



SHOREWOOD

COMMUNITY & EVENT CENTER

RENTAL GUIDE

ShorewoodMN.gov/Register

NEW FOR 2026:

We have streamlined our rental fees to make the process clearer, easier and more predictable for you. The previous custodial fee has now been incorporated into our hourly rate. This update reduces confusion, ensures transparent pricing upfront, and makes planning your event more convenient. We appreciate your continued support and look forward to hosting your next rental!

Banquet Room

Our Banquet Room is the largest space we have to offer. This room can be divided into two spaces with a middle divider. The area comes furnished with tables and chairs to accommodate up to 160 people. For large conferences and seminars, the room can be set up theatre style to accommodate approximately 200 people. This is the perfect space for you to host your wedding, birthday party, seminar, business meeting, or other large gathering!



Facility Hours

Day of Week	Times Available	Minimum Hour Requirement
Monday - Friday	9:00am - 12:00 Midnight	2
Saturday	8:00am - 12:00 Midnight	6
Sunday	8:00am - 11:00pm	4

Room Amenities

Included with Rental

- Wireless Microphone connected to speakers
- Easy access to warming kitchen
- Podium
- Easels
- Screen & Projector or mobile A/V cart
- Round or rectangle tables with chairs
 - Tables seat 6 people (recommended)
 - Round tables: 5ft in diameter
 - Rectangle tables: 6ft in length

Add-On Options

- Tablecloths: \$12 per linen
- All-inclusive dish rental: \$2.50 per person
- Water glasses & coffee cups: \$0.50 each
- Coffee: \$10 per pot

*Additional fees and/or damage deposits may be required for unique set-up or decoration requests. Please see policies on pg. 6 for alcohol policy, requirements, and fees.

Resident Rates

Day of the Week	Fee
Sunday	\$75 per hour
Saturday	\$90 per hour
Monday - Friday	\$65 per hour
Large Group Fee (100+ Guests)	\$50

*In addition to the hourly rates, all reservations require a \$200 refundable damage deposit.

Non-Resident Rates

Day of the Week	Fee
Sunday	\$100 per hour
Saturday	\$115 per hour
Monday - Friday	\$90 per hour
Large Group Fee (100+ Guests)	\$75

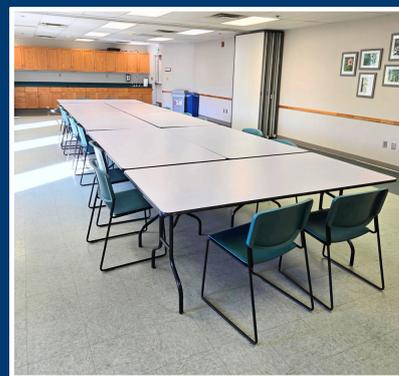
*In addition to the hourly rates, all reservations require a \$200 refundable damage deposit.

Non-Profit Rates

Federally registered non-profit groups will receive a 25% discount on the hourly rental rate based on their business residency. Prior to receiving the discount, non-profit status will be verified through the IRS by staff. Local non-profit groups are defined as having residency within the cities of Shorewood, Tonka Bay, Deephaven, Excelsior and Greenwood. The discount is not applied to the damage deposit.

Activity Room

Our Activity Room is a perfect space for your next smaller event. This room accommodates between 30-60 people. Each year, a variety of business meetings, birthday parties, activities, seminars, and presentations are held in the space. This room can also be divided into two spaces with a middle divider to create smaller, more private rooms. The area can be furnished with tables and/or chairs to accommodate the needs of your event.



Facility Hours

Day of Week	Times Available	Minimum Hour Requirement
Sunday - Friday	9:00am - 12:00 Midnight	2
Saturday	8:00am - 12:00 Midnight	2

Room Amenities

Included with Rental

- Wireless Microphone connected to speakers
- Easy access to warming kitchen
- Podium
- Easels
- Screen & Projector or mobile A/V cart
- Round or rectangle tables with chairs
 - Tables seat 6 people (recommended)
 - Round tables: 5ft in diameter
 - Rectangle tables: 6ft in length

Add-On Options

- Tablecloths: \$12 per linen
- All-inclusive dish rental: \$2.50 per person
- Water glasses & coffee cups: \$0.50 each
- Coffee: \$10 per pot

*Additional fees and/or damage deposits may be required for unique set-up or decoration requests. Please see policies on pg. 6 for alcohol policy, requirements, and fees.

Resident Rates

Day of the Week	Fee
Sunday - Friday	\$65 per hour
Saturday	\$70 per hour

Non-Resident Rates

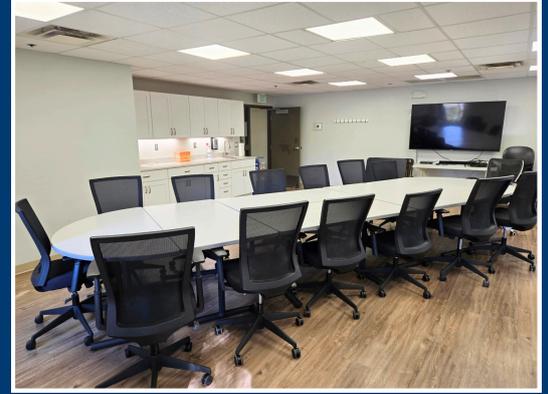
Day of the Week	Fee
Sunday - Friday	\$80 per hour
Saturday	\$85 per hour

Non-Profit Rates

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Conference Room

Our Conference Room is the ideal space for a meeting or small gathering. This room can accommodate 12-15 people around its oval-shaped table. This quiet space provides access to a large TV with easy hookups for your laptop. Our mobile A/V cart provides the ability to easily video conference to those unable to attend your meeting in person.



Facility Hours

Day of Week	Times Available	Minimum Hour Requirement
Sunday - Friday	9:00am - 12:00 Midnight	2
Saturday	8:00am - 12:00 Midnight	4

Room Amenities

Included with Rental

- Wireless Microphone connected to speakers
- Easy access to warming kitchen
- Podium
- Easels
- Screen & Projector or mobile A/V cart
- Round or rectangle tables with chairs
 - Tables seat 6 people (recommended)
 - Round tables: 5ft in diameter
 - Rectangle tables: 6ft in length

Add-On Options

- Tablecloths: \$12 per linen
- All-inclusive dish rental: \$2.50 per person
- Water glasses & coffee cups: \$0.50 each
- Coffee: \$10 per pot

*Additional fees and/or damage deposits may be required for unique set-up or decoration requests. Please see policies on pg. 6 for alcohol policy, requirements, and fees.

Resident Rates

Day of the Week	Fee
Sunday - Friday	\$30 per hour
Saturday	\$35 per hour

Non-Resident Rates

Day of the Week	Fee
Sunday - Friday	\$45 per hour
Saturday	\$50 per hour

Non-Profit Rates

Federally registered non-profit groups will receive a 25% discount on the hourly rental rate based on their business residency. Prior to receiving the discount, non-profit status will be verified through the IRS by staff. Local non-profit groups are defined as having residency within the cities of Shorewood, Tonka Bay, Deephaven, Excelsior and Greenwood. The discount is not applied to the damage deposit.

Full Building Rental

The Shorewood Community & Event Center is a fantastic location for large gatherings, conferences, craft shows, and more! We offer a full building rental that includes use of our Banquet Room, Conference Room, and Activity Room for one low hourly rate. With space for large group seminars, small rooms for breakout sessions, and a warming kitchen to serve lunch and snacks, this is the perfect location for a conference or training!



Facility Hours

Day of Week	Times Available	Minimum Hour Requirement
Sunday - Friday	9:00am - 12:00 Midnight	4
Saturday	8:00am - 12:00 Midnight	6

Room Amenities

Included with Rental

- Please see other pages for room specific amenities

Add-On Options

- Tablecloths: \$12 per linen
- All-inclusive dish rental: \$2.50 per person
- Water glasses & coffee cups: \$0.50 each
- Coffee: \$10 per pot

*Additional fees and/or damage deposits may be required for unique set-up or decoration requests. Please see policies on pg. 6 for alcohol policy, requirements, and fees.

Resident Rates

Day of the Week	Fee
Sunday - Friday	\$145 per hour
Saturday	\$160 per hour
Large Group Fee (100+)	\$75
*In addition to the hourly rates, all reservations require a \$400 refundable damage deposit.	

Non-Resident Rates

Day of the Week	Fee
Sunday - Friday	\$180 per hour
Saturday	\$200 per hour
Large Group Fee (100+)	\$125
*In addition to the hourly rates, all reservations require a \$400 refundable damage deposit.	

Non-Profit Rates

Federally registered non-profit groups will receive a 25% discount on the hourly rental rate based on their business residency. Prior to receiving the discount, non-profit status will be verified through the IRS by staff. Local non-profit groups are defined as having residency within the cities of Shorewood, Tonka Bay, Deephaven, Excelsior and Greenwood. The discount is not applied to the damage deposit.

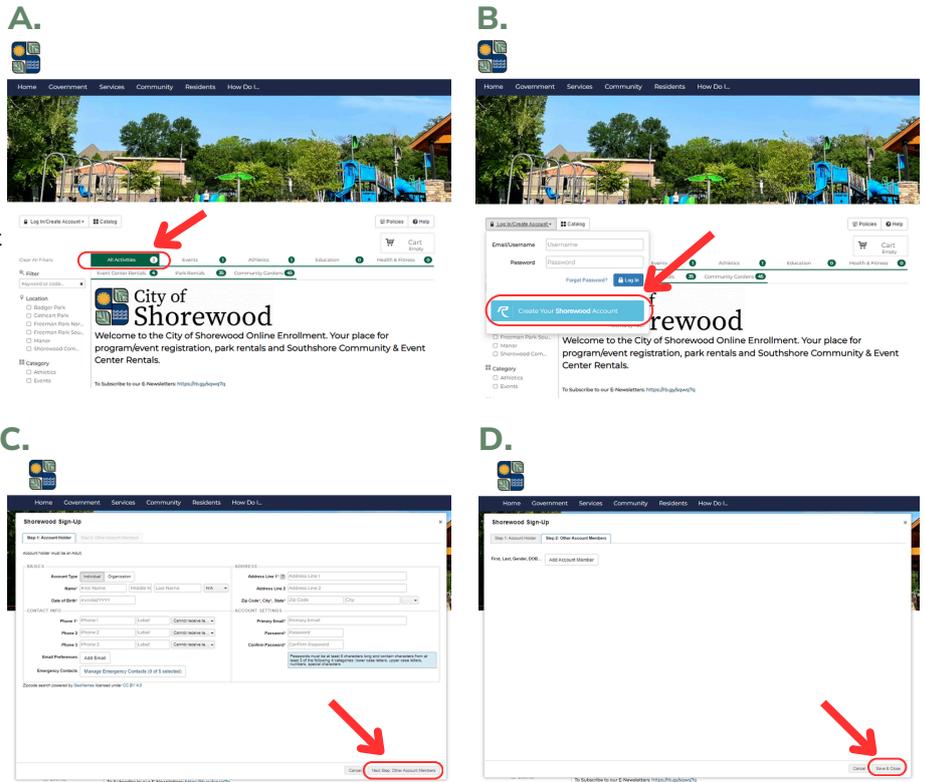
Reservation Procedure

Create an Account

All users of the Shorewood Community & Event Center must create an account within our rental software, CivicRec. Through CivicRec, you are able to check availability of facilities and rooms, reserve facilities and rooms, sign necessary waivers and rental forms, and submit payment. Once an account has been created, you can use your account for all future reservations. You must have an account and be logged in to view available dates and times of facilities and rooms.

To create an account:

1. Visit shorewoodmn.gov/register
2. Click "Log In/Create an Account" (Ex. A).
3. Click "Create Your Shorewood Account" (Ex. B).
4. Complete all of the required fields, then click "Next Step: Other Account Members" (Ex. C)
5. Add additional family members to your account (if necessary), then click "Save & Close" (Ex. D)
6. Congratulations! You have created an account and are now able to make reservations and register for programs through the City of Shorewood's CivicRec website.



Like us on Facebook!

Shorewood Community & Event Center
www.facebook.com/ShorewoodCommEventCenter



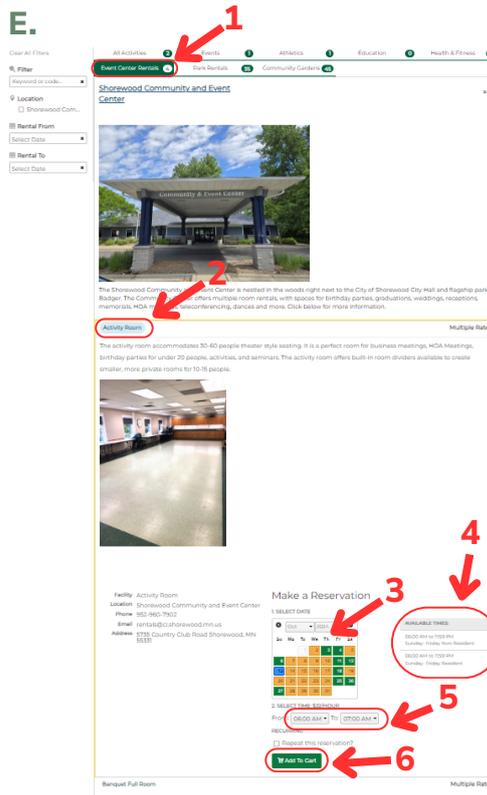
Shorewood Parks & Recreation
www.facebook.com/shorewoodMNParks

Submit a Reservation Request

Once you have created an account in CivicRec you can submit reservation requests for rooms at the Community & Event Center, picnic shelters, athletic fields, and even register for parks and recreation programs & special events! Once your request has been submitted it will automatically be sent to staff for processing. Staff will review your request, contact you with any concerns or changes, then email approval with an invoice and payment information. Please allow 2-3 business days to process requests.

To submit a request:

1. Visit shorewoodmn.gov/register
2. Select the category you are interested in. For the Community & Event Center, click "Event Center Rentals" (Ex. E1).
3. Select the room you are interested in reserving (Ex. E2).
4. View the calendar to see dates that are available (Ex. E3).
 - a. Green dates are fully available.
 - b. Orange dates are partially available. They have an existing reservation for a portion of the day already.
 - i. Available times for days with partial reservations are shown next to the calendar (Ex. E4).
 - c. Grey dates are not available.
5. Once you have the date and time you would like selected, press "Add to Cart" (Ex. E6).
6. After you have added the reservation to your cart, the system will take you through a variety of questions regarding your reservation and have you sign the necessary waivers.
7. After all questions and waivers are complete, staff will receive your request and work to process. Please allow 2-3 business days for processing.



Rental Policy

Reservation Policies

- Payment for your reservation is due in full 2 weeks after your reservation is approved.
 - Reservations with unpaid balances 2 weeks after their reservation was approved may be canceled.
 - Staff will always contact the primary account holder prior to canceling a reservation due to outstanding balance.
- Reservations must be made at least 2 weeks in advance of the desired rental date.
- Refunds
 - If the reservation is canceled 30 days or more in advance, a full refund will be issued less a \$10 processing fee.
 - If the reservation is canceled 14-29 days in advance, a 50% refund will be issued.
 - If the reservation is canceled 13 days or less in advance, no refund will be issued.

Rental Terms & Conditions

- The primary account holder making a room reservation must be at least 18 years of age or older.
- Residents of Shorewood cannot apply for, rent, or reserve the facility for a non-resident. Non-residents must apply directly. This agreement is not transferable.
- Permits, if applicable, will only be issued in the name of the Renter who will be the responsible party for all communication, floor plan(s), insurance, and the day of the rental.
- Disrespectful behavior including but not limited to vulgarity, threatening actions, and verbal misconduct towards staff, volunteers, members of your party, or any building guests will not be tolerated in any manner.
- **Facility Use:** The premises may be used only for hosting events.
- **Condition:** Renter shall - at all times - keep the premises, fixtures, and any rental equipment therein, contained in good order, condition, and in a clean, sanitary, and safe condition. Renter shall not permit any waste, damage, or injury to the premises. Renter shall notify event center staff immediately upon the failure of equipment or any damages.
- **DAMAGE DEPOSIT & BREACH OF CONTRACT:** a refundable damage deposit/breach of contract is due once your rental reservation request has been approved.
- **Additional Fees and/or damage deposits may be required for unique set-up or decorations.**
 - Renter is liable for any damage done to premises. If repairs or replacement costs exceed the damage deposit, Renter will be responsible for the excess amount, and charges will be made. Additional causes that would result in withholding return of damage deposit include, but are not limited to:
 - Items that are broken, lost or stolen
 - Cleaning costs exceeding the allowable amount
 - Fire alarm system is activated unnecessarily
 - Other extraordinary events or circumstances
 - A Breach of Contract occurs if hours are exceeded:
 - The damage/breach of contract fee will be charged if the Renter takes possession prior to designated time and/or if the building and property are not vacated by 12:00 midnight or scheduled time. The renter, guests, and all their service providers (i.e., caterer, DJ, etc.) must be out by 12:00 midnight. For your protection, your guests should be notified of these hours.
 - Submitting a desired floor plan or modifying a submitted floor plan within two weeks of your rental may result in additional fees.

Rental Policy

Room & Facility Decorations

- All decorating must be done during permitted rental time. Please account for setup and cleanup time when making a reservation.
- Reservations are made for the **rooms only**. Decorations are not permitted outside or in common areas of the facility.
 - Upon request, lobby furniture may be moved to accommodate rental needs.
 - Easels, signs, etc. may be permitted in lobby area directly outside of room with advance notice and permission from staff.
 - The Community & Event Center is a public space. Outside users may utilize common spaces within the facility (lobby, restrooms, etc.) during the time of your reservation.
- No decorations are permitted to be hung from the ceiling or walls. All decorations need to be free standing.
- No nails, tacks, or items that may damage the walls and/or paint are permitted.
 - Easels are available upon request, free of charge.
- Glitter, slime, or other hard to clean substances are not permitted. Candles and/or open flames are also not permitted.



Alcohol Policy

- Alcoholic beverages may be served at the Shorewood Community & Event Center (SCEC) with consent from the SCEC.
- Alcoholic beverages may be served, but the activity must include the serving of food. The organization, group, or persons hosting the activity or event must provide all beverages.
 - A certificate of liability in the amount of \$300,000 or greater naming the City of Shorewood and the Shorewood Community & Event Center as additional insured is required for this one-time event.
 - A security officer (hired at the renter's expense, payable day of event) on duty during the event will also be required if alcohol is served in excess of 3 hours.
- Alcoholic beverages may only be served until 10:30pm on weeknights and until 11:00pm on Friday and Saturday.
- All parties serving and consuming alcoholic beverages in the center must conform to all City and State liquor laws.
- It is recommended that alcoholic beverages be consumed in designated areas only. Occupant will assume all responsibility for clean-up of glasses and bottles outside the building. Failure to do so will result in the withholding of damage deposit funds equal to that of additional custodial fees associated with the event.
- **Alcohol Policy Violation:** If alcohol is served without prior authorization, or if alcohol service exceeds the agreed-upon three-hour limit, the renter will forfeit their security deposit and be required to vacate the premises immediately. Law enforcement may be contacted to enforce removal if necessary.

PLEASE NOTE: If you are serving alcoholic beverages at your event, be aware that as host of the event you may be responsible for any accident that may occur if it is due to alcohol use on the part of the person causing the accident.

Frequently Asked Questions

Q: What kind of cleanup is required of my group to make sure I get my security deposit back?

- A: The general expectation is that you return the room to the state it was found in. All trash should be put in the supplied trash bins, decorations removed without damage, and general cleanup of the tables, floors, etc. Our custodial team will do a more thorough sweep, mop, and scrub down after you have left. Please help our staff by making sure you clean up after yourself!

Q: Do I need to include my setup and cleanup time in my rental request?

- A: Yes, you must reserve and pay for the setup and cleanup time for your reservation. The community & event center is not open 24/7, so staff is required to open and monitor the facility. Generally, you will not be able to access the building outside of your reserved times. Room access will only be permitted once your scheduled reservation time starts. To be courteous to our building staff, please ensure you plan for adequate cleanup time so they can stick to their scheduled hours.

Q: I am a Shorewood resident, and my friend/family member would like to reserve a room. Can I make a reservation for them to utilize the facility?

- A: No, reservations must be made by the responsible party for the event. All correspondence regarding the permit, payment, time, questions, etc. will be made from city staff to the permit holder. The agreement is not transferrable to a separate party, and the permit holder is responsible for any damages.

Q: Do I need to pay for tables and/or chairs or bring my own?

- A: No, tables and chairs are included with your rental at no cost! If you submit your desired floor plan to staff at least 2 weeks prior to your event, we will have the room setup and ready before you arrive. Table linens are available for an extra cost of \$12 per linen. We have both 5ft round tables and 6ft rectangular tables available for use.

Q: Am I allowed to serve alcohol at my event?

- A: Yes, as long as you follow the necessary steps within our alcohol policy (please see page 6 of our rental guide).

Q: Can I tour the facility before reserving?

- A: Absolutely! If you'd like to tour the facility, please email rentals@shorewoodmn.gov or call (952) 960-7902 to ensure staff is available for your desired time.

Q: Can I bring food in for my event?

- A: Yes, food is allowed! Rental of the banquet room includes access to our kitchen for food prep. The kitchen is also available for rent if the banquet room is not in use. The City does not have a list of preferred caterers or food vendors, but there are plenty of great options nearby!

Earn FREE rental hours at the Shorewood Community & Event Center by sponsoring our Parks & Recreation events!
Contact rentals@shorewoodmn.gov for more information

Floor Plan

SHOREWOOD
COMMUNITY & EVENT CENTER

