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The City of Vadnais Heights
800 East County Road E
Vadnais Heights, MN 55127

Memorandum:

TO: Mayor Gunderson and City Council Members

FROM: Katie Everett, Recreation Supervisor

DATE: December 20, 2022

SUBJECT: Updated 2024 Security Fee - Vadnais Heights Commons

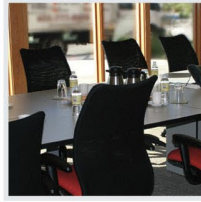
Requested Council Action

Approve updated 2024 security fee rate for Vadnais Heights Commons

Background

At its December 20, 2022 meeting, the City Council approved several updated documents for the Vadnais Heights Commons, including the 2024 rates. Since that meeting, Ramsey County Sheriff's Office announced an increase in their hourly rate. As a result, Jimmy's Food and Drink (the new event coordinator for VHC), has requested that the 2024 security fee be increased to \$450 from \$375. While this fee appears on our rate sheet as a convenience to VHC customers, this fee will be paid directly to Jimmy's Food & Drink by the customer.

Enclosures
Updated 2024 Rental Rates



2024 Rental Rates

Vadnais Room (Capacity 400+)

Standard Rate

Off-Season Rate (Jan-April & Nov-Dec)

Monday - Thursday (7:00 am - 4:00 pm)	\$600.00	\$600.00
Monday - Thursday (non-wedding)	\$900.00	\$800.00
Friday	\$3,600.00	\$3,000.00
Saturday	\$4,400.00	\$3,500.00
Sunday	\$3,400.00	\$2,900.00
	\$900.00 Youth Rate	\$800.00 Youth Rate
Refundable Damage Deposit (for all events)	\$500.00	\$500.00
Security Fee	\$375.00 <u>\$150.00</u>	\$375.00 <u>\$150.00</u>

(Room rental includes 8 consecutive hours Sunday - Thursday and 10 consecutive hours Friday & Saturday only)

Fireside Room (Capacity 60)

Monday - Sunday <i>3 hour minimum</i>	\$150.00/Hour	\$125.00/Hour
Refundable Damage Deposit (for all events)	\$500.00	\$500.00

Willow Room (Capacity 20 - 22)/Lambert Room (Capacity 12 - 14) (Business Use Only)

Monday - Sunday <i>3 hour minimum</i>	\$70.00/Hour	\$70.00/Hour
Refundable Damage Deposit (for all events)	\$200.00	\$200.00

Wedding Ceremonies

Inside/Outside Ceremony	\$1,700.00	\$1,400.00
Change-over due to weather	\$500.00	\$500.00

Ceremony Includes 2 additional hours & 1 hour rehearsal

Rates Effective 12/21/2022

Cash, check, or credit; fees apply to credit card transactions. Prices subject to change. Holiday rates upon request.

Rental Hours: 7:00 am - 1:00 am. Early access prior to 7:00 am - \$150/hour. After hours fee - \$250/hour. Events running passed rented hours will be charged \$150/additional hour 7:00 am - 1:00 am, and \$250/hour for each hour after 1:00 am.

Corporate/Social Events: \$250.00 fee for AV usage.

Additional fees may be charged for supplementary services.

Off-Season rates are effective January - April and November-December. (Standard rates May - October.)

Change of Date fee: \$500.00.

Lobby furniture removal: If a conference room is available to store furniture, a fee of \$400.00 will be assessed to move furniture.

Renter will receive a 15% room rental discount for rental of the Vadnais Room if room is booked within 60 days of rental date.

All Preferred Caterers and Decorators will apply a 15% VHC usage fee. See Rental Contract for more details.

Resident rate shall be \$200 less than the current rate for Friday, Saturday, or Sunday rental of the Vadnais Room.

VADNAIS HEIGHTS COMMONS ♦ 655 E. COUNTY ROAD F ♦ VADNAIS HEIGHTS, MN 55127

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