

Meetings & Events



400 - 10th Street NW
New Brighton, MN 55112
651-638-2138 • www.newbrightonmn.gov
brett.rannow@newbrightonmn.gov

New Brighton Community Center

Great Location • Exceptional Service • Affordable Pricing

RECEPTIONS & EVENTS

- Community Room accommodates large celebrations up to 240 guests
- Windows, landscaped patio
- Portable bar, stage
- Sound system, microphone, projector
- Commercial kitchen
- Flexible catering options
- Designated alcohol vendors
- Rooms available for smaller events, such as, showers, social gatherings or celebrations. An option for groups of 10-150

MEETINGS & CONFERENCES

- Variety of room types and sizes available, allowing for breakout sessions
- Bright rooms with windows
- Set up specific to your needs
- Knowledgeable staff to assist
- Audio/Visual equipment, including LCD projectors and portable smart board, wireless internet
- Coffee break service available
- Flexible catering options
- Discounted rates offered for multiple bookings



Meeting and Event Facilities

The New Brighton Community Center offers a variety of rooms which can accommodate both meetings and events. Contact us to find out what facility would be the perfect choice to meet your needs.



COMMUNITY ROOM A

COMMUNITY ROOM A & B

Features seating for 240, patio, sound system, microphone, LCD projector, screen, podium, dance floor and staging.

COMMUNITY ROOM A

Seats 250 theater or 160 event seating, patio, sound system, microphone, LCD projector and screen.

ROOM 218 and 220

Meeting rooms seat 24-28, conference tables, padded chairs, LCD projector, screen, white board and sink. Special evening and weekend rates.

ROOM 209

Meeting and training room, seats 24, tables, padded chairs, screen, white board and sink.



ROOM 220

COMMUNITY ROOM B

Seats 50 for meetings and 64 for events, patio and sound system.

ROOM 216

Meeting and instructional room, seats 24, tables, chairs, counter top and sink.

ROOM 224

Casual room for meetings and events, seats 40 for meetings and 64 for events, microphone with sound system and screen.

ROOM 221

Intimate room seats 12 for meetings or events, tables, padded chairs, white board and screen.



ROOM 221

FACILITY RENTAL FEES

| | HALF DAY | FULL DAY |
|--------------|-----------|-----------|
| ROOM 224 | \$145-175 | \$200-230 |
| ROOM 218/220 | \$120-140 | \$170-195 |
| ROOM 209 | \$80-95 | \$100-115 |
| ROOM 221 | \$60-70 | \$85-100 |

Prices are subject to 7.375% sales tax.

Discounted rates for multiple bookings. Fees and policies may be subject to change.



ROOM 224

Community Room Information

CAPACITY

Community Room A/B: Seats 240
 Community Room A: Seats 160
 Community Room B: Seats 64

Table availability

5' diameter Round Tables - 30 (seating for 8)
 8' x 2 ½' Rectangle Tables - 20

RESERVATIONS

- Saturday reservation time is 8:00 a.m. to 12:00 midnight (times vary for other days of the week). Extra time may be prearranged for \$50 per half hour up to 1:00 a.m.
- A 50% down payment is required to make a reservation. Final payment is due 30 days prior to the event.
- A \$300 refundable damage deposit is required for events including alcohol and/or kitchen use.

SET UP, CLEANUP AND DECORATING

NBCC set up includes tables, chairs and staging to be arranged per your request. Decorations are provided by the rental group. Decorating, food preparation and cleanup must be completed during the contracted reservation time.

ALCOHOL

Distribution and sale of alcohol is allowed by a Licensed Vendor with a New Brighton Public Premises license. Serving of alcohol must end at 11:30pm.

Security will be required for events that serve alcohol and take place outside of the normal Friday and Saturday business hours (6am – 10pm) of NBCC. The Meeting and Event Coordinator will arrange with the New Brighton Public Safety Department to supply a police officer. There is a three hour minimum requirement for the officer. The officer will be on site from 9pm until all event attendees have vacated NBCC. The \$55 per hour fee will be added to the facility permit. Payment will be required 30 days prior to the rental date.

Preferred Alcohol Vendors

The following vendors are licensed to provide alcoholic beverage service at the New Brighton Community Center. You may contact them directly to arrange for their services.

Acapulco Catering
 651-245-4445

Big Ten Catering
 651-270-6329
 651-216-4929

The Exchange Food & Drink
 651-348-6289



CATERING

- To assist you with a search for your caterer, our preferred caterers are listed below. You may also visit our website which provides a link to the caterer's website.
- You may use a licensed caterer of your choice. The caterer will be required to complete a Caterer Agreement, as well as provide proof of insurance and license.
- The contract holder may provide their own food as long as everything is prepared (fully cooked) off site. The NBCC kitchen facility may be used to keep food hot or cold.

Kitchen

A commercial kitchen is located adjacent to the Community Room. The NBCC does not provide table coverings, skirting, dishes, food preparation or serving items.

Preferred Caterers

The following is our list of preferred caterers. Please contact them directly for detailed information.

Acapulco Catering
 651-245-4445
 acapulcomn.com

Big Ten Catering
 651-270-6329
 651-216-4929
 bigtencatering.com

Lunds & Byerlys
 952-897-9800
 catering.lundsandybyerlys.com

The Exchange Food & Drink
 651-348-6289
 exchangefoodanddrink.com



COMMUNITY ROOM RENTAL FEES

Prices are subject to 7.375% sales tax. Fees and policies may be subject to change.

| | | Room A/B | Room A | Room B |
|--|------------------|--------------|-----------|-----------|
| Monday - Friday | 7:00 AM-9:45 PM | \$350-415 | \$270-330 | \$195-225 |
| Friday (kitchen included) | 8:00 AM-12:00 AM | \$595-660 | N/A | N/A |
| Saturday (kitchen included) | 8:00 AM-12:00 AM | \$900-965 | N/A | N/A |
| Saturday (kitchen included) | 8:00 AM-10:00 PM | \$595-660 | N/A | N/A |
| Extended hours Friday & Saturday Only | 12:00 AM-1:00 AM | \$110 per hr | N/A | N/A |
| Sunday | 8:00 AM-6:00 PM | \$350-415 | \$270-330 | \$195-225 |
| Kitchen | | \$55-60 | \$55-60 | \$55-60 |

Neighborhood Centers

Reservations can be made by visiting <https://tinyurl.com/nbreservations>

Neighborhood Centers are located throughout New Brighton at Freedom, Hansen, Sunny Square and Totem Pole Parks. They provide a relaxed alternative for a meeting or event.

- Fireplace, carpeting, pine interior, windows
- Tables and chairs seat up to 64 people
- Restrooms
- Perfect for graduation parties, showers, family reunions, celebrations, corporate events
- Self catered functions (no kitchen facilities)
- Alcohol by permit (\$50)
- Park amenities nearby
- Discounted weekday rates
- Rental time: 10:00 AM-10:00 PM



| Neighborhood Centers | Weekends | Weekdays |
|--------------------------|-----------|-----------|
| Entire Center (seats 64) | \$190-220 | \$145-170 |

Fees and policies may be subject to change. Prices are subject to 7.375% sales tax, refundable deposit \$100.

Brightwood Hills Clubhouse



During the off-season, the Clubhouse offers a beautiful setting for meetings, social events, retreats, boutiques.

- Available November 15 through March 15
- Tables and chairs to seat up to 64 people
- Many windows with a bright relaxed setting
- Use of refrigerator, microwave. Ice machine
- Discounted weekday rates
- Rental time: 9:00 AM-11:00 PM

| Clubhouse | Weekends | Weekdays |
|-----------------------------|-----------|-----------|
| Entire Clubhouse (seats 72) | \$250-310 | \$195-225 |

Fees and policies may be subject to change. Prices are subject to 7.375% sales tax, refundable deposit \$75.

Facility Locations

New Brighton Community Center

400 10th Street NW

Freedom Park

2121 14th Street NW

Hansen Park

1555 5th Street NW

Brightwood Hills Golf Course

1975 Silver Lake Road

Sunny Square Park

2200 Sunnyside Terrace

Totem Pole Park

1111 Foss Road

PICNIC PAVILIONS

Reserve a picnic area to provide an outdoor experience. Discounted rates when reserving with a center rental.

Pavilion fees available upon request.

