

Wedding Reception Frequently Asked Questions Minnesota State University, Mankato

Thank you for your interest in choosing Minnesota State University, Mankato to have your wedding reception. Below are some questions that often arise when couples are looking for a venue that will meet their needs. We hope the below information will be useful to you and help you make an informed decision about where you plan your reception. This is a very important occasion and we want everything to be perfect for you on your special day.

Congratulations and best wishes to the happy couple!

1. How do I reserve the ballroom for a wedding reception?

Answer: Please contact the University Event & Meeting Services office at 507-389-2223 (ask for Jane or Shirley). We are located in room 219 of the Centennial Student Union. You can also email one of us at:

jane.kolars@mnsu.edu or shirley.piepho@mnsu.edu.

Our web site is located at: <http://www.mnsu.edu/scheduling>.

2. What is the maximum capacity of the ballroom?

Answer: The maximum seating capacity of the ballroom is 400 with round table style seating. However, any tables/staging/furnishings in addition to the guest seating may reduce the overall capacity. Please keep this in mind as well as your dance floor needs when planning your

reception and sending out invitations. Most receptions require all three sections of the ballroom, but for smaller groups we can close the partitions between sections to reduce the size. The ballroom consists of three sections (North, Center and South); the Center section is the largest of the three sections.

3. How many chairs are at each table in the ballroom?

Answer: The ballroom is typically set with 8 chairs per table. The round tables are 5 feet in diameter and approximately 30 inches high. We also have several round tables that will seat 10 people.

4. Is alcohol allowed on campus?

Answer: Minnesota State University Mankato is an alcohol free and drug free campus; however, it is possible to get an exception for special events to serve alcohol. You must complete an application form and provide a copy of the liability insurance that you've obtained for the event. This is then processed by our University Conference Coordinator for approval. If the form is not approved, you will not be allowed to serve alcohol at your event. In addition, you will need to contact Pub 500 to arrange for the service of the alcoholic beverages. You are required to serve food in addition to the alcohol. Alcohol can't leave the room in which it's approved to be served (i.e. can't take a drink to the bathroom). Clients are prohibited from bringing in their own alcoholic beverages. Contact University Dining Services at 507-389-1529 to order food for your event. Please contact University Event & Meeting Services for the alcohol permit form and policy information.

5. Contract and Insurance Information:

A Contract with MSU is required for Non-MSU sponsored events.

A. Licensee's Insurance: Prior to Licensee's occupancy of the Space, Licensee shall provide Licensor with a certificate of commercial general liability and property damage insurance

naming Licensor as an additional insured and reflecting coverage of \$2 million aggregate and \$2 million occurrence. Licensee shall maintain this coverage at its sole expense during its use of the Space.

B. Hold Harmless and Indemnity: Licensee shall indemnify and hold Licensor harmless for any suits, actions or claims, whether formal or informal, direct or indirect, for injury, death, property damage or loss, including loss as a result of theft or misappropriation, made by or on behalf of any person or persons, firm or corporation arising out of or relating to the conduct, management or use of the Space by Licensee or arising out of any work or thing done in or about the Space or structures or equipment in the Space when such has been authorized by Licensee, except as such injury, death or property damage or loss is attributable solely to Licensor's negligence as determined by a court of law. Licensee hereby assumes all responsibility for security throughout its occupancy and use of the Space.

The Liability Certificate can be sent to Vicki Hansen, 334 Wigley Administration Center, Mankato, MN 56001. Please direct all questions regarding certificates of liability to Vickie Hanson, Finance and Administration, phone 507-389-6621 email: vickie.hanson@mnsu.edu.

6. Are candles allowed in the ballroom?

Answer: Yes, however, the flame must be completely contained inside a glass container.

7. Can I use an outside caterer?

Answer: No, University Dining Services has first right of refusal for the preparation and sale of food at all locations reserved through University Scheduling and Conference Services. Minnesota State University, Mankato has a contract with this caterer; our clients must abide by the stipulations of this contract when having their event on campus. Their phone number is 507-389-1529. If you wish to use someone else for the wedding cake, please ask them for permission to

do so. Please check out their web site for options at <http://www.mnsu.edu/dining/catering/>.

8. When can I decorate and tear down the decorations?

Answer: We allow the client access the morning of the event to decorate. The client must remove the decorations immediately after the event ends unless other arrangements have been made with our office. For wedding receptions, the client has until 1am to clear the ballroom of their decorations and property. After 1am, additional fees for staffing the building will apply.

9. If I hire a professional decorator to come in how do I arrange for CSU staff assistance?

Answer: Have your decorator contact the University Scheduling and Conference Services office at 507-389-2223 (ask for Jane or Shirley) and we will work with them on access to decorate and make arrangements for staff assistance (subject to staff availability). Our policy on tearing down the decorations is that the client must remove the decorations immediately after the event ends unless other arrangements have been made with our office. For wedding receptions, the client has until 1am to clear the ballroom of their decorations and property. After 1am, additional fees for staffing the building will apply. If your decorator requires assistance from an MSU staff person, the decorator will be billed for these labor charges at \$28.50/hour. Often, if the decorations required a staff person's assistance to hang, etc. we will allow the decorations to remain in place until Monday (or when the staff person is scheduled next) unless it interferes with other events scheduled in the ballroom. Any decorating plans should be worked out with us prior to making a commitment to the decorator for complex needs (i.e. changes to lighting, ceiling draping/lighting requiring ladders and staff expertise, etc.). The client reserving the ballroom will ultimately be held responsible for any damage done to the ballroom from unauthorized decorations.

10. Who provides tablecloths/skirting for the tables?

Answer: University Dining Services provides all of the tablecloths. The skirting is provided by the Student Union. Any tables that are not for guest seating are skirted automatically, there is no need to request it. However, you will need to arrange for the tablecloths with University Dining Services.

11. Is there any special lighting, projection, and sound?

Answer: We have completely updated these services in the new ballroom. There are 19 projectors, beautiful LED lighting capabilities and state of the art sound. Our Technical Coordinator will assist you with your technical needs. A technician will be assigned to work your event at \$20 per hour.

12. Is the Centennial Student Union handicap accessible?

Answer: Yes, there is an elevator near the south entrance which can be used as well as an elevator on the north side of the Centennial Student Union.

13. Where can I get maps and directions to campus?

Answer: You can access maps and directions online at <http://www.mnsu.edu/maps/>. There are also maps of the buildings on campus located at <http://www.mnsu.edu/maps/university/buildings/>. Just select the building you're interested in (the Centennial Student Union is listed as "Student Union" on the facility room index). The ballroom is located on the second floor of the Centennial Student Union.

14. What if I have a last minute need during the reception and your office is closed?

Answer: There should be a building manager or set up staff person in the ballroom at all times to assist you. If not, the Centennial Student Union building manager's cell phone number is 507-381-4559. Keep in mind that any major reset of the ballroom would have additional fees associated with it.

15. When is the balance due for rental of the ballroom?

Answer: You should pay 50% of the total reservation cost within 30 days of receipt of your contract from the Finance and Administration office. You should pay the remaining balance 2 months before the reception date.

Our remittance address is: *University*

Event & Meeting Services Minnesota

State University, Mankato

219 Centennial Student Union

Mankato, MN 56001

**Make checks payable to: MSU*

Please note your event number and date of the reception on your payment to ensure that your payment is properly applied.

16. Where can my guests park?

Answer: If the wedding is held on a Saturday, your guests can park in lot 4 which is located across the street on the south side of the Centennial Student Union as well as on the street, lot 11A and lot 11 (the latter two parking areas are on the West side of the building). Lot 4 is often referred to as the "sunken lot" or visitors' pay lot. The guests can also park anywhere else (except handicapped and specially marked spaces) on campus since permit use is not enforced on the weekends. If there are other events on campus, some lots may be blocked off for use by other event participants. The pay lot is located at the corner of Ellis Avenue (South) and South Road (West). There is no charge for wedding guest parking on the weekends. See the parking map at <http://www.mnsu.edu/maps/>.

17. Where should I have the DJ park to unload?

Answer: We have a loading dock on the south side of the building. The loading dock area is only for loading and unloading. After that task is completed, the party is expected to park in a lot or on the street like everyone else. We try to be as flexible as possible, but discourage opening the building many hours before the event. Your DJ is welcome to set up at the same time as you decorate, if that meets both of your needs. We will need the specifics of when your DJ needs access to the building to ensure that the building and room are unlocked.

18. What is the cost of renting the ballroom?

Answer: The base rate for renting all three sections of the ballroom is \$1000.00 for the day. This rate includes the set up of the tables, chairs, staging, etc. We allow access the day before the event for the client to decorate at no additional charge whenever the schedule for the ballroom permits. A discount to the space rental would apply if the bride or groom is a student or alum of Minnesota State University, Mankato. Scheduling the ballroom does not guarantee catering. You will need to contact University Dining Services catering at 507-389-1529 to arrange for any food and beverages; this is a separate charge from the ballroom space rental and will be billed to you by University Dining Services.

19. What about the wedding cake?

Answer: University Dining Services has a bakery and should be able to accommodate your needs. However, if you've received special permission from University Dining Services catering to have some other caterer provide your cake, we prefer that the cake is delivered just prior to the start of your event. [This helps us remain competitive on our space rental fees.] We try to be as flexible as possible, but discourage opening the building many hours before the event just to accommodate delivery. Another option is to arrange with University Dining Services for access to deliver the cake earlier in the day; they are often here early in the day making preparations for

your event. Please talk to us about this and we'll work out something that suits both of our needs.

20. How long before the start of the reception will my guests be able to gain access to the building?

Answer: Typically, the building is unlocked ½ hour prior to the start of an event. For example, if the start of your event is at 5pm, then the building will be totally unlocked by 4:30pm. If you need access prior to this, please let us know so that it can be arranged and included in the reservation.

21. Is the set up of tables and chairs included in the space rental fee for the ballroom?

Answer: Yes, the only additional charges would be for a last minute reset, sound or light technicians, or additional labor requirements beyond the usual set up. Space rental does not include catering service. You must arrange any catering needs through University Dining Services catering which is the University's contract caterer. Their phone number is 507-389-1529.

22. What is the address of the Centennial Student Union?

Answer: Our actual street address is 620 South Road (West) [South is the name of the street we are on], Mankato, Minnesota. However, this physical address is not used since it cannot be located using the internet and all mail is sent to Delivery Services on campus for distribution. Normally we just indicate Minnesota State University, Mankato, the Centennial Student Union building and the room number for events. The room number for the ballroom is SU 200NCS (NCS is short for North, Center and South sections). You'll have to use your own judgment on what you indicate on your invitations. We suggest you definitely include that the reception is in the Centennial Student Union ballroom in case your guests ask for directions. Most people walking around on campus will not know the physical street address for any of the buildings, but may know the locations of the individual buildings by name. You can also include a map of the campus and/or the web site on the internet to assist your guests. See <http://www.mnsu.edu/maps/> for

various campus maps.

23. What if there is an emergency situation?

Answer: Since our building manager should always be in the ballroom during your event, he/she should call security if there is a problem. Security can assist if an ambulance, emergency medical technician or police are needed. We don't like to anticipate that there will be any emergency, but it is best to be prepared. The phone number for University Security is 507-389-2111. In addition, if there is a tornado warning or other weather emergency, the lower level Maverick game room and hallways are our emergency shelter location. The building manager will use the public address system to notify users of the Centennial Student Union of any weather emergency.