

Springfield Area COMMUNITY CENTER



Room Rentals

Rooms

With five rooms and our commercial style kitchen, Springfield Area Community Center can accommodate meetings for all sizes! Business meetings to fundraising events, bridal and baby showers, birthday and anniversary celebrations, graduation and retirement parties - our space is ready for your next event. Rooms can be customized with either round or rectangular tables - each table seats 8.

Fireside Room

- Seats Up to 250
- Features Gas Fireplace
- Projection Equipment - *Synchronized to Garden and Parkview Rooms*
- Patio Access
- Round or Rectangle Table Setup
- Connected to Garden Room



Fireside Room - Round Tables

Garden Room

- Seats Up to 120
- Features Bar
- Projection Equipment - *Synchronized to Fireside and Parkview Rooms*
- Patio Access
- Round or Rectangle Table Setup
- Connected to Fireside and Parkview Rooms



Garden Room - Rectangle Tables

Parkview Room

- Seats Up to 120
- Projection Equipment - *Synchronized to Fireside and Garden Rooms*
- Patio Access
- Kitchen Access (Separate Rental)
- Round or Rectangle Table Setup
- Connected to Fireside and Garden Rooms



Parkview Room - Round Tables

Multi-Purpose Room

- Seats Up to 50
- Mobile projector available with screen
- Contains Kitchenette: Sink, fridge, coffee pot, microwave
- Brew your own coffee or purchase coffee service
- Room is customizable



Multi-Purpose Room - Square Tables

Conference Room

- Seats Up to 12
- Contains Kitchenette: Sink, fridge and coffee pot.
- Mobile projector available with screen and TVs
- Brew your own coffee or purchase coffee service



Conference Room

Commercial Style Kitchen

- Walk-in Freezer, Coolers
- Full storage
- Gas Stove with Griddle and Ovens
- Convection Oven
- Utensils, plates, silverware - Fully Furnished
- Connected to the Parkview Room
- Included with Rental:
Coffee and Lemonade Service



Commercial Style Kitchen

Complete Community Center

- Seats Up to 490
- See separate rental page for details by scanning QR code:



Complete Community Center

Rental Options

Complimentary Items

- Round and/or Banquet Tables
- Banquet Chairs
- Staging with Skirting
- Floor and Table Podium
- Easels
- Wi-Fi Internet
- Beverage Dispensers
- Pub Tables
- Piano
- Cupcake Tiers
- Coffeemaker
- TVs
- Mobile Audio/Visual Stand with Microphone
- DVD
- PA System
- Audio Visual System for Fireplace, Garden and Parkview Rooms:
 - Mounted projector screens
7ft tall x 12ft wide
Run off NEC NP-P525UL projector
 - The system is automated and easy to use with an HDMI plug and play wall outlet in each room.
 - Hand held microphones with mobile stands
 - The AV system is able to synchronize content in each room as well.

Additional Services

- Table Linens and Napkins
- Chinaware, Utensils and Glassware (Complimentary with Kitchen Rental)
- Popcorn Popper
- Coffee/Lemonade Service

Linen Colors

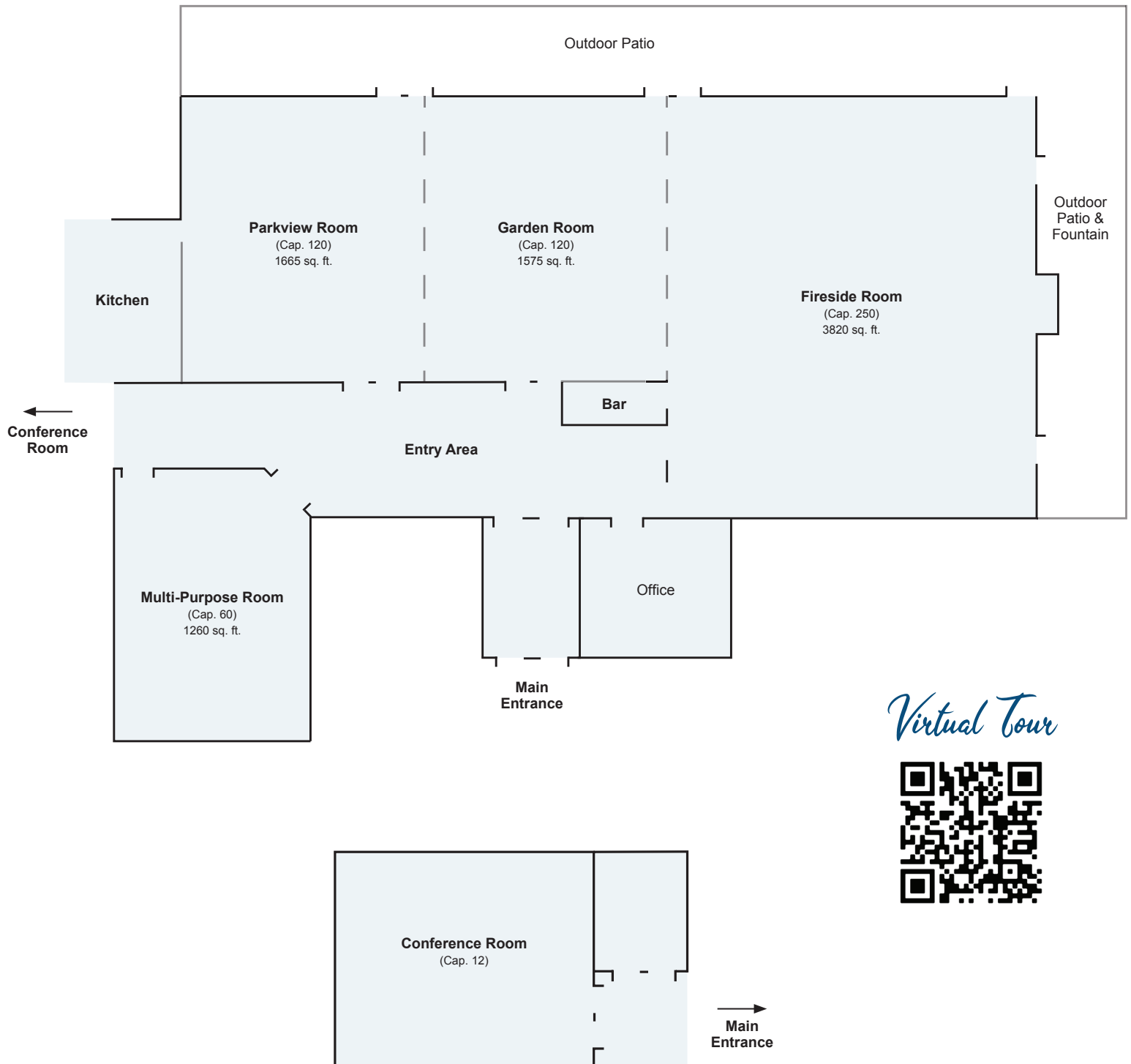
- Table Linens: White, Ivory or Black
- Napkins: Variety of Colors
- Table Skirting: White or Ivory
- Staging Skirting: Black or White

Liquor Service

The Springfield Area Community Center teams up with the Springfield Golf Course to provide you with a liquor service during your event. Kegs of domestic brand beer, micro brew kegs and specialty champagnes and wines are choices available. See pricing for details.



Layout



Pricing

Rooms

| | |
|--|-------------------------------|
| Fireside Room | \$85/hour; \$250/day |
| Garden Room | \$45/hour; \$125/day |
| Parkview Room | \$45/hour; \$125/day |
| Multi-Purpose Room | \$35/hour; \$100/day |
| Conference Room | \$25/hour; \$50/day |
| Commercial Style Kitchen | \$35/hour; \$100/day |
| Fireside, Garden and Parkview | \$500/day |
| Deposit Required at Booking - Rental Balance due 2 weeks prior to event | \$100 |
| Full Community Center Rental - See separate pricing for details. | \$5.25/Person \$1,000/min. |
| Non-Profit Organizations - There is non-profit pricing available. Free room rental excluding Add-ons. Exclusions may apply. Contact us for details. | |

Add-Ons

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|---|--------------------|
| Skirting | Per table - \$5.00 |
| Table Linens (Table and napkin) | Per table - \$5.00 |
| China Usage/Silverware - Complimentary with Kitchen Rental | \$1.00/setting |
| Coffee or Lemonade Service , included with Kitchen Only Rental | \$25 |
| Popcorn Popper , min. of 3 packages | \$10 + \$2/package |

Liquor Service

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|---|--------------------|
| Bartenders | 18% gratuity added |
| Kegs of Domestic-Brand Beer <i>Examples: Michelob Light, MGD, Miller/Light, Bud/Light, Coors/Light, Premium/Light, Shells/Light, Busch/Light.</i> 16 gallon keg beer, 256 - 8 oz Glasses | \$275 |
| Micro Brew Kegs <i>Examples: Heineken, Honey Weiss, Sam Adams, Leine's, etc.</i> 1919 Root Beer | Prices Vary |
| Boxed Wine , Serves 30 Glasses | \$40 |
| Specialty Champagnes and Wines | Prices Vary |

Prices are subject to change.

Liquor service is provided through the Springfield Golf Course. A liquor contract will be required.



Policies

- \$100 Non-refundable deposit due with a signed contract.
 - Balance is due 2 weeks prior to the event
- Liquor arrangements is due 2 weeks prior to the event.
- Evening activities are to be concluded by 12:30 am and the building vacated by 1:00 am.
- Setting tables with dishes, silverware, napkins and decorating is the responsibility of the renter.
- Candles may be used but MUST be in a glass container.
- Kitchen Policies are included in the contract.
- Additional Policies are included in the contract.



Contact

(507) 723-3517

communitycenter@springfieldmn.org

Community Center Hours:
Monday - Friday: 8 am - 5 pm



springfieldmn.org/community-center

Vendor Resources

There are many vendors to choose from in our area. Below is a listing of resources that can get you started in your planning. You are able to use any vendor of your choosing for your event. (Springfield Area Community Center does not endorse any vendor listed).

Catering

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|-------------------------------------|--------------|
| Marie Gervais, Springfield | 507-227-1355 |
| Tommy's, Springfield | 507-723-9191 |
| Baune's, Wabasso | 507-342-5123 |
| Gutes Essen, New Ulm | 507-233-0814 |
| Hy-Vee, New Ulm | 507-354-8255 |
| Joni's, New Ulm | 507-354-4219 |
| Lola's, New Ulm | 507-359-2500 |
| Main Street Catering, Hanska | 507-276-5738 |
| One Way Catering, Mt. Lake | 507-822-2336 |
| River City Eatery, Windom | 507-832-8383 |
| St. Mary's Ladies, Sleepy Eye | 507-794-6141 |
| 6 East, Springfield | 507-723-3278 |

Decorating

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|--|--------------|
| Springfield Floral, Springfield | 507-723-6764 |
| Vivian Grace, Lamberton | 507-327-6800 |
| Grapevine Gifts/Rentals, Fairfax | 507-426-6022 |
| A to Zinnia, New Ulm | 507-359-9900 |
| T & K Events, New Ulm | 507-217-9993 |
| Memorable Moments, Mankato | 507-381-0764 |

Desserts

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|-----------------------------------|--------------|
| Becky Bakes, New Ulm | 507-217-3947 |
| Liv Bakes, Sleepy Eye | 507-822-0595 |
| Kenzie's Creations, Wabasso | 507-476-3618 |
| Amy Wall, Mt. Lake | 507-822-2957 |
| Sugar Hive, Redwood Falls | 507-640-1544 |

Entertainment

| | |
|-------------------------------|---------------------------|
| Up All Night, New Ulm | 507-276-6986 |
| Jake Palmer | 507-327-8311 |
| Bryce Belseth "DJ Buck" | 507-227-1975 |
| Starlight Sounds, Alex | 507-779-6294 |
| Sohm DJ | racheldavis8564@gmail.com |
| DJ Mega Matt | 507-382-7283 |
| Red Dirt Road, Brian | 507-382-3484 |

Transportation

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|----------------------|--------------|
| 507 Party Bus | 507-546-6287 |
| Limo Scene LLC | 507-420-5466 |

