

Weddings at the Monticello Community Center



Dear Wedding Couple:

Thank you for your interest in the Monticello Community Center for your big day. We look forward to showing you our wonderful facilities and how we can work together to create a special experience for you, your family, and your friends.

Whether you are looking for a small, informal ceremony in one of our beautiful parks along the Mississippi River or a large gathering in the elegant Mississippi Room, we can make your vision a reality. Our Mississippi Room offers a seated room capacity for up to 300 guests.

We take care of all your decorating needs using your decor, including audio-visual equipment, plus you'll have exclusive use of the adjacent outdoor patio.

Our premier parks are popular venues for wedding ceremonies due to the natural beauty of the Mississippi River. We also have a smaller, more intimate venue along Otter Creek with beautiful gardens and natural surroundings. The park venues are available May through October and beautiful blooming plants and flowers vary with each visit.

Enclosed you will find all the information you need to get started on your wedding journey. Please call us today to discuss the details and let us answer any questions you may have. We are extremely proud of the Monticello Community Center and our premier parks, and we are confident it will be a beautiful backdrop to your wedding.

Sincerely,

Tricia Handorff

Member Services Manager

Monticello Community Center

505 Walnut Street, Monticello, Minnesota 55362
763-271-7123 mccinfo@ci.monticello.mn.us



The elegant Mississippi Room offers a seated full room capacity for up to 300 guests. When you rent the Mississippi Room, your reservation will be from 8am -1am.

Standard Event & Decor Package:

Event Host

One hour reception decor consultation (week of wedding)

Three hours of event set-up and decorating, includes set up of guest tables using renter's decor, name card table if desired, gift table, cake table, etc.

One mirror tile and four votive candles per table

Skirting of the head table

Audio & visual equipment

Exclusive use of private outdoor patio

Table and chair set up and take down

Dish use (3-piece white dinnerware and 3-piece silverware)

Cost: \$1,430

Renter is responsible for clean-up of all items they bring into the room

Food and alcohol may only be provided by an approved, licensed caterer listed in this directory

Monticello Community Center

505 Walnut Street, Monticello, Minnesota 55362

763-271-7123 mccinfo@ci.monticello.mn.us

Current as of February 1, 2024



Food and alcohol for your event may only be provided by one of our approved, licensed caterer/liquor providers. Your liquor provider should be the same as your food provider.

Cornerstone Cafe & Catering

154 West Broadway
Monticello, Minnesota
763-350-5205 . Greg
www.cornerstonecafe.com

Nordic Brewpub

530 Cedar Street
Monticello, Minnesota
763-271-2739 . Celia
www.nordicbrewpub.com

River Inn Catering

11220 River Road NE
Hanover, Minnesota
763-498-7335 . Larry Sperr
www.riverinnhanover.com

Style Catering

617 Rose Drive
Big Lake, Minnesota
763-760-2975 . Stacy Borchardt
www.stylecateringmn.com

Von Hanson's Catering

1580 Hart Boulevard
Monticello, Minnesota
763-295-0310 . Andrew Stack
www.vonhansons.com/monticello

The Monticello Community Center is a smoke, tobacco and e-cigarette free building; however, smoking is allowed on the patio outside the Mississippi Room.

Red wine is allowed; however, red punch or juice beverages are prohibited.

Monticello Community Center

505 Walnut Street, Monticello, Minnesota 55362
763-271-7123 mccinfo@ci.monticello.mn.us

Monticello Community Center
Premier Park Venues



East Bridge Park Wedding Photography Courtesy Of: Xsperience Photography and Ellison Park Wedding Photography Courtesy of: Kate Wenzel Photography

Monticello offers three premier parks for your outdoor wedding ceremony:
Two sites along the majestic Mississippi River and one site along the charming Otter Creek

Otter Creek Park



The Charming Otter Creek Park offers a lovely natural backdrop for your intimate wedding ceremony. From the babbling of the creek, to the quaint gazebo and the lovely flower beds This location is perfect for a small ceremony and offers beautiful areas for photo opportunities.

Rental Fee

Resident: \$80
Non-Resident: \$100
Alcohol Use: \$60

Ellison Park



Ellison Park is our largest outdoor venue located along the banks of the mighty Mississippi River. This location offers space for your ceremony as well as your reception. The Lions Den offers seating for up to 100 guests. Plus there is a lovely gazebo and an open area along the river for your ceremony. The photo possibilities are endless.

Rental Fee

Resident: \$300
Non-Resident: \$350
Alcohol Use: \$60

East Bridge Park



The flower gardens at East Bridge Park are welcoming to your guests and provide lovely photo backdrops. There is a small gazebo located next to the majestic Mississippi, offering a perfect location for an intimate ceremony. The gardens are maintained by the East Bridge Gardeners, with blooms of color all season.

Rental Fee

Resident: \$75
Non-Resident: \$100
Alcohol Use: \$60

Park facility reservations are for a six-hour time frame, typically from 8am-2pm or 3-9pm but may be altered with authorization from the Member Services Manager.

Monticello Community Center

505 Walnut Street, Monticello, Minnesota 55362
763-271-7123 mccinfo@ci.monticello.mn.us

Monticello Community Center Map & Directions

From St. Cloud:

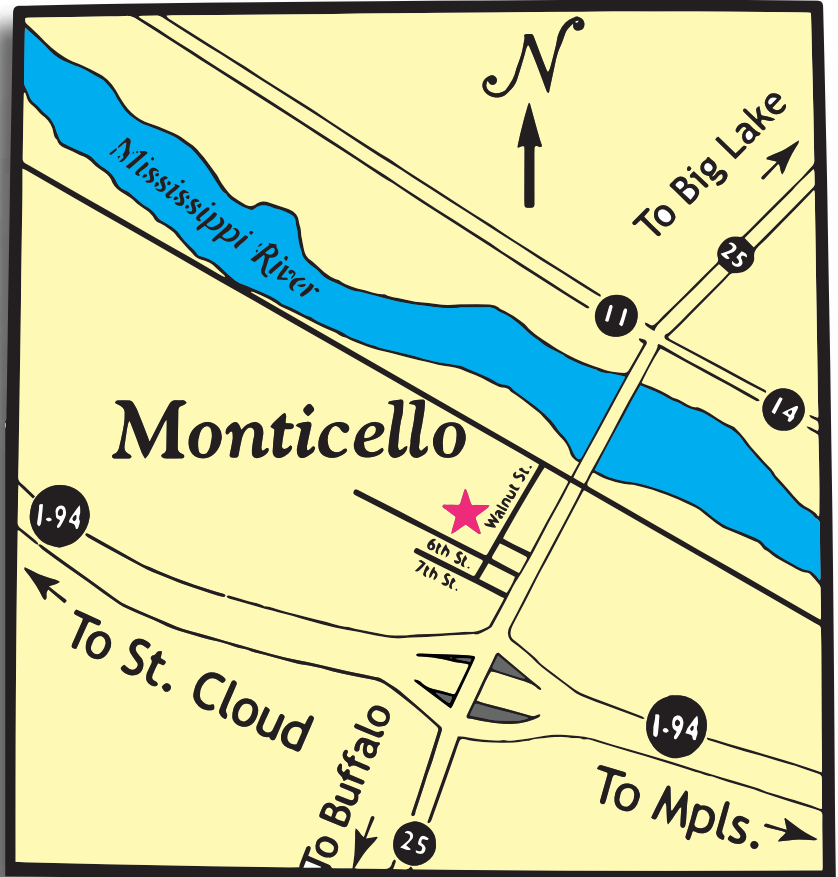
Take the first Monticello exit #193 off I-94 and turn left (north) onto Hwy 25. Go one block past the second stoplight and turn left onto 6th Street (at Caribou Coffee). The Community Center is one block down on the right, at the corner of 6th Street and Walnut Street.



Wedding Photo at MCC Courtesy of: Xperience Photography

From the Twin Cities:

Take the second Monticello exit #193 off I-94 and turn right (north) onto Hwy 25. Go one block past the first stoplight and turn left onto 6th Street (at Caribou Coffee). The Community Center is one block down on the right, at the corner of 6th Street and Walnut Street.



Monticello Community Center

505 Walnut Street, Monticello, Minnesota 55362
763-271-7123 mccinfo@ci.monticello.mn.us

Tobacco & Smoking Policy:

1. Smoking is not allowed in the building and is only allowed at the perimeter sidewalks or the adjacent patio. The patio will be allowed as a smoking area for renters of the Mississippi Room only.
2. E-cigarettes will be regulated in the same way as tobacco products.

Food & Beverage Policy:

1. The Monticello Community Center does not allow outside food to be brought into the facility for any event over 50 people. All food and liquor must come from approved catering list.
2. Alcohol is only allowed in the Mississippi Room and adjacent patio with prior approval of the Member Services Manager. All alcoholic beverages must be provided by an approved alcohol provider and require additional MCC staff, reserved by the community center, be present at the event. Alcoholic beverages are not allowed in any other rental room or in any other area of the building. Any outside alcohol brought in by the renter or guests of the renter will be confiscated.
3. Red beverages are prohibited in all carpeted areas.

Room Rental Policy:

1. Half payment is required at the time of booking. The other half payment is due 90 days from making your first payment.
2. The City of Monticello requires a transient merchant fee be paid for any facility renters who are using the facility for the sale of goods. The MCC may require proof of insurance depending on the event or activity.
3. The MCC will set up the decor for wedding events only. If decor requires additional time or it is a non wedding event, the cost will be incurred by the renter.
4. Room renters, with the exception of the Mississippi Room, may bring in food from the outside or purchase from the MCC concession area. All leftover food must be taken with the renter when their event is over.
5. Regular rates are for individuals or businesses not within the city limits of Monticello. An organization must be a recognized organization to be determined by the Member Services Manager.
6. An organization cannot reserve for a resident or regular individual or business.
7. The Mississippi Room has a capacity of 300.

8. Decorations cannot cause any damage to walls, counters, tables, floors, etc. All decorations brought in must be taken down and removed by the renter.
9. No vandalism or graffiti. Violators will be expected to pay for the cost to replace or repair any damage. Damage deposits will be withheld when applicable.
10. The MCC and its employees are not responsible for lost, stolen or abandoned items.
11. The MCC management reserves the right to deny a rental based on a previous rental experience or if the planned event is not appropriate for the community center building and users.
12. The renter must comply with all city ordinances, MN state statutes, federal laws, and building and fire codes. This includes capacity maximums for the rental room.
13. The actions and behavior of the guests of a renter will be the responsibility of the renter.
14. Violation of the MCC policies and failure to comply with MCC management and staff will result in expulsion from the building with no compensation or refund.

Cancellation Policy:

1. Cancellation requests must be given in writing at least 60 days prior to your event to receive a 50% refund of the rental fee. Cancellation requests made within 60 days of the event will not be issued a refund.
2. Under certain conditions, MCC may be forced to cancel an agreement (i.e., pandemic, state of emergency, weather, etc.). Under those circumstances, all fees paid will be refunded.
3. Fees are subject to change as needed at any time. Renter will be notified of any changes.

Photo/Video Disclaimer:

The City of Monticello may periodically take pictures or video recordings of participants while they are engaged in programs, activities, special events, enjoying our parks or other facilities. Please note, these photos may appear in City brochures and publications, local newspapers, local cable television and/or on City social media pages.

initials

Monticello Community Center

505 Walnut Street, Monticello, Minnesota 55362
763-271-7123 mccinfo@ci.monticello.mn.us

Application & Rental Agreement

This application must be filled out completely by an adult 21 years of age or older (contact person). All youth participating in a rental must have adult supervision at all times. All appropriate fees and deposits must accompany this form prior to the application being approved.

Date of Event _____ Date of Application _____

Renter Information (Please Print Clearly):

Name of Applicant _____ Email: _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell _____

Event Information:

Estimated Attendance _____

Full Name _____ Celebrant 1 Full Name _____ Celebrant 2

Mississippi Room:

Start _____ am / pm End _____ am / pm

(standard decor package included)

Catering and Beverages: (outside food and beverages are not permitted in the MCC)

Will food be served at this event? Yes _____ No _____ (Must use MCC exclusive food and beverage provider)

Will alcoholic beverages be served? Yes _____ No _____ (Must use MCC exclusive food and beverage provider)

List Name of Caterer and/or Liquor Provider: _____

Upon application approval, the City of Monticello shall make available to the holder of the permit the Monticello Community Center's facilities for use on the date specified, and shall provide custodial services, building supervision, and police services (if required). The City reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activities on City property. The City shall not be responsible for interruptions of the use of the described facilities for reasons beyond its control, and reserves the right to cancel this permit for reasons of public safety or convenience.

I (We) represent and agree that I (we) have read and understand the information regarding the use of the Monticello Community Center, including cancellation procedures, liabilities and responsibilities assumed, times, curfews, and maximum room capacities. I (We) further understand that this is only an application for use which provides me (us) with no assumed or implied rights for use until written approval is received. I (We) further understand that fees paid are non-refundable in accordance with City policies recited in the Policy For Use of the Monticello Community Center.

Specifically, and without limiting the generality of the foregoing, the holder of this permit agrees to save, defend and hold harmless the City for any damages to City personnel, facilities, equipment or other City property, or to the property and/or person of any third party resulting from the use authorized hereby. The City shall not be liable for death or injury of any such person occurring as a result of the use of the facilities authorized hereby.

SIGNATURE OF APPLICANT _____ DATE _____

(MCC accepts cash, checks or credit cards. Please make checks payable to the City of Monticello)

APPROVAL REQUIRED FROM MCC:

APPROVED BY: _____ TITLE: _____

DATE APPROVED: _____

Monticello Community Center

505 Walnut Street, Monticello, Minnesota 55362

763-271-7123 mccinfo@ci.monticello.mn.us