

# HealthEast Sports Center Rental Event Guide



For reservations, contact:

HealthEast Sports Center  
4125 Radio Drive  
Woodbury, MN 55129

651-714-3742  
[healtheastsportscenter.com](http://healtheastsportscenter.com)



## HealthEast Sports Center Contact Information:

**Address:** HealthEast Sports Center  
4125 Radio Drive  
Woodbury, MN 55129

**Email:** Dave Black, HSC manager, david.black@woodburymn.gov

## Summary

Thank you for considering HealthEast Sports Center (HSC) for your special event. This rental guide is designed to assist you with your planning. Requests will be accepted on a first-come, first-served basis and are subject to the approval by the HSC manager or designee. Before applying, please review potential event dates and costs with the HSC manager prior to submission of the application.

Submittal of an application does not grant you confirmation to conduct your planned event. Confirmation of event is complete once the application is reviewed and a facility sales receipt is executed, indicating payment and proper insurance have been received.

A complete list of HSC's amenities, including directions, hours and fees can be found at [healtheastsportscenter.com](http://healtheastsportscenter.com).

## Reservation/Inquiry

1. Contact the HSC manager to discuss the potential event, date and cost prior to submission of the application.
2. Once you have confirmation from the HSC manager that your event and date are a good match for the facility, submit a completed Special Event Inquiry Application.
3. HSC staff will review the application and respond to the applicant within 10 business days. The response will include estimated fees for the event as well as any additional requirements, including a potential damage deposit, a security fee and vendor fees.

## Permits and Fees

Payment terms will be outlined within the Special Event Rental Use Agreement. Forms of payment accepted: cash, check, American Express, Discover, MasterCard or Visa. All fees include the state of Minnesota sales tax of 7.125 percent.

## Cancellation or Rescheduling

**By User.** User shall notify HSC management of any cancellation or conflict of scheduled use. All attempts will be made to reschedule within the calendar year. No refunds will be issued.

**By the City of Woodbury (city).** The city reserves the right to: a) cancel this agreement for any default or breach of this agreement by the user or its members; and b) reschedule the dates or times of use provided under the above paragraph, if the city deems necessary. In the event of a mechanical, or other, failure of HSC equipment or facilities, the city will notify the user as soon as possible. The city will refund fees paid by the user for any time scheduled under this agreement as a result of such failures, but shall not be responsible for any damages to user arising out of the cancellation.

## Vendors

If your event will be hosting outside vendors who will be selling merchandise or services on-site, you will be required to:

- A. Discuss this with the HSC manager or designee
- B. Submit a \$75 per vendor fee along with other required documents
- C. Submit a Washington County special event permit for each food vendor. The Washington County special event permit is available on the county's website at [www.co.washington.mn.us/DocumentCenter/View/644](http://www.co.washington.mn.us/DocumentCenter/View/644).

## Public Safety or Staff Assistance

Staff will review your event plan and determine if there is a need for public safety or staff involvement. If applicable, fees will be assessed based upon the city's fee schedule.

## Areas Adjacent to HSC

If your event includes use of areas outside of the HSC site, a separate permit may be necessary. All additional park permit application(s) and payments will be required to be paid in full prior to final execution of the Rental Use Agreement.

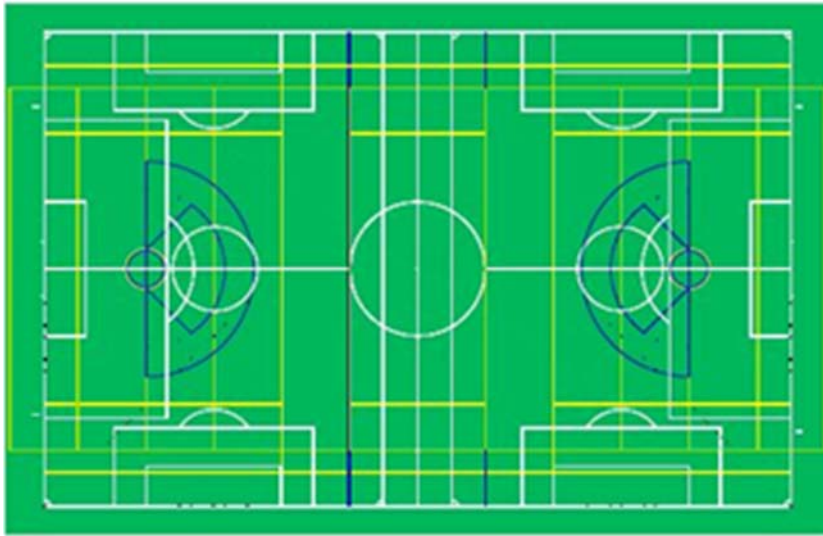
## HealthEast Sports Center Amenities/Descriptions

Rental rate information is located on the HSC website: [healtheastsportscenter.com](http://healtheastsportscenter.com)

### ***Ice Rinks***

- The West Rink is a NHL-sized rink (200-by-85 feet) with a capacity of 1,165 people. It includes five locker rooms and a public viewing area.
- The East Rink is also a NHL-sized rink with a capacity of 300 people and includes three locker rooms with an enclosed viewing area.
- Our NHL-sized outdoor refrigerated rink features a fireplace and it can be used for dry floor activities from April-October.

## Field House



Our indoor field house measures approximately 365-by-235 feet and offers 90,000 square feet. A center divider is also available to allow for two smaller spaces of approximately 45,000 square feet each. The turf has markings for:

- Soccer field (white lines): 330-by-210 feet
- Women's lacrosse field (blue lines): 330-by-210 feet
- Men's lacrosse field (yellow lines): 330-by-180 feet
- Two ball fields (white foul lines): 210-by-150 feet. Includes black tick marks at multiple distances for bases and pitching.
- Football field (green lines): 360-by-160 feet

### Other Amenities at HSC

**Upper Lobby Space:** This space is ideal for meetings or parties of up to 150 people. It can also be used for small booth/display shows.

**Multipurpose Room (Lower Level):** Located on the first floor, this room has rubber flooring and offers 420 square feet with room for 35 people. It is perfect for small parties or casual meetings. Its location provides easy access to all three ice sheets.

**Conference Room (Upper Level):** This meeting room features a projector and screen and has a view of the outdoor rink. It offers 840 square feet and space for 35 people with tables and chairs or 50 people with chairs only. It also has easy access to an elevator and the upper lobby.

### HealthEast Sports Center Items of Note

**Additional Services:** The user shall pay additional equipment rental, maintenance, and other fees as appropriate and as set forth on the user's facility sales receipt. The city reserves the right to charge supplemental fees for the use of additional amenities, maintenance, security, clean-up expenses and labor.

**Advertising and Signage:** Advertising by the user in or on any part of HSC is prohibited without the approval of the city. The user is not allowed to cover up existing ads or signage during their event. Any and all advertising outside of HSC must be in accordance with City Code.

**City Equipment:** The following equipment is available at HSC: Soccer and lacrosse goals, batting cages and hockey goals. There is a limited supply of 6-foot tables (8), 5-foot round tables (15) and chairs (150) on hand for registration and check-in.

**Damage to Facility:** Permit holder shall be liable to the city for any loss or damage to HSC or its facilities occasioned by, or in connection with, the use of HSC by the permit holder or permit holder's members, guests or invitees.

**Facilities:** The user will have exclusive use of the facility permitted during the times scheduled. The common areas of HSC shall be open to the public at all times. The user will have shared use of the common areas and may not prohibit use by other patrons.

**Indemnification:** The user agrees to hold the city and its officers, agents and employees harmless and defend and indemnify the City against any claims related to the use of HSC by user, its agents, employees or subcontractors. User further agrees to defend, indemnify and hold the city, its officers, agents and employees harmless from any liability, claims, damages, costs, judgements or expenses, including reasonable attorney's fees, occasioned by or arising in connection with the use of HSC by user, or user's members, guests or invitees including any and all claims for bodily injury, death, property loss or damage sustained as a result of HSC by the user or the user's guests or invitees. Certificates of Insurance are required for any contractor, service provider, or organization utilizing the facility on a consistent basis, as well as any special event or tournament.

**Certificates of Insurance:** When required, user will provide HSC with a Certificate of Insurance, listing the city as a "certificate holder," with a minimum general liability amount of \$1 million per occurrence and \$2 million annual aggregate. Any policy must include all dates of use and is required to be delivered to HSC prior to the event start date.

- Tenant insurance can be purchased from HSC, if needed. Please inquire with HSC manager.

**No Smoking Policy:** No tobacco product shall be used by any person upon the grounds or facilities of HSC.

**Parking Lot Usage:** The user will have shared use of the parking lot on a first-come, first-served basis and may not prohibit use by other patrons.

**Payment:** Payment terms are outlined on the Special Event Rental Use Agreement and may require a non-refundable deposit to secure the reservation. The amount due must be paid by the start of the scheduled use.

**Promotion of Events:** The City of Woodbury will determine, at its discretion, how it will promote events as part of its overall communications strategy. Promotion may include, but is not limited to, featuring the event on the city's website, highlighting the event in the Parks and Recreation brochure, promoting the event via the city's social media accounts and use of the city's InTouch email communication system. It will be the responsibility of the permit holder to contact the City

of Woodbury if promotion is desired. All promotional materials must be approved by the city's Communication's staff prior to promotion.

**Rules and Regulations:** The permit holder agrees that its members, guests or invitees using the HSC facility will abide by the rules and regulations adopted by the city and as amended from time to time, for use of the facility. Permit holder is responsible for communication of these rules to guests.

**Sale of Food /Beverages:** The city has the exclusive right to operate concession sales at HSC for the sale of food and beverages, including food and beverages dispensed from vending machines.

**Surface Protection:** The city may require the permit holder to provide a protection for the field house turf. The protection would need to be approved by the HSC manager or designee.

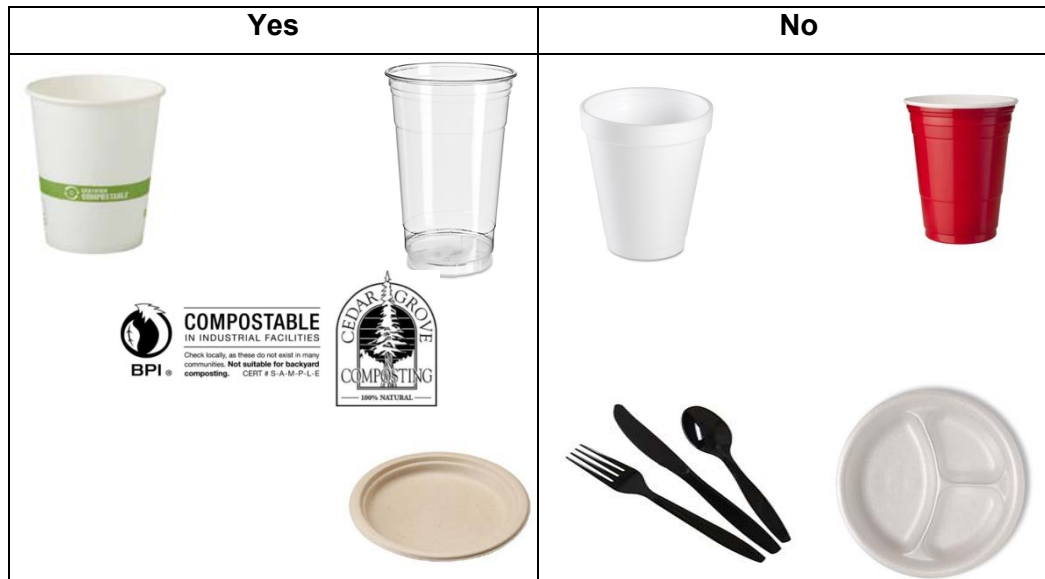
**Tax Exempt:** Tax exempt organizations must provide an ST3 form when the rental request is made. Failure to provide this documentation will result in state taxes being charged to the respective organization. [www.revenue.state.mn.us/Forms and Instructions/st3.pdf](http://www.revenue.state.mn.us/Forms_and_Instructions/st3.pdf)

**Exclusive Provider of Alcoholic Beverages:** Any event wishing to have alcohol will be required to use the exclusive provider for the City of Woodbury. The HSC manager or designee can provide contact information at the time of rental.

**Permit Holder Maintenance:** Permit holder shall be responsible for the clean-up of the permitted spaces within HSC during and following use of the facility. This includes the pick-up and proper disposal of all trash, litter and other debris left in the facility by the permit holder and the permit holder's members, guests, invitees and others utilizing HSC under the permit holder's rental.

### Recycling at HSC

When bringing in single-use disposable service ware (cups, plates, cutlery, etc.), only materials that are either recyclable or certified compostable (BPI or Cedar Grove logo) are allowed. When using plastic cups ensure that they are a #1, 2, 4 or 5 plastic. **Styrofoam is not an accepted material.**



## Special Event Inquiry Application

Thank you for choosing HealthEast Sports Center (HSC) as the possible location for your event. Please complete the application and any required documents in their entirety and return to:

HealthEast Sports Center  
4125 Radio Drive  
Woodbury, MN 55129

Contact: Dave Black at 651-714-3742 or [david.black@woodburymn.gov](mailto:david.black@woodburymn.gov)

### Event Contact Information

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Organization/business \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Contact phone during event (\_\_\_\_) \_\_\_\_\_ Name \_\_\_\_\_

ST-3 form attached  Yes  No      Certificate of Insurance  Yes  No

### Event Details

Event date \_\_\_\_\_ Number of people expected \_\_\_\_\_

Event start time \_\_\_\_\_ Event end time \_\_\_\_\_

Set-up time \_\_\_\_\_ Take down completion time \_\_\_\_\_

Description of event \_\_\_\_\_

---

---

## Additional Information

If your event will be hosting outside vendors who will be selling merchandise or services on-site, you may be required to submit a [vendor application](#) along with all required documents to the City of Woodbury, 10 business days prior to the event start date.

Will you be using the west plaza, east plaza or outdoor rink?

Yes  No If yes, which area(s) \_\_\_\_\_

Will additional amenities be needed such as outdoor athletic fields, additional parking or trails?

Yes  No

If yes, please list proper permits/permission you have obtained for use:

---

---

**Site Plan:** Attach a preliminary site plan. Please include location of all anticipated items.

**Timeline:** Attach a preliminary timeline of the event including set up and take down.

Submit completed application, site plan, timeline and documents to:

HealthEast Sports Center  
4125 Radio Drive  
Woodbury, MN 55129

Contact: Dave Black at 651-714-3742 or [david.black@woodburymn.gov](mailto:david.black@woodburymn.gov)