



Carondelet Center Event Guidelines

CARONDELET CENTER is a host facility for conferences and retreats and is a ministry of hospitality and welcoming sponsored by the Sisters of St. Joseph of Carondelet, St. Paul Province, and Consociates . CC welcomes external organizations/individuals not affiliated with the Sisters of St. Joseph to contract its facilities.

ROOM SCHEDULING

The Event Coordinator handles room scheduling. Priority is extended first to the CSJ Ministries, Community sponsored events, then to the CSJ Consociates and non-CSJ events/activities.

RESERVATIONS

All reservations are made through the event coordinator. Reservations are not accepted more than 12 months in advance. The event coordinator reserves the right to substitute a room at any time. All meals will be served in the room you reserved. If you would like a separate room for your meal it will be an additional charge. Room rental includes set up and clean up, dishes, glassware, flatware and paper napkins. Linens are available at an additional cost.

DEPOSIT

A 25% deposit is required for all events. This deposit is applied towards your final bill.

CANCELLATIONS

All cancellations within 21 days of the event are fully refundable. Cancellations made between 21 days and 48 hours will receive 50% of their deposit back. Cancellations made within 48 hours of the event will forfeit the entire deposit.

EVENT CONTRACTS

An event contract will be generated upon making your reservation. A signed copy of the contract and a deposit is required before the event is definite.

PAYMENT

Final invoices are sent out the week following your event. Invoices should be paid in full within 30 days of the billing statement. Payment can be made in cash, check or credit card.

SALES TAX

All food, beverage, and equipment is taxed at a rate of 7.625% and guest rooms are taxed at 10.625%. All organizations are subject to taxes, even tax exempt organizations.

FOOD AND BEVERAGE

All food and beverage must be purchased through the Carondelet Center event coordinator. Outside food and beverage are not permitted within the Carondelet Center. Renters may take any leftover food with them after the event. . All meals will be served in your groups banquet room at the time requested by the group leader. A specific meal room may be designated for an additional room charge. There is a soda machine and a snack machine located on the ground level break room (G10).

MENU SELECTION

Please indicate at least 2 weeks prior to your event that you will need food or beverage. Menu selection is needed 1 week prior to your event. Guest count guarantees are needed 2 business days before your event at Noon.

FOOD SELECTION CHANGES

Food orders may be changed or cancelled up until 8AM the business day before your event. Final guest attendance guarantees are required no later than two (2) business days prior to the function. Your event will be charged for guaranteed count or the actual count served, whichever is higher.

AUDIO VISUAL

Audio visual equipment is available for rent per event day. Sound levels for AV equipment and PA systems will be required to be controlled and maintained at a level set by the Carondelet Center Staff.

HOURS OF OPERATION

All events must fall within the hours of operation of the Center. The building is open 8:30am to 9pm on weekdays and 8am to 8pm on weekends.

ALCOHOL CONSUMPTION

The Carondelet Center does not purchase, provide, sell or serve alcohol. Alcohol may be served but requires a certificate of insurance from the guest. Guests may only bring in beer or wine. Guests are held liable for their guests. We ask the following of guests serving alcohol:

No alcohol will be served to or consumed on Center property to any person under the legal drinking age.

No alcohol will be served or consumed on Center property to any person who appears to be intoxicated.

STORAGE

The Carondelet Center does not have storage facilities for events. All items must be taken out of the space after the event.

PARKING

Carondelet Center has a parking lot with over 100 spaces. The parking lot has signs that say: Parking for Sisters of St. Joseph Only. Please do not park at the St. Catherine University. You may be ticketed and towed.

SMOKING

The Sisters of St. Joseph and the Carondelet Center is a smoke free campus.

CANDLES:

Candles are to be completely enclosed in glass containers and never left unattended. This includes all pillar, taper and votive candles.

RENTER RESPONSIBILITY

The renters agree to leave all rented areas in a clean, orderly fashion, including replacing items that were moved.

The renter agrees to only use the rental space outlined in their event contract. Please do not use any vacant space in the building - most rooms are set up next to the booked group.

The renter is responsible for relaying any and all event information, i.e.: room set up and chair configuration, a/v, etc. Event day changes may be subject to an additional charge.

The renter is responsible for notifying staff of any spills or any breakage that has happened during your event.

LIABILITY

The sponsoring person/group assumes responsibility and liability for losses, damages and/or claims arising out of: injury, damage or loss to participants, exhibitors or employees, or to any other persons whose injury or loss was a result of the sponsoring person/group's event; and it shall indemnify Carondelet Center, its agents and employees, from any and all such losses, damages and claims.