

GLENCOE CITY CENTER

FEE SCHEDULE

1107 11th Street East • Glencoe, MN 55336 • TZajicek@ci.glencoe.mn.us • 320.864.6951 • Updated: January 2026

*Weekend / Wedding Package (rates effective as of 01/6/2026)
Fees also apply to Quinceañeras*

WEEKEND / WEDDING PACKAGE

Item / Description	Rate
Basic Ballroom Wedding Package includes: <ul style="list-style-type: none">• Pre-Day Decorating Rental (eight-hour time block from 8 am to 4 pm)• Wedding Day Rental (ten-hour time block)• Bar Service• Requires \$500 down payment to hold date	\$2,000.00
Refundable Damage Deposit (required)	\$500.00
Elevated Stage for head table (optional)	\$200.00
Event Backdrop (comes with lights)	\$175.00
Table Linens/Chair Covers (optional)	\$8.00 per table (white, ivory, chocolate, navy, or black) .45 cents per linen napkin (white or black) \$1.50 per chair (white only)
Dishware Rental (optional – includes dinner plate, salad/dessert plate, fruit dish, coffee cup, water goblet, wine glass, and flatware)	\$1.75
Sunday Tear Down (optional)	\$375.00
Ceremony Fee (optional)	\$200.00
Outdoor Chairs (optional)	\$1.50
Décor Rental (optional)	Varies (see inventory catalog)
Décor Only Package (optional)	\$1200.00
All In Rental Package (optional – includes ballroom, bar setup, kitchen use, dishware, stage, backdrop, linens, and décor)	\$4500.00

Basic rental package includes facility rental, room set-up, and general cleaning service

Meals must be catered for ballroom events. Caterers must be pre-approved and pay a per-event catering fee to operate at the City Center.

Bar arrangements (i.e. free drinks for your guests) are made through the City Center Manager. A minimum gratuity charge of 20% applies to the final bar bill.

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Ballroom (rates effective as of 01/6/2026)

BALLROOM		
Room / Description	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 \$35 per hour	\$375.00	
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 \$35 per hour	\$425.00	
FULL GRAND BALLROOM Total banquet seating for 450 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 \$60 per hour	\$750.00	\$950.00
BALCONY Approximate seating for 376	\$225.00	\$225.00
COURTYARD	\$175.00	\$175.00
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 01/6/2025)

Item / Description	Rate
SENIOR COMMUNITY ROOM	\$45.00 per hour
NORTH CONFERENCE ROOM	\$35.00 per hour
	\$30.00 per hour
BASEMENT MEETING ROOM	\$30.00 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. Potlucks: You will be asked to complete a waiver if you bring 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)	

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OTHER FEES	
Item / Description	Rate
Non-Refundable Reservation Fee – Meeting Rooms	Must be submitted with application. Cancellations will be refunded 75% of room rental.
Refundable Damage Deposit - Ballroom	\$500.00 per Grand Ballroom event
Technology/Communications Package	Wireless mic, LCD projector, podium, sound system. \$25.00 Each
Large Screen TV's	100.00 Per Tv
Platform Rental (i.e. staging for head tables)	\$200.00
Performance Stage Backdrop	\$175.00 with Lights
Kitchen Rental	This applies whenever the catering kitchen is needed \$125.00 per event
Coffee/Water Service	1-30 cups = \$30 50-80 cups = \$60 All day service = \$80
Table Linens/Table Skirting	\$8.00 per table linen/skirt .45 cents per linen napkin \$1.50 per chair cover (white only – limited black available for memory chair)
Dishware Rental	Place setting includes dinner plate, salad/dessert plate, fruit dish, coffee cup, water goblet, and flatware. \$1.75 per place setting
Bar Service (bar equipment rental)	\$175.00 per event
Security (only required for public dances/events)	Required for Public Dances/Events \$250.00 per event
Sunday Tear Down	\$375.00 per event
Ceremony Fee	\$200.00 per event
Outdoor Chairs	\$1.50 per chair
Décor Rental	Price Varies by Piece
Décor Only Package	Décor Only \$1200.00 per event
All In Rental Package	Includes ballroom, bar setup, kitchen use, dishware, stage, backdrop, linens, and décor. \$4500.00 per event