



Glencoe City Center Fee Schedule

Glencoe City Center
1107 11th Street East
Glencoe, MN 55336

citycenter@ci.glencoe.mn.us
320.864.6951

Updated: January 2022

Ballroom (rates effective as of 01/08/2019)	Sunday-Thursday Basic Rate	Friday, Saturday, & Holidays Basic Rate
SOUTH GRAND BALLROOM - approximate banquet seating for 150 Basic rate is for a ten hour time block (includes any renter and/or vendor pre-event decorating and set-up) – additional hours may be added for \$25 per hour	\$300.00	n/a
NORTH GRAND BALLROOM - approximate banquet seating for 250 Basic rate is for a ten hour time block (includes any renter and/or vendor pre-event decorating and set-up) – additional hours may be added for \$25 per hour	\$350.00	n/a
FULL GRAND BALLROOM – total banquet seating for 500 Basic rate is for a ten hour time block (includes any renter and/or vendor pre-event decorating and set-up) – additional hours may be added for \$50 per hour	\$650.00	\$800.00
BALCONY – approximate seating for 376	\$200.00	\$200.00
COURTYARD	\$100.00	\$100.00

*Guests making a weekend reservation (Friday through Saturday) must reserve the full Grand Ballroom.

** Basic rental fees include facility rental; room set-up; and general cleaning fees.

***Food must be catered for ballroom events. Food caterers must be an approved vendor and pay a per event catering fee to operate at the City Center (see Rental Agreement).

Meeting Rooms (rates effective as of 01/08/2019)	Sunday-Saturday Basic Rate
MARTIN MCLEOD ROOM (Senior Community Room)	\$35.00 per hour
NORTH CONFERENCE ROOM	\$25.00 per hour
WEST CONFERENCE ROOM	\$20.00 per hour
HENRY HILL ROOM	\$20.00 per hour
BASEMENT MEETING ROOM	\$15.00 per hour

Note: There is a two-hour minimum for Meeting Room rentals.

* Basic rental fees include facility rental; room set-up; and general cleaning fees.

** Potluck: You will be asked to complete a waiver if you choose to bring in your own food to the Glencoe City Center meeting rooms.

*** Food caterers must be an approved vendor and pay a per event catering fee to operate at the City Center (see Rental Agreement).

Glencoe City Center Fee Schedule

Other Fees:		
Non-Refundable Reservation Fee	Must be submitted with application - applied to total reservation fee.	25% of basic room rental fee
Refundable Damage Deposit	Required	\$200.00 per Grand Ballroom event \$100.00 per event in other rental spaces
Technology/Communications Package	Optional –Wireless mic; LCD projector, podium, sound system.	\$25.00-\$100.00 per event
Platform Rental (i.e. staging for head tables)	Optional	\$150.00 per event
Performance Stage Backdrop	Optional	\$100.00 per event
Kitchen Rental	Applies whenever the catering kitchen is needed.	\$100.00 per event
Coffee/Water Service	Optional	1-30 cups = \$20 50-80 cups = \$35 All day service = \$50
Table Linens/Table Skirting	Optional	\$7.00 per table linen/skirt .35 cents per linen napkin \$1.00 per chair cover (white only)
Dishware Rental	Optional - Place setting includes: dinner plate, salad/dessert plate, fruit dish, coffee cup, water goblet, and flatware.	\$1.25 per place setting
Bar Service (bar equipment rental)	Optional	\$150.00 per event
Security (only required for public dances/events)	Required for public dances	\$250.00 per event