

CULTIVATE MANKATO

Community Room Policies and Procedures

Name: _____

Date/Time of your Event: _____

Prior to your Event

- The event fee, a signed Cleaning Expectation Agreement and a signed Policies and Procedures is required prior to your event date.
- Reservations accepted on a first paid/first served basis. We cannot hold dates without a payment upfront.
- Individuals booking an event must be at least 21 years of age and MUST be present during the entire event.
- Individuals booking assume full responsibility for their party and guests in case of damage, theft or disturbances during the event.
- Payment methods accepted are: **only online credit card** (an online payment request will be sent via email at time of booking).
- Rental fees must be paid in full 30 days prior to the event.
- Cancellation/Change of Date Policy and Fees: In the unfortunate situation that an event cancels, the renter agrees and understands that the facility has been turned down to other prospective renters. For this reason, no refund will be granted if we are given less than a 30 day notice.

Day of Details

The day of your event is all about the details, and we're here to help you understand what you will be responsible for and what we will take care of. Our staff will ensure we meet our client's needs.

What We Do:

- Provide one on-site staff person to give you access to the building.
 - This staff person will provide answers to any questions you may have.
 - He/she will also give you a walk through of the facility to show the areas and supplies you have access to.
- Provide tables and chairs – Let us know prior to your event how many tables and chairs you will need (we have both child tables and chairs and adult tables and chairs).

You Should Expect To:

- Arrive at your scheduled start time. We do not allow early drop off or set up.
- Our staff is not able to sign for or receive deliveries.
- We do not allow overnight storage—all belongings and outside rental items need to be taken with you at the end of your rental.
- Set up tables, chairs and other supplies as needed for your event.
- Maintain control of your group and ensure policies are enforced.
- Review the Cleaning Procedure Agreement: clean up following your event, finishing by the end of your rental time.
- You will need to provide all items required for food storage, service and prep.
- Please sign our guest book at the end of your event!

Food and Alcohol

Alcohol:

- Alcohol is only permitted inside our facility. Alcohol is not permitted outside our building at any time.
- Alcohol is not permitted at any event in celebration of a person or persons under the age of 21. For example, High School Graduation, Christening, Birthday Party for any person under the age of 21.
 - Any group misrepresenting their event as something other than what it is; in an effort to bypass the above rule will have to pay an additional fee.
- In order to serve alcohol, you are required to hire a catering service that provides bartending services. For example, Absolute Catering or Pub500.
- Rental clients are responsible for the behavior of their party.
- Underage drinking NOT permitted and will result in termination of the deposit and legal action.
- If an event is booked as a non-alcohol event and improperly serves alcohol, the rental will be terminated and you will have to pay an additional fee.
- You are required to use a catering service if you intend to serve alcohol.

Food:

- We do not offer catering services for our events but feel free to bring your own.
- We are a 100% Peanut Free facility. This is our only food restriction.
- Please take with you or throw away all left-over food and beverages.
- You are required to use a catering service if you intend to serve alcohol.

Your signature below will indicate your have read and agree to the Procedures and Policies of our Community Room.

Signature

Date

CULTIVATE MANKATO

Community Room Cleaning Expectations

Thank you for choosing Cultivate Mankato for your event! It is our aim to make this rental a complete success. You will find the Community Room very clean and ready for your event. Your job will be to leave the Community Room in the same state as you had arrived. You are encouraged to clean it yourself or hire someone to clean after your event.

All cleaning supplies will be provided. Supplies are located in a wicker basket on the counter next to the refrigerator and brooms and mops are located in the closet next to the kitchen.

Below are just a few guidelines for the cleaning process:

- Sweep floors
- Mop floors
- Wipe down tables and chairs
- Wipe down kitchen (countertops, island top, sink)
- Empty all garbage cans and drop bags in dumpster (located behind the outdoor play area in the alley)
- Clean bathrooms and remove any garbage from bathrooms
- Ensure all doors are locked and lights are off

You will be charged a fee if you have not followed all of our Procedures and Policies, and if cleaning does not check out and/or there is damage.

Your signature below will indicate you have read and agree to the cleaning expectations of our Community Room.

Signature

Date

Please return this agreement prior to your event.

You may send it electronically to jordyn.erickson@cultivatemankato.com, drop it off in person or mail it to 227 E. Main St. Mankato MN 56001.

FAQ

What does Cultivate Mankato provide?

Seating for up to 60 people, a large kitchen island with bar stools, a kitchenette with a refrigerator, freezer, sink and microwave, tables, tablecloths and matching chairs, 3 large windows for lots of natural lighting, beautiful artwork, and access to adult and child bathrooms.

What does it cost to rent the Community Room at Cultivate Mankato?

It's \$250 for 4 hours. Want more time? You can book two slots for \$500.

Does Cultivate Mankato provide food? What about dishes and flatware?

We do not provide food, dishes or flatware. Feel free to bring your own! However, we are a Peanut Free Zone so that is our only restriction.

Are there any food restrictions?

We are a Peanut Free Zone so that is our only restriction.

Does Cultivate Mankato provide decorations?

We do not provide decorations but feel free to bring your own.

Does Cultivate Mankato provide any technology?

No.

Are there available and easy to access outlets?

Yes.

Where do visitors park?

We have ten parking spaces. There is also off-street parking available with no time restrictions along Broad Street during the weekend.

How do I access the building?

Doors to Cultivate will be unlocked remotely before your scheduled event to give you access to the building.

If I have a problem during my event, who can I contact?

Contact Candice Deal-Bartell via email candice@cultivatemankato.com

Can I cancel my reservation?

In the unfortunate situation that an event cancels, the renter agrees and understands that the facility has been turned down to other prospective renters. For this reason, refunds will not be given.

Can I change the date on my reservation?

As long as there is availability, you can change the date on your reservation up to 2 weeks prior to your scheduled event.

Can I use any of the other rooms at Cultivate Mankato?

All other spaces at Cultivate will be closed.

Can I provide alcohol at my event?

Yes, as long as you go through a catering business that provides bartending services; such as Absolute Catering or Pub 500.

Hello,

Thank you for choosing Cultivate Mankato to host your upcoming event! We have created this packet in hopes that we answer all the questions that you may have. However, if you do have a question that cannot be answered in this packet, please contact Jordyn Erickson at jordyn.erickson@cultivatemankato.com.

We have also included an information pamphlet and flier that we hope you can pass along to a family member, friend or acquaintance that may be interested in renting our space for their next event! Or, please post on a bulletin board at your local coffee shop, gym or any other business with a community board, that you happen upon. Help us spread the word, we would really appreciate it!

We will have a guest book located on the kitchen island. After your event, please make sure to leave your name, address and feedback. We want to know what you liked and what we can improve on. Also, would you be willing to give us a google review on our google business page and our facebook page? Simply google Cultivate Mankato to leave a review on our google business page. Visit www.facebook.com/cultivatemankato to leave a review on our facebook page.

We hope you have a wonderful time!

Candice Deal-Bartell, Director
Jordyn Erickson, Administrative and Marketing Coordinator



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We will have a guest book located on the kitchen island. After your event, please make sure to leave your name, address and feedback. We want to know what you liked and what we can improve on. Also, would you be willing to give us a google review on our google business page and our facebook page? Simply google Cultivate Mankato to leave a review on our google business page. Visit www.facebook.com/cultivatemankato to leave a review on our facebook page.

We hope you have a wonderful time!

Candice Deal-Bartell, Director
Jordyn Erickson, Administrative and Marketing Coordinator



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Community Room Cleaning Checklist

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All cleaning supplies are provided and can be found in a wicker basket on the counter next to the refrigerator. Brooms and mops are located in the closet next to the kitchen.

Below is a list you can reference and check off as you have completed each task:

- Sweep floors
- Mop floors
- Wipe down tables and chairs
- Wipe down kitchen countertops
- Wipe down island top
- Wipe down sink
- Empty all garbage cans and drop bags in dumpster (located behind the outdoor play area in the alley)
- Clean bathroom sinks and toilets
- Remove any garbage from bathrooms
- Ensure all doors are locked and lights are off

You will be charged a fee if you have not followed all of our Procedures and Policies, and if cleaning does not check out and/or there is damage.