

Preserve Center Rates Effective 2020

The Preserve Center is open to members of The Preserve Association for private events. A private event constitutes any event held in the Preserve Center where invitation is not made to all members of The Preserve Association.

Reservations are made by calling the Preserve office at 952-941-8400 to check on availability. Reservation is secured by filling out an application and making a \$50 deposit which is applied toward final payment. (Deposit is Non refundable within 30 days of event). All events must be booked a minimum of two weeks prior to rental.

Only Preserve property owners may sponsor non-members. The sponsor is responsible for booking and being at the event. ***A \$75 fee will apply to the sponsored non-member rental in addition to fees below.***

UPPER LEVEL PARTY ROOM (NO ELEVATOR) Maximum Room Capacity: 80 people

<u>Date</u>	<u>Day/Eve</u>	<u>Time</u>	<u>Rates</u>
Mon-Fri	Day	7:00 A - 3:30 P	\$150
Sat/Sun	Day	7:00 A - 4:30 P	\$175
Mon/Thu	Evening	4:30 P - 1:00 A	\$150
Friday	Evening	4:30 P - 1:00 A	\$200
Saturday	Evening	5:30 P - 1:00 A	\$250
Sunday	Evening	5:30 P - 1:00 A	\$200

Thanksgiving, Christmas Eve or Day, New Year's Eve \$300.00

*** Rental time needs to include setup and clean up by the person renting the facility**

**** Rental includes tables, chairs, and cleaning supplies**

***** If early set-up is requested: additional fee of \$15.00 per hour based on availability (can only advise within 2 weeks of event according to availability)**

DOWNSTAIRS MEETING ROOM: (1st floor): Maximum Capacity: 30 people (No kitchen facilities)

Meetings and Small Events- \$30.00/hour (2 Hour min.)

Not available Friday/Saturday/Sunday

If attendance exceeds maximum capacity of building penalties will apply.

Application: Preserve member must fill out the application for rental and sign both the application and rules sheet. If it is a sponsored party we need the name and contact information of the person being sponsored and their signatures on both forms.

Access Code, Final Payment and Cleaning/Damage deposit: You must come to the office during business hours within 3 days of the event to settle up on payments, receive the front door access code, pay the \$400.00 damage deposit, and do a walk-thru to review the facility features and cleaning check list. Office Hours: Tuesday-Friday 8:30 a.m.- 4:30 p.m. (Our office is NOT open Saturday/Sunday/Monday) The damage deposit is fully refundable if the event is cleaned to the satisfaction of the Preserve staff and nothing is damaged. Any cleaning issues or damage will be assessed against the deposit amount.

*In Addition: The person renting the facility agrees to take responsibility for any guest in and around the Preserve Center and WILL PAY FOR ANY DAMAGE done to the Center or its equipment.

Clean-Up: The person renting the facility agrees to clean up immediately after the party in a manner that would allow another party to begin following your rental. A check list is provided when you pick up the door code. If clean up is not done to the satisfaction of the Preserve Management, there will be a minimum charge of \$50 per hour for cleaning. LEAVE NO TRACE.

Closing the facility: The person renting the facility is responsible for securing the building by locking the front door (if second floor use-all deck doors as well.) Make sure that all exit doors are secure. (\$100 fine for any door left unlocked). Thermostats must be set in the off position. An additional \$25 fee will be charged for each of the air conditioner or heating units that are not turned off. All lights must be turned off with the exception of the entryway light.