2021 Reservation Guide

❖ Meetigs ❖ Banquets ❖ Anniversaries
❖ Fundraisers ❖ Socials ❖ Showers
❖ Seminars ❖ Parties ❖ And More!

125 LIVE is the ideal venue for your next event or gathering

To reserve a space, fill out a Reservation Request Form at the Membership Services Desk or online at 125livemn.org/reservations/.

For questions, contact our Rental Coordinator at (507) 361-1730 or at rentals@125livemn.org

See the 125 LIVE Reservation Policies for further details.

River Rooms  River Rooms  Maple Room  Cedar Rooms

Oak Room  Northview Room  Conference Room 207  Conference Room 110

Amenities

- Wi-Fi & Presentation Capabilities
- Podium & Microphone
- Conference Phone
- Hearing Loop (technology to assist those with a hearing aid device)

507.287.1404 | 125 Elton Hills Drive NW Rochester, MN 55901 | 125livemn.org  *Updated 4/21/2021*
### Rental Space

<table>
<thead>
<tr>
<th>Rental Space</th>
<th>Room Setup &amp; Capacity</th>
<th>Rate Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>River Rooms</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>VIP Tier</td>
<td>Tier One</td>
</tr>
<tr>
<td>All River Rooms</td>
<td>Round Tables: 144 Classroom: 144 Auditorium: 250</td>
<td>$140</td>
</tr>
<tr>
<td>Two River Rooms</td>
<td>Round Tables: 72 Classroom: 72 Auditorium: 100</td>
<td>$95</td>
</tr>
<tr>
<td>One River Room</td>
<td>Round Tables: 36 Classroom: 36 Auditorium: 50</td>
<td>$72</td>
</tr>
<tr>
<td><strong>Classrooms</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maple Room</td>
<td>Auditorium: 50 Classroom: 50</td>
<td>$50</td>
</tr>
<tr>
<td>Cedar Rooms (A &amp; B)</td>
<td>Classroom: 50 Auditorium: 70</td>
<td>$50</td>
</tr>
<tr>
<td>One Cedar Room (A or B)</td>
<td>Classroom: 24</td>
<td>27 Auditorium: 30</td>
</tr>
<tr>
<td>Oak Room</td>
<td>Classroom: 27 Auditorium: 30</td>
<td>$32</td>
</tr>
<tr>
<td>Northview Room</td>
<td>Conference: 22</td>
<td>$32</td>
</tr>
<tr>
<td><strong>Conference Rooms</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Room 207</td>
<td>Conference: 10</td>
<td>$23</td>
</tr>
<tr>
<td>Conference Room 110</td>
<td>Conference: 8</td>
<td>$23</td>
</tr>
</tbody>
</table>

### Fees and Payment:
Full payment is due two (2) business days after booking. See 125 LIVE Reservation Policies for cancellation details.

### Tier Rates:
- **VIP Tier**: Sponsors in Business
- **Tier 1**: Members and Non-Profits
- **Tier 2**: Rochester Businesses and Residents
- **Tier 3**: Non-Rochester Businesses and Residents

### All Room Reservations Include:
- Basic room setup
- Wi-Fi and Presentation Capabilities

### River Room Add-On Fees:
- Round Tables: $25 per Room
- 8’x6’ Stage Sections: $50 per Section

### Additional Spaces & Services:
- Catering Kitchen: $55 per hour
- Gallery: $30 per hour
- Bartenders: $55 per hour+
- High-Top Tables: $20 per table

### Food & Beverage:
- Food and beverages may be served in the room reserved.
- Renters are responsible for their own catering arrangements.
- Only licensed caterers may have access to the 125 LIVE Catering Kitchen.
- Alcohol may only be served by a licensed caterer or 125 LIVE bartenders.

### Damage Deposit:
Rentals for 50 or more attendees are required to pay a damage deposit:
- Credit card on file or $200 check
  - Credit cards / checks will be charged if any damages are incurred.

Reservations are not confirmed until a Reservation Request Form has been signed and submitted to the Reservation Coordinator. Reservation Request Forms can be found electronically at 125livemn.org/reservations/ or paper versions can be picked up at our front desk.