

EVENTS & CELEBRATIONS AT  
**BROOKVIEW**  
GOLDEN VALLEY



763-512-2345 • [events@brookviewgoldenvalley.com](mailto:events@brookviewgoldenvalley.com)

# Rental Policies

Welcome to Brookview. Our goal is to make your event a success, and you can help us achieve that by understanding our policies and sharing them with your group. If you have questions, please contact the facility coordinator. We look forward to serving you!

## GENERAL RULES

Brookview is an accessible facility with free parking and is adjacent to a residential neighborhood. The renter is responsible for ensuring all guest conduct and noise level is appropriate when exiting Brookview.

Minors are welcome in the Brookview lobby, public patios, Three One Six Bar + Grill, and the Evergreen Deck with a supervising adult. The Golf Course, Lawn Bowling Green, and other rooms at Brookview may only be used by minors when rented by a group.

Youth parties must be chaperoned at a ratio of one adult to 10 children. Brookview reserves the right to assign additional staff or officers at the renter's expense when warranted.

Brookview is tobacco-free. This includes the buildings, decks, patios, adjacent grounds, golf course, and lawn bowling green.

If needed, Brookview staff, their authorized representative, or a peace officer may remove individuals, stop consumption of alcoholic beverages, or revoke a reservation and order all persons from the premises.

## FACILITY USE

Renters may use only the room space identified and approved in the rental agreement. Rentals during public hours may be impacted by sounds from other facility users/recreational activities.

All activities must fit into the rental time indicated in the agreement, including set-up and breakdown. Rental area(s) are not available to the renter or renter's vendors before or after the rental times.

The renter shall leave rental areas in a clean, orderly fashion. No items may be left overnight. The renter assumes full responsibility for any damages not covered by the event deposit.

The renter may not sublet the facility, nor may reservations be transferred or reassigned.

Charging admission or selling merchandise is not allowed unless pre-approved by the facility coordinator.

Should a renter access the space outside of the rental start and end time, an additional room/hour charge will be assessed.

## RESERVATIONS

Resident rates and priority apply to people who live or work in Golden Valley (see Hourly and Full-Day Event Rates). For corporate or organization events, resident fees and priority apply to companies or organizations located in Golden Valley. A single contact person must be designated to make all arrangements pertaining to Brookview Golden Valley.

## CANCELLATIONS

The 50 percent down payment due when reservations are made is non-refundable. For cancellations received in writing more than 30 calendar days before rental, any additional fees beyond the 50 percent down payment may be refunded. No refunds will be issued for cancellations received 30 calendar days or fewer before rental.

A reservation may be canceled by management up to the time of use for reasons of public safety. In these circumstances, the City assumes no responsibility for any disruption a cancellation may cause. The City will attempt to notify the applicant immediately if cancellation is necessary. If a reservation is canceled by Brookview staff for any of the above reasons, the City will refund all fees paid.

## SET-UP AND DECORATIONS

Decorating plans must be approved in advance by the facility coordinator. Final set-up must be confirmed one week before the event.

For the safety of guests and integrity of the facility, decorations may not be affixed or draped from walls, floors, or ceilings, and use of thumbtacks, staples, or nails is prohibited. Candles must be in non-flammable containers (eg, votive, hurricanes, etc).

Due to environmental concerns, use of confetti, glitter, bird seed, rice, or other like items is prohibited.

All decorating and take-down must be completed during rental times.

## FOOD AND BEVERAGE

Food and beverages for all events, with the exception of commercially prepared desserts, must be supplied by the Three One Six Bar + Grill or an approved caterer. All alcoholic beverages must be consumed on the premises. Final service of alcoholic beverages shall be 30 minutes before the end of the rental (no later than 11:30 pm).

The caterer's kitchen is off limits to anyone other than the approved caterers.

All bar service is through Three One Six Bar + Grill.

## MUSIC/AUDIO/ENTERTAINERS/AV EQUIPMENT

Rental fee includes use of PA system, ceiling-mounted LCD projector, and drop-down screen. Additional AV and room use equipment is available for rental and individually listed.

During events, sound levels for live music and audio equipment will be controlled by management at a level appropriate for the room size and the residential neighborhood to the east of Brookview.

All bands and audio equipment must stop playing indoors at midnight and outdoors by 10 pm.



# Rentals

## Down Payment And Damage Deposit

A 50 percent non-refundable down payment is due when reservations are made. Full rental fee and damage deposit by credit card (\$500 for Bassett Creek Room, \$100 for deck and all other rooms) are due 30 calendar days before the event. If all rental policies are followed and there is no damage to the facility, the damage deposit will be refunded within 14 days of the event.

## Sales Tax

All room rentals and additional rentals will be charged Minnesota sales tax of 7.525 percent.

# Full-Day Rates

The full-day 14-hour (10 am–12:30 am) room rental package includes the Bassett Creek Room, the private Fairway Deck overlooking Brookview Golf Course, Rice Lake Conference Room, Lilac Room, and set-up and takedown of tables and chairs.

The Lilac Room is a small secured dressing room next to the family bathroom that's perfect for use by the wedding party or mothers looking for privacy. The Sweeney Lake conference room can also be rented as an additional secured room. Ask the facility coordinator for more information.

*Golden Valley residents may reserve 24 months in advance, non-residents 22 months in advance.*

## BASSETT CREEK ROOM

### Capacity

*Up to 200 guests depending on room layout*

**Fri: \$1,400 res / \$1,600 non-res**

**Sat, holidays: \$1,800 res / \$2,000 non-res**

**Sun: \$1,200 res / \$1,400 non-res**

*\*All rates subject to change*



# Hourly Rates

Golden Valley residents may reserve 12 months in advance, non-residents 10 months in advance. All rentals require a two-hour minimum.



## BASSETT CREEK ROOM

*Comes with Fairway Deck*

### Capacity

*Up to 200 guests depending on room layout*

**Sun–Thu: \$100 per hour res / \$130 per hour non-res**

**Fri: \$120 per hour res / \$150 per hour non-res**

**Sat: \$150 per hour res / \$180 per hour non-res**

*\*All rates subject to change*

## BASSETT CREEK NORTH OR SOUTH ROOM

*South room comes with Fairway Deck*

### Capacity

*Up to 64 guests depending on room layout*

**Sun–Thu: \$65 per hour res / \$80 per hour non-res**

**Fri: \$70 per hour res / \$85 per hour non-res**

**Sat: \$90 per hour res / \$105 per hour non-res**

*\*All rates subject to change*



## Hourly Rates Continued

Golden Valley residents may reserve 12 months in advance, non-residents 10 months in advance. All rentals require a two-hour minimum.



### VALLEY ROOM

#### Capacity

*Up to 60 guests depending on room layout*

**Mon–Sun: \$85 per hour *res* / \$100 per hour *non-res***

*\*All rates subject to change*

### VALLEY NORTH OR SOUTH ROOM

#### Capacity

*Up to 25 guests depending on room layout*

**Mon–Sun: \$55 per hour *res* / \$65 per hour *non-res***

*\*All rates subject to change*



### EVERGREEN DECK

#### Capacity

50

**Mon–Sun: \$70 per hour *res* / \$85 per hour *non-res***

*\*All rates subject to change*



### SWEENEY LAKE OR RICE LAKE CONFERENCE ROOM

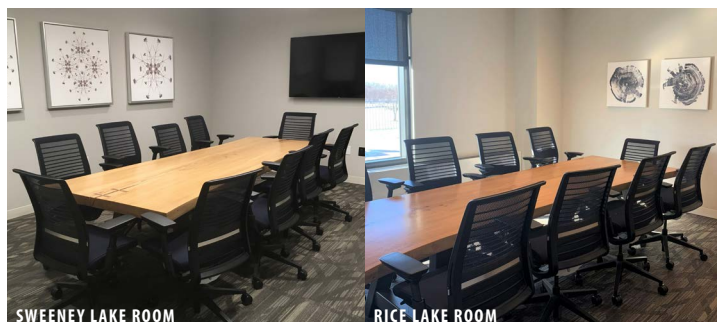
#### Capacity

*Sweeney Lake: 12*

*Rice Lake: 10*

**Mon–Sun: \$30 per hour *res* / \$40 per hour *non-res***

*\*All rates subject to change*



SWEENEY LAKE ROOM

RICE LAKE ROOM



# Additional Rental Options

## FAIRWAY DECK

*\*Included with full or south Bassett Creek Room*  
Ceremony set-up on private Fairway Deck  
Set-up of chairs and portable sound system

\$200 res/ \$250 non-res  
*\*All rates subject to change*



Additional Room Set-Up/Breakdown During Event  
\$50 minimum

Portable Stage  
8' wide x 4' deep x 2' high (3)  
\$25

Portable Portable Sound System  
\$50

Ceiling Draping  
\$500 Bassett Creek full room

*\*All rates subject to change*



## Catering

Our on-site catering service offers a variety of breakfasts, appetizers, box lunches, hot and cold buffets, desserts, and beverages. Enjoy a meal as part of your event at Brookview and leave the work to us!

### THREE ONE SIX BAR + GRILL

Contact: Wendy Maanum

Phone: 763-512-2314

Email: [catering@brookviewgoldenvally.com](mailto:catering@brookviewgoldenvally.com)

Website: [www.brookviewthreonesix.com/catering.html](http://www.brookviewthreonesix.com/catering.html)

An additional approved caterers list is available upon request.



## Additional Services

### Hotel Packages

Looking for a hotel for your guests? We have partnered with [Discover St Louis Park](http://Discover St Louis Park) to provide hotel packages for events at Brookview.

For more information contact Discover SLP at 952-426-4047 or [info@discoverstlouispark.com](mailto:info@discoverstlouispark.com).



**Discover**  
**St. Louis Park**  
Minnesota's **SWEET** Spot

## Map and Directions

**316 Brookview Parkway S,  
Golden Valley, MN 55426**



### FROM THE SOUTHEAST:

Hwy 100 north to west Hwy 55 to Winnetka Ave. South on Winnetka one block, then west on Brookview Pkwy through park to stop sign and straight into parking area. OR, I-394 to Louisiana exit, north to Laurel Ave, west to Winnetka Ave, north to Western Ave, and west to Brookview Pkwy. Go south to parking area.

### FROM THE SOUTHWEST:

Hwy 169 north to east Hwy 55 to Winnetka Ave. South on Winnetka one block, then west on Brookview Pkwy through park to stop sign and straight into parking area. OR, I-394 to General Mills Blvd, then left to South

Frontage Rd. East to Winnetka Ave, then north to Western Ave and west to Brookview Pkwy. Go south to parking area.

### FROM THE NORTHEAST:

Hwy 100 south to west Hwy 55 to Winnetka Ave. South on Winnetka one block, then west on Brookview Pkwy through park to stop sign and straight into parking area.

### FROM THE NORTHWEST:

Hwy 169 south to east Hwy 55 to Winnetka Ave. South on Winnetka one block, then west on Brookview Pkwy through park to stop sign and straight into parking area.



# Brookview Rental Application & Agreement

## Applicant Information

Contact name			Date	
Company/Group name				
Address		City	State	Zip
Home phone		Secondary phone		
Email address				

## Event Information

Day/date of event	Name of event <i>(will be displayed on directional signage)</i>	Estimated attendance
Rental start time: _____ am / pm <i>(time you need to get into the room to set-up/decorate)</i> Event start time: _____ am / pm		
Rental end time: _____ am / pm <i>(time all persons and belongings will exit the room)</i> Event end time: _____ am / pm		

## Rooms Requested

- ☐ Bassett Creek (full room)  
*14-hour rental, 10 am–12:30 am, or hourly (includes Fairway Deck, Lilac Room, caterers kitchen)*
- ☐ Bassett Creek North (half room) • *Includes bar service window*
- ☐ Bassett Creek South (half room) • *Includes Fairway Deck*
- ☐ Sweeney Lake Conference Room • *Lower level*
- ☐ Rice Lake Conference Room • *Upper level*
- ☐ Valley Room (full room) • *Lower level • square and rectangle tables only*
- ☐ Valley Room North (half room) • *Lower level • square and rectangle tables only*
- ☐ Valley Room South (half room) • *Lower level • square and rectangle tables only*
- ☐ Evergreen Deck • *Casual tables and chairs*
- ☐ Other: \_\_\_\_\_

## Set Up Instructions

- ☐ Round tables \_\_\_\_\_ *Number of attendees*
- ☐ Rectangular tables \_\_\_\_\_ *Number of attendees*
- ☐ Head table \_\_\_\_\_ *Number of attendees*
- ☐ Theater style \_\_\_\_\_ *Number of attendees*
- ☐ Classroom style \_\_\_\_\_ *Number of attendees*
- ☐ Check-in table
- ☐ Additional \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Wedding Information (if applicable)

Groom/Bride's full name	Groom/Bride's full name
Ceremony start time: _____ am / pm	Ceremony end time: _____ am / pm
Ceremony location: <input type="checkbox"/> Fairway Deck _____ Number of chairs requested	





# Brookview Rental Application & Agreement

## Catering & Beverages

Will food be served at this event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Approved caterer selected
Will alcoholic beverages be served at this event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Food served at: _____	Bar hours: _____		

## Equipment

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Handheld microphone       | <input type="checkbox"/> Lapel microphone | <input type="checkbox"/> Ceiling drapery for full Bassett Creek room: \$500    |
| <input type="checkbox"/> LCD projector with screen |   | <input type="checkbox"/> 8' x 4' x 2' stage (3 available) _____ quantity: \$25 |
| <input type="checkbox"/> Laptop                    |   | <input type="checkbox"/> Conference call phone: \$25                           |
| <input type="checkbox"/> Easels _____ quantity     |   | <input type="checkbox"/> Podium  |

## Disclaimer

Upon application approval, the City of Golden Valley shall make available to the holder of this permit the Brookview's facilities for use on the date specified, and shall provide custodial services, building supervision and, if required, police services. The City shall not be responsible for providing food, bar services, supplies or supervision of the activities conducted by the holder. The City reserves the right to exercise supervisory authority, including the right to close a party, and to prevent unauthorized or illegal activities on City property. The City shall not be responsible for interruptions of the use of the described facilities for reasons beyond its control, and reserves the right to cancel this permit for reasons of public safety or convenience. I (We) represent and agree that I (we) have read and understand the information regarding the use of Brookview Commons, including cancellation procedures, liabilities and responsibilities assumed, times and curfews, and maximum room capacities. I (We) further understand that this is only an application for use, which provides me (us) with no assumed or implied rights for use until written approval is received. I (We) further understand that fees paid by me (us) are refundable only in accordance with City policies recited in the Brookview Rental Policies and Pricing information. Specifically, and without limiting the generality of the foregoing, the holder of this permit agrees to save, defend and hold harmless the City for any damages to City personnel, facilities, equipment or other City property, or to the property and/or person of any third party, resulting from the use authorized hereby. The City shall not be liable for damage to the property of any person participating in the activities authorized hereby, nor shall it be liable for the death or injury of any such person occurring as a result of the use of the facilities authorized hereby unless damage, injury, or death is due to gross negligence or reckless misconduct of the City.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## For Official Use Only

Notes:



This document is available in alternate formats upon a 72-hour request. Please call 763-593-8006 (TTY: 763-593-3968) to make a request. Examples of alternate formats may include large print, electronic, Braille, audiocassette, etc.

