50 Resident \$1,039.50 Non-Resident (per day)	Beverage Bar \$157.50 plus tax Security Guard \$57.75 per hour, Minimum 5 hours Café Lights \$240 plus tax LCD projector \$63 plus tax 55" TV \$40 plus tax
Friday & Sunday	\$577.50 Resident \$630 Non-Resident (per day)	
Monday - Thursday	\$483 Resident \$535.50 Non-Resident (per day)	

Required Catering

All food and beverage must be provided by an approved exclusive caterer. A renter is not permitted to bring any food or beverage to the Banquet Room under any circumstances. Renter is allowed to bring cake and store-bought dessert from a licensed bakery or grocery store. If half of the Banquet Room is reserved less than thirty (30) days prior to the event date, renter may bring own food and non-alcoholic beverages, if guest count is 80 or fewer.

Adama Restaurant

3970 Central Ave NE
Columbia Heights, MN 55421
Hawinne Shokiyo | (763)789-4485
adama-restaurant.business.site/
adamarestaurantmn@gmail.com

Amazing Thailand

3024 Hennepin Ave
Minneapolis, MN 55408
Lydia Eichelberg | (612)822-5588
amazingthailandusa.com/catering
lydia@amazingthailandusa.com

Great Harvest Bread Co.

13714 Grove Dr
Maple Grove, MN 55311
Mary Seng | 763-416-1911
maplegrovebread.com
maplegrovebread@gmail.com

Holy Land Bakery & Deli

2513 Central Ave NE
Minneapolis, MN 55418
Lianne Wadi | 612-781-2627
holylandbrand.com
info@holylandbrand.com

Hyderabad House Biryani Place

3195 Vicksburg Ln, Suite D
Plymouth, MN 55447
Nikhil Kanth | 651-412-6660
hhplymouth.com
hhplymouth@gmail.com

India Bazaar

3355 Plymouth Blvd
Plymouth, MN 55447
Anil Pothacamury | 763-553-7993
indiabazaarmn.com/catering
info@indiabazaarmn.com

India Palace Plymouth

4190 Vinewood Ln N #120
Plymouth, MN 55442
Amin Huq | 763-383-1880
indiapalaceplymouth.com
catering@indiapalaceplymouth.com

India Spice House

8445 Joiner Way
Eden Prairie, MN 55344
Vamsi Kiran Kolla | 952-942-8010
indiaspicehouseep.com
indiaspicehouseep@gmail.com

Please note there is a 10-15% fee charged to the caterer to cover use/maintenance of the kitchen facilities and supplies. The caterer may or may not pass this fee onto you, at their sole discretion of how they manage their business.

Required Catering

Lynde's Restaurant and Catering

209 County Road 81

Osseo, MN 55369

Cathy Lynde | 763-425-9054

www.lyndescatering.com

cathy@lyndescatering.com

Lookout Catering

8672 Pineview Ln

Maple Grove, MN 55369

Brenda Kinnan | 763-424-4365


www.lookoutbarandgrill.com

brenda@lookoutcatering.com

Looking for something else?

MGCC can allow up to 15 approved caterers. If there is a caterer you would like for your event, invite them to submit an application by visiting our website.

Applications must be submitted at least 60 days prior to an event and does not guarantee approval.



Please note there is a 10-15% fee charged to the caterer to cover use/maintenance of the kitchen facilities and supplies. The caterer may or may not pass this fee onto you, at their sole discretion of how they manage their business.

Liquor Services

Banquet Room & Senior Center

Renter may arrange liquor/bar service through one of our two exclusive liquor providers. Under no circumstances are renters, guests, or public patrons allowed to bring their own alcohol on the premises. Liquor may only be served in the rented areas and is not allowed in the hallways, corridors, restrooms, or small meeting rooms. Liquor is allowed in the adjoined outdoor areas including the Banquet Room garden patio and the Senior Center balcony.

For all events in which liquor is being served, a security guard is required and will be scheduled on behalf of the renter. The cost is \$55 per hour plus tax, minimum 5 hours, and is subject to change based on market rate. The Security Guard must be scheduled 30 minutes prior to bar open and 30 minutes after bar close.

Liquor may be served until 11:30 p.m. on Friday and Saturday and until 9:30 p.m. Sunday through Thursday. Consumption of intoxicating beverages must cease no later than 12 a.m. on Friday or Saturday and 10 p.m. Sunday through Thursday.

Beverage Bar Setup Fee \$150

Lookout Catering
8672 Pineview Ln
Maple Grove, MN 55369
Brenda Kinnan | 763-424-4365
www.lookoutbarandgrill.com
brenda@lookoutcatering.com

Security Guard \$55 per hour Min 5 hours

Lynde's Restaurant and Catering
209 County Road 81
Osseo, MN 55369
Cathy Lynde | 763-425-9054
www.lyndescatering.com
cathy@lyndescatering.com

Please note there is a 25% fee charged to the liquor provider to cover use/maintenance of the kitchen facilities and supplies. The liquor provider may or may not pass this fee onto you, at their sole discretion of how they manage their business.

