

Wedding Planning Questions at MSU, Mankato

Congratulations to you on your recent engagement! Thank you for choosing Minnesota State University, Mankato to host your wedding reception. We hope the information below will answer some of your questions as you plan this important occasion.

Best wishes to the happy couple!

Weddings at MSU, Mankato:

What is the process for having a wedding and/or wedding reception at Minnesota State University, Mankato?

Call or email the University Scheduling and Conference Services office located in room 219 of the Centennial Student Union (CSU) to select your event date and get a reservation number.

Phone: 507-389-2223 (ask for Jane Kolars or Shirley Piepho)

jane.kolars@mnsu.edu

shirley.piepho@mnsu.edu

<http://www.mnsu.edu/scheduling>

Contact us to set up a Wedding Consultation Meeting approximately 5-6 months before your event date. During the Wedding Consultation Meeting we will discuss your event schedule, set-up needs, technical and media requirements, and your catering plans for the day. We will answer any questions you have and take a facility tour.

What locations are available for weddings and wedding receptions at MSU, Mankato?

Our picturesque campus has hosted weddings on the Jane Early Center for the Performing Arts lawn and plaza as well as many receptions and ceremonies in the newly renovated Centennial Student Union ballroom.

Since this is an education facility, are there certain dates weddings cannot be hosted?

Students and their education are our first priority. We generally do not host weddings during the fall and spring academic semesters as our schedule fills with campus events. We have hosted sparkling December holiday weddings as well as many summer celebrations (mid-May through early August).

Ballroom Reservations:

How do I reserve the ballroom for a wedding reception?

Contact the University Scheduling and Conference Services office located in room 219 of the Centennial Student Union (CSU).

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Contact the University Scheduling and Conference Services office today to schedule a wedding event consultation.

What is the cost of renting the ballroom?

The CSU Ballroom is made of three sections. The base rate for renting all three sections of the ballroom is \$1,000.00 for the day. A 10% discount to the space rental would apply if the bride or groom is a student or alum of Minnesota State University, Mankato. Technical as well as liability fees may apply.

What is included in the ballroom rental cost?

- Possible limited access the night before the event for you to decorate at no additional charge (if the ballroom schedule permits).
- Early access the day of your event to decorate at no additional charge (during normal building hours).
- Tables, chairs, and staging with a diagram of your personal floor plan.
- One locked side room for gifts.

Additional charges apply for a last minute reset, sound, media and/or light technicians, or additional labor requirements beyond the usual/initial set up agreement.

What is the ballroom seating capacity?

Seating capacity is dependent upon set-up style. Serving tables, staging, additional furnishings or decor, or dance floor may reduce the overall ballroom capacity of 400. A wedding set-up that includes a stage for the head table, round tables for guests and buffet serving may seat 300-350. Most receptions require all three sections of the ballroom. We accommodate smaller groups by closing the ballroom section partitions to modify the size. The ballroom consists of three sections (North, Center and South); the Center section is the largest of the three sections.

Is the Centennial Student Union handicap accessible?

Yes, there is an elevator near the south entrance as well as an elevator on the north side of the Centennial Student Union. Bathrooms on each level of the building are also handicap accessible.

Can I hold the ceremony at MSU as well?

Yes! Some couples host their wedding ceremony and reception in the ballroom using the divider walls to define the spaces. MSU also features a beautiful outdoor plaza at the Jane Early Performing Arts Center. Contact us to discuss your options.

Is there a building manager on staff the day of my event?

Yes, the CSU employs a Building Manager to be on duty during open building hours. The Building Manager helps to coordinate building and event operations as well as technical needs.

Contract and Insurance Information:

A contract with MSU is required for non-MSU sponsored events including weddings. Certificate of Liability Insurance must be on file three months prior to the event date.

As required by State of Minnesota Department of Administration as well as the Minnesota State, Minnesota State College and University (MnSCU) System, all prospective users of our facilities are asked to provide MSU with verification of General Liability insurance in the form of a Certificate of Liability (C.O.L.).

The required Certificate of Liability should state General Liability coverage terms equal to or greater than \$2,000,000.00 coverage per occurrence as well as \$2,000,000.00 general aggregate. An Umbrella or Excess Liability policy may be used in conjunction with the General Liability policy to meet the minimum \$2,000,000 requirement. The certificate should clearly state coverage is extended to and the following are added as additional insured to the policy:

**Minnesota State University, Mankato
Minnesota State Colleges and Universities (MnSCU)
600 South Road
Mankato, MN 56001**

This necessary Certificate of Liability may be made available to you by contacting your personal liability/homeowners insurance agent. Your agent may be able to provide coverage as part of an existing policy, or it may be possible to add additional coverage specific to the event described above.

Should your insurance provider not be able to provide the required coverage or in certain circumstances no such coverage, you may utilize the T.U.L.I.P. (Tenant-User Liability Insurance Policy) program. Purchase additional insurance to meet the \$2,000,000.00 threshold or purchase excess coverage via the internet:

T.U.L.I.P. (<http://www.urmia.bene-marc.com>)

The Certificate of Liability must be sent to:

Finance and Administration
Vickie Hansen
238 Wigley Administration Center
Mankato, MN 56001

Please direct all questions regarding liability certificates directly to Vickie: phone 507-389-6621 email: vickie.hanson@mnsu.edu.

Catering and Cake Needs:

What dining options do I have?

The CSU in-house caterer, University Dining Services, offers a delicious menu for weddings whether they are luncheons, dinners, hors d'oeuvres, served or buffet style. View the University Dining Services current menu at: <http://www.mnsu.edu/dining/catering/>

Contact University Dining Services to set up a free tasting once your date is booked. We have strict contracts that dictate our catering and alcohol guidelines. Outside food caterers are not permitted; however couples may ask University Dining Services for a wedding cake variance.

Is alcohol allowed on campus?

Minnesota State University, Mankato is an alcohol free campus; however, it is possible to serve alcohol at special events. Contact the University Scheduling department for an exception application. With the exception application approval, you will need to contact an approved alcohol caterer to arrange their services.

<http://www.mnsu.edu/scheduling/gettingstarted/wedding.html>

Wedding parties are required to serve food in addition to the alcohol. Alcohol cannot leave the reserved space (i.e. cannot take a drink to the bathroom). Clients are prohibited from bringing in their own alcoholic beverages.

Set-Up and Decorations:

How many chairs are at each table in the ballroom?

Table and chair seating styles vary but most weddings reserve round table seating. The CSU round tables offer 6-10 chairs per table with typical set-ups of 8 chairs per table. We also offer banquet style seating with 6-foot rectangle tables. Contact us to design your wedding party head table.

Who provides tablecloths/skirting for the tables?

University Dining Services provides all of the tablecloths when you place your catering order. Table skirting (wedding party head table, gift table, etc.) is provided by the CSU. Any tables that are not for guest seating are automatically skirted using both white and black, there is no need to request it.

Is there any special lighting, projection, and sound capabilities?

The ballroom offers 19 projectors, beautiful LED lighting, and a state of the art sound system. Our Technical Coordinator will assist you with your technical needs. The cost for the technical wedding package is \$250.00. This includes ...

The renovated ballroom offers excellent media amenities with the latest technology.

When can I decorate and tear down the decorations?

Clients may start decorating as soon as the building opens for normal operations on their event date. If the ballroom schedule permits, clients may have access the night before their event at no additional charge. Decorations must be removed immediately after the event ends before 1:00a.m. unless other arrangements have been made. After 1:00a.m., additional building hour fees of \$40.00/hour will apply. Please note: Due to latex allergy concerns, MSU prohibits the use of latex balloons.

How do I arrange CSU staff assistance for a professional decorator?

Any decorating plans should be worked out with us prior to making a commitment to the decorator for complex needs. The client reserving the ballroom will ultimately be held responsible for any damage from unauthorized decorations. If your decorator requires assistance from CSU staff, the decorator will be billed for these labor charges at \$28.50/hour. The client and the decorator are responsible for any décor or personal items left in the CSU.

Are candles allowed in the ballroom?

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

I'm not good at visualizing the set up in your space, do you offer a diagram?

Yes, we provide floor diagrams to make your event a success. We offer room diagrams (to scale) after your initial wedding consultation. We can provide other wedding diagrams if you are looking for ideas.

Event Day:

Where can my guests park?

Saturday wedding guests can park free in Lot 4 and Log 4A (260 stalls) located directly across the street from the CSU. A wedding with 300 guests needs approximately 120 parking spaces. Lot 11 and Lot 11A both located west of the CSU also offer free parking on weekends. Contact us for additional parking needs.

Where can I get maps and directions to campus?

Maps and written directions are online at <http://www.mnsu.edu/maps/>. Building maps are located at <http://www.mnsu.edu/maps/university/buildings/>.

Driving directions via Mapquest – enter address of 620 South Road, Mankato, MN 56001

Driving directions via Google Maps – enter address of 620 West South Road, Mankato, MN 56001

The CSU is located at the corner of Ellis Avenue (South) and South Road (West).

Printing Services can also develop a custom map for your event at no cost. Contact us if you are interested in this service.

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

The Building Manager may be contacted at 507-381-4559 in the event of last minute requests or questions. Any major reset of the ballroom would incur additional fees.

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

Arrangements for event day access will be made during your initial consultation.

Where should I have the DJ park to unload?

The CSU offers a loading dock on the south side of the building. The loading dock area is only for loading and unloading. After unloading is completed, please park in a lot or on the street to clear the area for others. We try to be as flexible as possible, but discourage opening the building many hours before the event for security purposes. Your DJ is welcome to set up while you decorate, if that meets both of your needs.

What if there is an emergency situation?

As a public building, the CSU is continually staffed with a Building Manager throughout operating hours including your wedding. Additionally, University Security is on-site 24-hours a day. If there is a tornado warning or other weather emergency, the lower level Maverick game room and hallways are the emergency shelter location. The Building Manager (507-381-4559) will use the public address system to notify CSU guests of any weather emergency.

Where are the restrooms located?

Restrooms are located on each level of the CSU. The women's restroom is to the southeast of the ballroom while the men's is located in the south hallway near the elevator.

Do you have signage or other aids to direct my guests to my event?

Yes! We know your guests may be new to our campus and we want them to celebrate your event with you. We have sandwich board signs outside to direct guests to parking and to event location. Within the CSU we offer directional signs specific to your event at building entrances and as needed.

How long will I have use of the event space(s) I reserve? Is there an overtime fee if I stay longer?

Events in the CSU must have an end time of no later than midnight. Event clients have until 1:00a.m. to clear reserved rooms of their decorations and property. After 1:00a.m., additional building fees will apply.