



The Bloomington Event Center is open to the public, featuring three separate event rooms able to host groups from 20 to 350 guests. Our staff will be glad to support you with all aspects of your event and menu planning. Chef Mike has prepared a wide selection of food choices that will meet your needs. Please do not hesitate to share special requests. We are ready to assist your guests with dietary needs or help with items you wish to add to your event. We do not allow food or any beverages to be brought in by the host or guests. We do allow guests to bring in commercially prepared baked good items.

Here are just a few benefits of booking your event with our venue:

- Free and ample parking. Three lots are available.
- Conveniently located near the intersection of Highways 494 and 35W.
- MSP airport is just four miles away.

WE OFFER

- Buffet-style & plated menus, plus/or appetizer selections.
- Room arranged to your specifications.
- Full-Service Bars in each rental room.
- Complimentary dressing/prep room for weddings or quinceañeras.
- Complimentary standard tables and chairs.
- All standard rectangular tables are covered with white commercial-grade table covers with white paper napkins included.
- Oval tables & high tops table are available.
- White or black fabric tablecloths are available at \$5.00 per table.
- White or black fabric napkins are available at \$1.00 per guest.
- The BEC will provide black skirting for all service tables.
- Complimentary microphones and AV equipment connection (video or music) are available.
- Should you choose a professional musician or DJ for your event, they will be responsible for bringing in their own sound and AV equipment. We do offer for rent, overhead projectors or 65" monitors on stands.
- Coat Check for the Grand Hall Ballroom is available from November-March (complimentary, without an attendant)
- BEC is not responsible for lost or stolen property.

EVENT ORDER

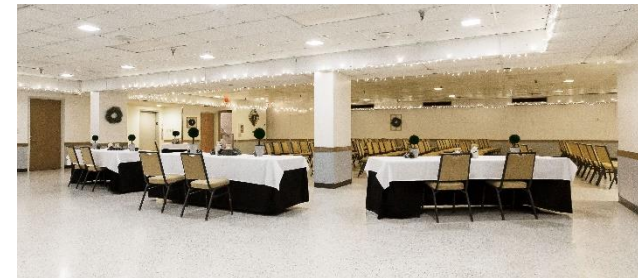
All clients are required to complete and approve an event order from detailing event logistics. This ensures that all details have been approved by the client and the Bloomington Event Center

EVENT CANCELLATION

- Cancellations must be received 90 days in advance and are subject to a cancellation fee.
- Cancellation 30 days prior to your booked date, your entire deposit is non-refundable.
- If a cancellation request is not received 10 days prior to your event, you will be liable for the entire event balance.



Receptions Banquets Reunions Holiday Events
Funeral Luncheons Anniversary Parties Luncheons
Retirement Parties Meetings Birthday Parties



Bloomington Event Center

1114 American Blvd. W, Bloomington, MN 55420
952-888-1846 EXT: Events

Website: www.bloomingtoneventcenter.com
E-mail: events@bloomingtoneventcenter.com

RENTAL SPACES

Grand Hall is approx. 6,000 sq. ft. and can seat 350. Full-Service Bar, Stage Area for Band, State of Art Sound System, Coat Check room, Handicap restrooms are connected to room.



Knight's Room (lower-level room) is approx. 3,600 sq. ft. and can seat 125. Full-service bar and Elevator access.



Fireside Room best suited for small gatherings and events. Can seat 100 and has an attached Fireside Bar and Elevator access.



BEC BOOKING INFORMATION

The Bloomington Event Center's onsite catering service offers a full-service bar with an in-house chef and staff. There are food and drink minimums for each of our three rental spaces. We require a 50% room rental deposit when you book an event.

- Final count and full payment are required 10 days prior to your event.
- Please plan for all main course entrees/buffets to be served by 9:00pm.
- Desserts and appetizers can be served after 9:00pm.
- Votive candles are acceptable and LED flameless candles of any size.
- The BEC allows you to decorate the rental space, however tape, nails, and tacks cannot be used to affix your decorations to the walls, ceilings, or floors. Blue painters masking tape may be used in select areas to affix decorations, our staff will be able to assist you on specific locations.
- We do not allow rice, birdseed, confetti, balloon bags, or any balloons with confetti inside our premises. Live flower petals are allowed.
- The BEC is not responsible for the decorations brought into the hall. Host decorations must be removed from the building at the end of their event.
- All music is required to finish playing before **12:30 am**.
- The host(s) of the event is responsible for having their guests and entertainment off the BEC premises by **1:00 am**.
- The BEC reserves the right to refuse service of alcoholic beverages to members and guests whenever deemed necessary. No outside alcoholic beverages may be brought in or consumed on BEC property.
- We abide by the laws of the state of Minnesota. As host, you are accountable for the behavior of your guests, so you should be aware of the Dram Shop Law. This law puts the liability directly on the server of alcoholic beverages if an intoxicated individual causes damage, injury, or death as a result of too much to drink. The host of the event is also liable.
- Smoking or vaping is not permitted in the building

SERVICE CHARGE

Food prices and non-alcoholic beverage prices are subject to a 22% service charge and 8.525% sales tax the sales tax is applied to the food, non-alcoholic beverages, and applicable services (ex: security and linens). Alcoholic beverage prices are subjected to a 22% service charge and 14.025% liquor sales tax. The sales tax is applied to alcoholic beverages and applicable service charges. All service charges are the property of Bloomington Event Center, which has complete discretion as to its use and distribution. For purposes of the MN statute, we are required to inform you the service charge is not a gratuity.

FOOD PRICES

The prices on our catering menus and quoted in your contract are subject to change, due to market conditions. The BEC reserves the right to adjust pricing. Once your menu is selected, we can confirm your prices 120 days prior to your event.