

## **Event Coordinator Job Posting**

The Stillwater Public Library Foundation Board of Directors is requesting proposals for a successful and enthusiastic Event Coordinator to promote and facilitate events on the scenic terrace and event space at the Stillwater Public Library. Under a one-year fixed rate contract, this person will ensure smooth operations of the venue for events such as weddings, anniversaries, conferences, and charity events.

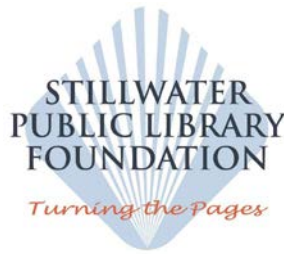
### *Primary Responsibilities:*

- Promote event space to the public, prepare marketing materials for a variety of channels, and build a following and network for events at library.
- Convey the uniqueness of the venue to prospective clients, book and schedule events, and coordinate all appointments.
- Maintain strong communications with clients and vendors. Coordinate and monitor event timelines, floor plans, invoicing, and payments. Review and analyze event activities to assure compliance with Library policies and to meet legal, health, and safety obligations.
- Develop and execute a budget with goals for revenue growth.
- Perform on-site supervision during events, assist clients, and coordinate parking and vendor deliveries. Proactively handle emerging problems. Ensure client satisfaction.
- Hire, train, schedule, and oversee Event Prep staff. Coordinate event space maintenance and post-event cleanup.
- Work with local law enforcement to schedule security for events.
- Respond to requests and concerns from local community members regarding events.
- Represent the Library's interests during various internal, external and public meetings. Promote goodwill with neighbors and the community.
- Provide feedback, evaluations, and periodic event reports to the Foundation.

### *Minimum Qualifications:*

Bachelor's degree and experience organizing events. In lieu of degree, equivalent extensive event experience.

*To apply for this position, please visit [www.stillwaterpubliclibraryfoundation.org](http://www.stillwaterpubliclibraryfoundation.org) for proposal requirements. Please respond by May 17, 2017.*



## **Event Coordinator Request for Proposal**

The Stillwater Public Library offers a scenic terrace and stately interior spaces for community and non-profit use. In addition to providing a unique and memorable space, rental income provides significant support for Stillwater's treasured public library. Typically, 30-40 events, primarily on weekends in May through October, generate approximately \$60,000 per year.

Please submit your resume and proposal for managing this niche business at the Stillwater Public Library. Library event policies accompany this RFP. Your description should include, but not be limited to, detailed job duties and cost allocations, plus answers to the following questions:

1. What is your vision for weddings and special events at the library?
2. What experience has prepared you for this position?
3. How will you manage marketing and public relations?
4. What will you do, start to finish, to coordinate a wedding or special event at the library?
5. What will be the basis for determining salary requirements and expenses?
6. What is the compelling reason the Stillwater Public Library Foundation should retain you?

If your proposal is selected as a finalist, you will be called for an interview. Interviews will be one hour of which 30 minutes is for presentation and 30 minutes for questions and answers. The Stillwater Public Library Foundation retains the right to reject any or all proposals.

**Please submit your proposal by May 17, 2017 to**

[splf@stillwaterlibraryfoundation.org](mailto:splf@stillwaterlibraryfoundation.org)

or to

Stillwater Public Library Foundation  
Attn: Fred Rengel, President  
224 Third Street North  
Stillwater, MN 55082

# **Rental Policies and Guidelines**

## **WEDDINGS AND EVENTS**

Stillwater Public Library

224 3<sup>rd</sup> Street North

Stillwater, MN 55082

[www.stillwaterlibrary.org](http://www.stillwaterlibrary.org)

phone 651-275-4338

fax 651-275-4342

The Stillwater Public Library (SPL) is foremost a public library. SPL encourages public use of the library's facilities within the policies established by the Board of Trustees (Board). The fees that are charged are used to cover the costs of providing the facilities and to support the operations of the library.

## I. RESERVATIONS

- A. Event dates will be reserved on a first-come, first-served basis. Reservations will be accepted up to eighteen (18) months in advance.
- B. Advance bookings are accepted in good faith. SPL cannot accept responsibility in the following circumstances: change in ownership of adjacent property; increased third party fees over which the Board has no control; alteration of property within view of SPL property; power outage or equipment failure; noise from sources outside SPL; inconvenience or loss of view caused by building or construction on neighboring or nearby properties; weather; and acts of God.
- C. Rental of the SPL Community Meeting Wing includes exclusive use of: Margaret Rivers Room A and B, the Serving Kitchen, and the Conference Room. It includes non-exclusive use of the Gallery, the Parking Ramp, and Johnson Terrace.
- D. No date or time may be reserved or held without a signed rental agreement and down payment. The person or organization which signs the rental agreement shall be known as the Renter. SPL will hold all down payments for five (5) calendar days from the date of receipt. All down payments are fully refundable during the Five Day Hold Period. After five days all down payments become non-refundable.
- E. If the Renter intends to cancel a reservation during the Five Day Hold Period, the Renter is responsible for notifying SPL before 5:00 p.m. on the fifth day. The Renter must leave a message of their intent to cancel for the Event Coordinator at 651-275-4338 x 129.
- F. SPL reserves the right to schedule weddings and events on consecutive days, and to schedule more than one wedding/event per day.
- G. Rental of SPL begins when the Renter or their agents arrive to set up. It ends when the SPL is vacated and secured. SPL must be rented for a minimum of four (4) hours.
- H. Rental is available on Fridays and Saturdays from 8:00 a.m. until 12:00 midnight. All events must end by 11:00 p.m. to allow for clean-up and closing by midnight. Sunday through Thursday, event rental is available from 9:00 a.m. to 9:00 p.m. Upon receiving an application, the library Board may make an exception to the Sunday through Thursday schedule. The Event Coordinator will work with the Renter to determine arrival and departure times. Catering and rental equipment/supplies must be delivered and picked up on the day of the event. The Event Coordinator must approve, in writing, any arrangements for early or late delivery and/or pickup. The Event Coordinator must be notified of any deliveries or pickups which will occur before 9:00 a.m. or after 10:00 p.m.

- I. At the time of booking, the Renter must indicate if they are booking only the indoor facilities or Johnson Terrace as well.
- J. If the Renter wishes to cancel their reservation after the Five Day Hold period, the Renter may be entitled to a refund conditional on SPL successfully rebooking the date. The Renter will receive a refund if and when a signed rental agreement and down payment are received to rebook the date.
- K. If the Renter wishes to change the date of their reservation after the Five Day Hold Period, the Renter may do so by canceling their current reservation, and paying a \$150.00 Rebooking Fee. Any deposits made on the original date will be transferable to the new event date. The Event Coordinator must be notified and the Rebooking Fee paid thirty (30) days before the original event date. Rebooking is a one-time-only option. Rebooked events are non-refundable even when SPL can successfully rebook the date.

## **II. FEES AND DEPOSITS**

- A. Fees and costs are subject to change. The Renter will be charged those fees and costs that are in effect at the time a rental agreement is signed. The Renter is responsible for obtaining the current fee schedule.
- B. SPL accepts cash or checks only. We cannot accept payment by credit card at this time.
- C. The balance of the rental fee, other charges, and the damage and noise deposits are due no later than five (5) days before the event.
- D. Unpaid invoices will be charged interest at the legal rate of 1.5% per month.
- E. A Damage Deposit of \$400.00 is required. The deposit must be made no later than five (5) days before the event. The Renter may forfeit all or part of their deposit if the facility is not left in good condition. The Renter is responsible for paying any specific damages caused by their group.
- F. A Noise Compliance Deposit of \$200.00 will be required for any event with amplified outdoor music. The deposit must be made no later than five (5) days before the event. The deposit is subject to forfeiture by the Renter for: 1) not concluding the music at the time specified in this agreement; 2) failure to turn down the volume of the music when requested to do so by SPL staff or City Police; 3) the issuance of a citation to SPL, the renter, or their agents for violation of the City of Stillwater Noise Ordinance.
- G. Additional fees may apply.

## **III. EXCLUSIVE AND PUBLIC USE**

- A. Public or non-exclusive Areas of SPL must remain available to the public during SPL hours (unless the renter has paid for exclusive use). Items belonging to the Renter may not be left unattended in public areas. The Renter will be billed the hourly rate from the time set-up begins in public/non-exclusive areas of SPL.
- B. When SPL is open, parking is on a first-come, first-served basis. Exclusive use of SPL's 43-car parking garage for event guests is available only when SPL is closed. Parking for SPL patrons and event guests is free of charge.
- C. During SPL hours Johnson Terrace and the Gallery are available for use by SPL patrons. The Renter can obtain exclusive use of Johnson Terrace and the Gallery during SPL hours by paying an additional \$100.00 per hour. When SPL is closed to the public, the Renter will have automatic exclusive use of Johnson Terrace and the Gallery.

#### **IV. USE OF NON-SPL EQUIPMENT**

- A. SPL allows the use of tents on Johnson Terrace if the following requirements are met:
  - i. The Renter must request permission in writing to erect a tent. SPL reserves the right to determine which vendors and the type of tent used on Johnson Terrace. The Renter must provide information about the type of tent, and provide the Event Coordinator with the set-up and take-down times, and the name and telephone number of their rental company.
  - ii. Tent sharing between Renters is a private agreement, and SPL is not liable for any damages or breach of contract resulting from a tent share arrangement.
  - iii. The Renter assumes all liability for the tent, and any damages or injuries caused by the tent, the rental company, or its agents.
- B. SPL allows the use of dance floors on Johnson Terrace and in the Margaret Rivers Room. The Renter must request, in writing, permission to bring in a dance floor, and provide SPL with set-up/take down times, and the name and telephone number of their rental company.
- C. SPL allows the use of certain heaters on Johnson Terrace if the following requirements are met:
  - i. The Renter must request, in writing, permission to bring in heaters, and provide SPL with set-up/take down times, and the name and telephone number of their rental company.
  - ii. The Renter must abide by state and local fire code at all times, and all heaters which use a combustible

liquid must be removed from SPL by the conclusion of the event, and may never remain at SPL overnight.

## **V. EVENT POLICIES**

- A. SPL is a smoke-free facility. Smoking is not allowed anywhere in the building, on Johnson Terrace, in the parking garage, or on the grounds.
- B. State and local fire codes apply. In addition:
  - i. No flammable substance or material may be used unless it meets fire safety standards.
  - ii. No open flames or candelabra are allowed. Candles must be enclosed in glass.
  - iii. All lighting used on the terrace must be approved for outdoor use.
  - iv. Fireworks (including cap guns, confetti poppers, sparklers, and floating lanterns) are strictly prohibited.
  - v. The path to emergency exits and to fire extinguishers may not be blocked.
- C. SPL is not responsible for personal or rental property before, during or after an event. It is the responsibility of the Renter to be present when deliveries are made. SPL will not sign for delivery of goods or services.
- D. To protect 1) the rights and safety of all SPL users, SPL staff, and their agents; and 2) public property; the Renter, their guests, and their agents must abide by the SPL Code for Respectful Conduct at all times. Those who violate this policy may be asked to leave in accordance with the SPL Disruptive Behavior Procedures.
- E. Photography may take place only during the rental period. Photography is allowed on the terrace or within the event wing. Photography may not take place inside the library services area of SPL during library hours.
- F. The Renter gives permission for SPL to take photos of their event, and gives full publication rights to SPL to use those photographs in print or website documentation.
- G. Copies of all policies are available upon request to the Event Coordinator.

## **VI. EVENT PREPERATION**

- A. A setup diagram must be received by the Event Coordinator seven (7) days prior to the event.
- B. SPL set-up service does not include setting linens, decorations, dishes, etc.
- C. No tape, tacks, staples, nails, 3M hangers or other devices may be used on the pergola or interior walls.

- D. No rice, birdseed, helium balloons, rose petals or confetti are allowed indoors or on the terrace.
- E. No loose crystals, glitter, gravel or other loose items are allowed.
- F. The Event Coordinator will work with the Renter to schedule SPL staff to move furniture. In the event of last minute changes (e.g. inclement weather) SPL cannot guarantee additional staff will be available.
- G. If the event is on the terrace, an inclement weather plan is required. These plans must be submitted to the Event Coordinator for approval at least fourteen (14) days before the event.
- H. An additional setup fee of \$100.00 will be charged for each additional furniture set-up.
- I. Nothing may be attached to SPL's brick exterior.
- J. No signage may be placed outside SPL per the City of Stillwater. If signage is desired, please contact the City of Stillwater at least 3 months in advance to obtain the appropriate signage permits.

**VII. FACILITIES, CAPACITIES, AND EQUIPMENT**

- A. The Renter agrees to abide by the occupancy limits below:

<b>Room</b>	<b>Capacity with Tables</b>	<b>Capacity with Chairs Only</b>
Margaret Rivers Room A & B	120	150
Conference Room	12	N/A
Johnson Terrace	250	300

- B. Furnishings and Equipment – Margaret Rivers Room
  - i. Only SPL-owned tables and chairs may be used in the Margaret Rivers Room. No furniture or furniture items may be brought into SPL from home or a rental company without prior written permission from the Event Coordinator. Additional fees will apply.
  - ii. Equipment includes: 120 Burgundy indoor chairs, 10 Oval tables (60" x 72"), 4 Rectangular tables (96" x 30"), Projection Screen, DVD Player, 1 Lapel Microphone, 1 Cordless Microphone, or 1 Corded Microphone (for indoor use only).
- C. Furnishings and Equipment – Johnson Terrace
  - i. Only SPL-owned chairs and tables may be used on Johnson Terrace. No indoor furniture may be used on the terrace.



- ii. See the table below for available equipment and furnishings.
- iii. Furniture for up to 200 guests is included in the rental fee.
- iv. The fabric for the shade awning will be put up at SPL's discretion as weather permits in the spring, and will be removed at SPL's discretion in the fall. SPL reserves the right to remove or retract the shade awning at any time (e.g. repair or unsafe weather conditions).
- v. The Renter must obtain permission from the Event Coordinator to hang lighting or decorations from the cables of the shade awning.

<b>Johnson Terrace Equipment</b>	<b># Available</b>	<b>Cost/ Unit</b>
white resin folding chairs	200	Free
white resin folding chairs after the first 200	180	\$3.00
60" round plastic top tables	25	Free
60" round plastic top tables After the first 25	13	\$10.00
4' plastic top rectangular table	2	Free
6' plastic top rectangular tables	12	Free
black iron chairs	20	Free
black iron tables	6	Free
black iron benches	4	Free
Green cushions for iron seating	24	Free

- D. Outside Vendors – All other services and products not listed in this contract must be contracted from outside vendors.
- E. Parking Ramp – The parking garage will close and lock at the conclusion of all events. Cars remaining in the parking ramp past the end of the event will be locked in. The Stillwater Police Department, and SPL will not provide staff to unlock the garage

after SPL hours. It is the responsibility of the Renter to notify guests and their agents of parking ramp hours.

- F. Gallery
  - i. The hallway in the Community Meeting Wing is an art gallery. Works of art cannot be moved, and the Renter agrees to work around whatever is displayed at the time of their event.
  - ii. The Renter may not display personal works of art using the SPL gallery hangers or display cases, even if no artwork is displayed at the time of the event.
  - iii. The glass cases in the Gallery may be draped or covered, but cannot be relocated.
  - iv. If tables and chairs in the gallery area must be moved or removed, an additional \$50 fee will be charged.
- G. Catering Ramp - The catering ramp is for deliveries only. It is not an entrance or exit for guests. Guests must use the 3<sup>rd</sup> Street entrance or parking ramp for entrance and egress from the building. See Catering Guidelines and Vendor Delivery Rules for additional guidelines.

## **VIII. CLEAN-UP**

- A. The Renter is responsible for removing all trash, kitchen garbage, and recycling immediately after the conclusion of the event.
- B. The Renter must have all decorations, catering items, rental items, personal belongings, etc. out of the building by the end of the rental period, or prearranged time. The Renter must ensure that the caterer has cleaned the serving kitchen if it has been used.
- C. The Renter is not responsible for putting away SPL furniture.
- D. In the event clean-up has not concluded by the end of the rental period, a minimum of one (1) additional rental hour will be charged or held from any damage deposit to be returned. Additional fees for the security officer and/or staff may also be required.
- E. Additional fees will apply for wire, string, ribbon, etc. left on the pergola or shade awning cables at the end of the rental period.

## **IX. FOOD AND REFRESHMENTS**

- A. The Washington County Public Health Department allows the use of licensed caterers only. SPL maintains a list of licensed caterers who may use our facility.
- B. No cooking or food preparation is allowed in the building or on the grounds. Food must be prepared off-site and held and served from the SPL kitchen. A warming oven, ice machine, and

refrigerator are available in the SPL serving kitchen. A freezer is not available.

- C. If the kitchen is not being used, but refreshments are served, the refreshments must be arranged through a caterer on SPL's list.
- D. Any refreshments other than those provided by an authorized caterer must be approved, in writing, by the Event Coordinator.
- E. The caterer is responsible for cleaning the kitchen, removing trash and recycling and removing all catering items prior to departure.
- F. The placement of bars is limited to non-carpeted areas.
- G. The only flame approved for use by caterers working at SPL is a Sterno to keep food warm. Portable burners and stoves are strictly prohibited.
- H. Potato chips and popcorn are not allowed. If other types of chips are served, the caterer or Renter must remove all crushed chips from the terrace before vacating.
- I. Individual creamer containers and sugar packets are discouraged.
- J. Grills are not allowed on the terrace. If your caterer wishes to grill, they must contact the Stillwater Fire Department to arrange an inspection of the grilling location, and obtain permission in writing from the Event Coordinator.
- K. The Renter must request the SPL Catering Guideline Sheet.

## **X. ALCOHOL USE POLICY**

- A. All State and local laws governing alcohol use apply.
- B. All alcohol must be served by an approved caterer who holds a Caterer's Liquor License (CATR) through the State of Minnesota. Please see our list of approved caterers.
- C. An open bar where guests serve themselves is not allowed.
- D. Wine or champagne bottles on tables are not allowed. All wine must be poured and served by an appropriately licensed caterer.
- E. Please note that hiring a "licensed bartender" does NOT comply with SPL's alcohol use policy, nor does use of a company with liquor liability insurance. Neither are adequate substitutes for a Caterer's Liquor License.
- F. Due to the way the State of Minnesota issues the CATR license, catering companies based in Wisconsin, or other states, cannot obtain a CATR license, and cannot serve alcohol at SPL.
- G. Liability for alcohol service and consumption is assumed by the renter. SPL assumes no liability for alcohol service and/or consumption.
- H. No serving or consumption of alcohol is allowed in the parking garage or in cars. Alcohol consumption must be confined to SPL's upper level and terrace.

- I. No alcohol service may be made to minors.
- J. Alcohol service must conclude no later than 10:30 p.m., and a minimum of ½ hour before the conclusion of the event.
- K. Consumption of alcohol by the Renter, their guests, and/or agents which: 1) takes place before the arrival of their licensed caterer and security officer; 2) takes place outside the terrace/event wing, or 3) self-service of alcohol during the event will result notification of the Stillwater Police Department. Please see Consumption and/or Possession of alcohol in a Public Place City Code (sect.52-15).
- L. SPL reserves the right to call in Renter's security officer early for violation of SPL Event Policy. The officer's hourly rate will be taken from the Renter's security deposit.

**XI. FACILITY SECURITY**

- A. A Security Officer will be required for all weddings.
- B. There is a three (3) hour minimum for security officers. SPL staff will make arrangements for a Security Officer through the City of Stillwater. Payment of the Security Officer at the established rate is the responsibility of the renter. The Security Officer must be paid by the end of the event.
- C. The event must conclude at the pre-arranged time to avoid additional security fees.
- D. SPL reserves the right to require additional or call in additional Security Officers as needed at the renter's expense.

**XII. INSURANCE**

- A. The renter must carry insurance to cover the event. A minimum of \$300,000 in Bodily Injury and \$300,000 in Property Damage Liability is required. Please refer to the Insurance Coverage for Special Events sheet for more information. The insurance policy must be in the name of the person signing the lease. Proof of insurance is required before the event takes place.
- B. It is the responsibility of the Renter to determine the need for liquor liability insurance.

**XIII. MUSIC AND NOISE**

- A. Music amplification and bass levels must be reasonable and volume must be uniform.
- B. Volume must be within the limits of the City of Stillwater noise ordinance.
- C. SPL retains the right to determine reasonable volume. The Renter and their agents agree to honor requests made by SPL staff or City Police for reduced volume.

- D. SPL retains the right to end music for the duration of the event if the Renter or their agents do not honor requests for reduced volume.
- E. SPL must end music for the duration of the event if noise levels are outside the limits of the City of Stillwater noise ordinance.
- F. Music must conclude by 10:00 p.m. if outdoors, and 11:00 p.m. if indoors.
- G. If music is played inside SPL after 10:00 p.m. exterior doors must be kept closed.
- H. A Noise Compliance Deposit may be required; see FEES AND DEPOSITS section.
- I. The Renter must request a copy of SPL Noise Policies for additional rules that may apply.

Retain a paper copy of this rental contract for your records. This is the set of policies that will govern your rental of Stillwater Public Library. The Renter shall also be bound by the following documents which can be found on our website or obtained from the Event Coordinator:

- Noise Policy for Weddings and Events
- Vendor Delivery Rules
- Catering List and Policies
- Insurance Coverage Requirements