



Event Venue Rules and Regulations

Appointments

Appointments are required for meetings and tours, and must be scheduled in advance.

Payments

A non-refundable deposit of 50% and a signed contract are required to confirm an event date. The remaining balance is due 60 days prior to the event. Cancellations less than one year from event date will forfeit the deposit.

Rescheduling

If you need to reschedule an event date, SpringBrooke Events will work with you to change the date. Rescheduling is based solely on availability, with no guarantees on a date change. To secure a new date, a 70% deposit plus a \$500 rescheduling fee is required and is non-refundable.

Cancellations

Cancellations made less than 1 year prior to event date forfeit deposit. No exceptions. Cancellations made more than 1 year prior to event date will receive their deposit back, less a 20% convenience fee.

Caterers

SpringBrooke Events allows any licensed and insured caterer.

Alcohol Policy

Outside alcohol is never permitted on the premises. SpringBrooke Events staff reserve the right to confiscate outside alcohol and notify the bride and groom of the problem. The DJ may be notified if the problem continues and music will stop until the situation is resolved.

If alcohol is gifted, it shall not be opened during any event at any time.

In compliance with Minnesota liquor laws, no alcoholic beverages will be served or sold to any persons under the age of 21. No person under the age of 21 is permitted to consume alcoholic beverages on the premises even in the presence of their parents. Any guests violating these rules will be asked to leave the facility. No exceptions. SpringBrooke Events reserves the right to refuse to serve alcohol to any persons who appear to be intoxicated.

Day Prior Access

To secure access to the event center the day prior to your event for set up, you may reserve the space at a rate of \$100/hr Monday through Thursday, and \$200/hr Friday, Saturday, Sunday if the date is available.

Decorations

Decorations may not be hung with tape, nails, screws, or anything that could damage the walls, paint, or fixtures. Other options including command strips, wire, poster putty, or non-stick tape are allowed. All decorations must be removed by 1am on the night of the event. All decorations must be approved by SpringBrooke Events prior to event date. Loose petals, confetti, glitter, rice, birdseed, sand, fake snow, and open flames are strictly prohibited. Candles are allowed but must always be encased in glass. Helium balloons are allowed if properly secured and disposed of after the event. Removal of personal decorations is the sole responsibility of the client. All decorations must be removed by 1am. To extend past the 1am cut off is \$150/hr. If the venue is not rented, you may tear down the next day from 8am to 12pm, for a \$300 fee.

Bar

SpringBrooke will provide 1 bar tender for every 100 guests. The bar minimum is \$500. The bar total will be calculated at 12am when the bar closes, and if the minimum has not been met, the client will be responsible for the difference.

There are 3 bar options clients may choose from:

- Cash Bar – each guest pays as they go for each drink.
- Drink Tickets – Client pays for and hands out drink tickets to guests – amount of tickets is up to client.
- Open Bar – Guests drink free, and client is responsible for the balance.

More than one of these options may be used for the same event. Open bar for 2 hours then cash bar after, 2 drink tickets per adult in combination with cash bar, etc.

Smoking

SpringBrooke is a smoke free facility. No smoking is allowed anywhere inside the building. Smoking is allowed outside, in designated areas only.