

Stillwater KC Hall, Inc.

1910 Greeley Street S. Stillwater, MN 55082

www.StillwaterWeddings.com

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Wedding Reception Rental Rates

Friday or Saturday Wedding Reception	\$1050
Sunday Wedding Reception	\$850
** Wedding Ceremony Fee (Fri, Sat, or Sunday)	\$300

Rental includes: Set up of all tables and chairs, use of building from 8am until Midnight, Full bar with 2 bartenders, 1 Security Person, Event Coordinator for day of coordination, dishware, and clean-up of the hall after your event.

Also included if applicable: head table risers. Holiday weekends will be priced at the Saturday rate.

\$500 is required as a deposit to reserve your date, and is non-refundable. Your deposit is applied to your balance.

All taxes and fees included in prices as listed. Cash or check only. Credit Cards not accepted.

Building Security

Required for most events. Included in Hall Rental.

Bands/DJ's

Renter will contract for your own band or DJ. All music will end at midnight.

Catering

All food must be prepared and served by a licensed caterer. We have partnered with Scheel's Catering and recommend their services. If you choose to use another caterer for your event, please contact the KC Hall manager prior to signing the catering contract to ensure all event details are reviewed. A \$300 catering fee will be added to the invoice for any outside caterer used.

Cakes/Desserts

Cakes and Desserts must be prepared in a commercial kitchen. You can purchase your cake from any commercial baker. A cake cutting fee of \$1 per person will apply if KC Hall staff is requested to cut the cake. Plates not included.

Other decorations

Renters will provide their own centerpieces. Candle flames must be contained within a container. No tape or tacks may be used on the walls.

KC Hall is able to provide the following decorations for rental.

Rental price includes installation and all taxes and fees.

Table Cloths	\$10 each (some colors additional)
Cloth Napkins	\$1 each (some colors additional)
Table Runners	\$2 each Organza - \$3 each Satin (other fabric styles available) (some colors additional)
Chair Covers	\$2 each (some colors additional)
Chair Sashes	\$1 each Organza - \$1.50 each Satin (other fabric styles available) (some colors additional)
Ceiling Drapery w lights	\$300 (includes installation and removal)

Wedding Ceremony

The outdoor patio can accommodate 100 guests.

Indoor ceremonies can accommodate 220 guests

Ceremony fee includes staff to reset the room, plus use of the upstairs Bridal Room.

Bar Service

The Stillwater KC Hall will provide a fully stocked bar, and bartenders for your event. A Bar Fee is included in your rental price. The bar fee includes 2 bartenders, and an on-site event coordinator.

ALL alcohol must be provided and served by KC Hall bartenders. No Exceptions.

No outside alcohol allowed on the premises.

Host bars will include a 15% Service charge.

All drink prices subject to change.

Typical Drink Prices

Soda	\$2.00 per can
Unlimited Soda	\$1.50 per guest
House Liquor	\$4
Call and Premium	\$4.50 and up
Cocktails	\$5 and up
Wine (house brands)	\$5 per glass
Wine (house brands)	\$20 per bottle
Can Beer	\$3.50
Bottle Beer	\$4 and up
Keg Beer	\$300 Domestic kegs (Coors Lt, Miller, Budweiser, Michelob Lt, Grain Belt, etc) \$350 & up Premium kegs (Prices vary)

Other Beverages

Punch and Coffee normally provided by the caterer. KC Hall can provide punch and coffee for the following prices.

Coffee \$25 per gallon (includes condiments and cups)

Punch \$25 per gallon (includes cups)

Seating Options

Max seating is 225 guests. Seating will be 8-10 per table and will include 8 foot banquet tables or 60 inch round tables.

A drawing of the room will be emailed based on guest count provided by renter.

Deposits and Payments

\$500 deposit and a signed contract are required to reserve your date. The deposit will be applied to your balance.

Deposit is non-refundable. Changing dates once a contract is signed will forfeit your deposit.

Remainder of Fees and rentals are due 3 weeks prior to your event.

Payments are by cash or check. Pay Pal payments are accepted but will incur a processing fee. See manager for details.

Rehearsal Fee

Thursday rehearsals are available after 6:30 pm \$200

Friday rehearsals \$500 (6pm-9pm) \$200 (4pm-6pm)