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Memorandum:

TO: Mayor Krachmer and City Council Members

FROM: Katie Everett, Recreation and Facilities Manager

DATE: August 15, 2023

SUBJECT: Vadnais Heights Commons Updated Rates

Requested Council Action

Approve updated rental rates for the Vadnais Heights Commons

Background

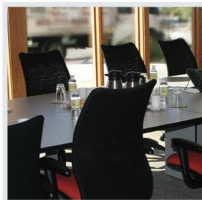
City staff met with staff from Jimmy's Food & Drink to review rental rates at the Vadnais Heights Commons. Additionally, the Vadnais Heights Commons Advisory Committee met on July 25, 2023 and upon review, recommended Council approval of the updates.

The recommendations include:

- Moving to an effective date model for rates rather than calendar-based pricing, using the current pricing for 2024. These rates will be effective for any date booked until rates are changed, and will be effective August 16, 2023.
- Minor updates to room availability in response to booking trends.
- Under the new pricing, staff recommend setting a policy that events can be booked no more than 18 months out (currently events can be booked when rates are set for the year of the event).
- Elimination of minor "ala carte" fees to increase customer service value for events.

Enclosures:

- Rental Rate Sheet
- Fees, Amenities & Required Services



2024 Rental Rates

Vadnais Room (Capacity 400+)	Standard Rate	Off-Season Rate (Jan-April & Nov-Dec)
Monday – Thursday Friday (7:00 am – 4:00 pm)	\$600	\$600
Monday – Thursday (non-wedding)	\$900	\$800
Friday	\$3,600	\$3,000
Saturday	\$4,400	\$3,500
Sunday	\$3,400	\$2,900
	\$900 Youth Rate	\$800 Youth Rate
Refundable Damage Deposit (for all events)	\$500	\$500
Security Fee	\$450	\$450

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

Fireside ~~Room~~ Lounge (Capacity 60)

Monday – Sunday Tuesday - Friday	\$150/Hour	\$125/Hour
3 hour minimum		
Refundable Damage Deposit (for all events)	\$500	\$500

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

Monday – Sunday Tuesday - Friday	\$70/Hour	\$70/Hour
3 hour minimum		
Refundable Damage Deposit (for all events)	\$200	\$200

Wedding Ceremonies

Inside/Outside Ceremony	\$1,700	\$1,400
Change-over due to weather	\$500	\$500

Ceremony Includes 2 additional hours & 1 hour rehearsal

Rates Effective [12/21/2022](#) & [1/16/2023](#).

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 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 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.

Fees, Amenities & Required Services

AMENITIES

- 10,000 square feet of private space for ballroom rental. No public access during functions.
- All rental space is accessible on one level with 28-foot ceilings and windows on three sides of the building.
- Free parking.
- Architectural design provides scenic views, bringing the outside in.
- On-site building host to accommodate guests' needs. A VHC staff member is assigned to the event for the hours rented. The VHC building host will greet guests and respond to facilities needs as they arise during the event. The VHC building host will also lock gifts and cards in a conference room.
- Access to outdoor patio with seating for socializing with.
- Indoor fireplace area offers social areas with unique furnishings. Provides an atmosphere for guests to take in the building's beautiful features.
- Flexible wedding ceremony offerings either outdoors or indoors. Accordion French doors offer striking outdoor ceremony entrance.
- Complimentary bride's room, gift room or green room. Renter's choice.
- Dinner seating 15 to 430+. Theater style seating up to 700.
- Flexible scheduling. Customization of specific event hours and unique floor plans that offer variety.
- Built in sound system.
- Handheld microphones.
- State of the art built-in screen and projection system. Two full size jumbo screens.
- Complimentary internet access.
- Skylights throughout the ballroom bring in natural light.
- Professional and courteous catering and bar service provided by Jimmy's Food & Drink.
- Preferred design-staging services.
- Decorative shadow boxes to customize for your event.
- Complimentary professional event consultation regarding room set and technical equipment testing.

REQUIRED SERVICES EXPLANATION

- Security is required for events with over 100 people. See rate sheet. All events are open to discretion.
- **VHC Usage Fee:** Preferred decorators will apply the VHC 15% ~~catering~~ usage fee to drapery, chair covers, linen, china, silver, and other incidentals. This amount will be paid directly to VH Commons via the VH Commons preferred vendors.
- **AV Usage for Corporate/Social Events:** AV usage fee includes assistance from VHC host; check rate sheets for current rates.

ALA CARTE SERVICES

- Lavalier microphone - \$125.
- 8x8 staging rental - \$225; (includes setup & teardown).
- Additional AV projection and sound system pricing available upon request.
- ~~Podium - \$25~~; Flip Charts/Paper - ~~\$4025~~.
- Additional hours may be purchased. Please see the rate sheet for pricing.