

Event Rental

- GUIDE -



trollwood
PERFORMING ARTS SCHOOL
— at Bluestem Center for the Arts —

2018

About the Center

Bluestem Center for the Arts is a calm retreat located in South Moorhead. Nestled along the Red River, the wood and handcrafted stone buildings of Bluestem blend in with the surrounding nature, offering expansive views both inside the building and all around the grounds.

Located in a 38 acre park-like setting, Bluestem is like a private oasis inside the city of Moorhead. Bluestem is an ideal backdrop for any kind of indoor or outdoor event, from weddings to corporate retreats to community festivals, for groups from anywhere from one to three thousand.

The beautifully designed Marcil Commons building has a variety of spaces that serve many purposes. From small board rooms to a dance studio to the multipurpose Living Room which can serve as anything from a concert hall to a dining area, Marcil Commons has a space that will work for many events from small groups through three hundred or more.

Our outdoor spaces also offer countless options. The Schlossman Pavilion, a lovely natural wood pavilion located steps from the river, can accommodate up to three hundred guests in a number of set ups. The Imagine Amphitheater, home to Trollwood's Mainstage Musical each summer, has a capacity of three thousand and can be utilized for anything from large scale meetings or conferences to wedding ceremonies. In addition, the 38 acres at Bluestem are a perfect place for community festivals, farmer's markets, or any event that would benefit from room to spread out in a beautiful outdoor setting.

Consider us for your upcoming event and welcome your guests to feel at home at Bluestem.



MARCIL COMMONS hugs the prairie landscape and incorporates design elements that recall the agricultural heritage of our region. Warm, knotty pine woodwork throughout, floor-to-ceiling window walls, adjustable blinds throughout, and hand-cut stone elements both inside and out create a picturesque setting with expansive views for your event. Individual room or package rentals available.

- **SHEELS LIVING ROOM** is a spacious, 12 sided room and is the signature space of the venue, providing a breathtaking panoramic view of the park. Features include 4 sets of French Doors, 360 degree floor-to-ceiling window walls, and a two-story, vaulted ribbed wood ceiling that spans 55 feet.
- **STARION FINANCIAL ROOM** is a bright room that commands a spectacular floor-to-ceiling three-sided view of the park and river-bank tree line, and features a hardwood floor. The 23 x 44 foot room can accommodate small to medium-sized gatherings, and makes a wonderful intimate performance setting. Amenities include a ceiling mounted projector and pull down screen, a sink, counter top, cupboards, and a small microwave complete the room's amenities.
- **NARRATOR'S ROOM** is a cozy room ideal for a small gathering, or board meeting. A hardwood floor adds to the rustic beauty of the room. This 16 x 23 foot space holds a beautiful Cherry-wood conference table and fabric-upholstered chairs for up to 12 people. It also features a sink, counter top, cupboards, and small microwave for your convenience as well as a large flat screen television. Please note, the conference table and chairs may be removed for your event to accommodate other set-up needs.
- **THE GALLERY** is an organically shaped open space that makes a perfect connector for all of the event rooms at Bluestem, and a natural gathering spot for cocktails, vendor or art fair displays, overflow dining, or food service at your event. Warm-toned pine walls and artistic lighting gives the space its flair.
- **FARGO-MOORHEAD CONVENTION & VISITOR CENTER GARDEN CONCOURSE** has a signature, hand-cut stone curved interior wall of the 80 foot long concourse that is lined with live plants, and surrounded by spectacular views of the entire site. It makes the perfect spot for stunning indoor photographs. The space includes leather bench seating, which encourages pre-function socializing and easily accommodates registration stations, a vendor fair, or display tables.
- **LUCILE MCCORMICK DANCE STUDIO** is a 30 x 50 foot east-facing room purposed especially for dance. It features a sprung wood dance floor covered with a Marley surface and an entire wall of mirrors. Portable ballet barres are also available. The space may also accommodate many other activities other than dance, such as exercise classes (jazzercise, yoga, Zumba, etc.) and host large blow-up games for bigger events such as *Games Galore* and *Games to Go*.

SCHLOSSMAN PAVILION is a 60 x 60 foot outdoor shelter located along the wooded riverbank and is situated between several meadow spaces, allowing for spectacular views of uninterrupted nature in all directions. Perfect for a wedding ceremony, family reunion, or company event, the Pavilion features a wood floor, permanent roof with overhang, clerestory windows to brighten the space, and electrical service to accommodate a variety of set-up needs.

IMAGINE AMPHITHEATER is a one-of-a-kind outdoor amphitheater with a seating capacity of 2,500 – 3,000, depending on the type of event. The four soaring 176-foot arches overhead visually define the performance space. The covered fan-shaped stage measures an impressive 87 feet wide by 51 feet at the centerline and 36 feet on either end. The Imagine Amphitheater is a great venue for concerts and other community entertainment performances. The venue is handicapped accessible. Please inquire further for a private rental rate and terms.



Marcil Commons

Rental Package

\$2,500

Selecting a venue for your event that meets all of your needs is as simple as choosing the **Marcil Commons Rental Package**. This package includes enough time for a stress-free set-up and all the space you need inside the warm and unique Marcil Commons building. With this package you may use the facility for whatever your day holds; a company outing, business conference, family reunion, graduation, whatever you have in mind for your event.

Here's what's included in this popular rental package:

- The use of the following spaces:
 - Scheels Living Room
 - Starion Room
 - The Gallery
 - Narrator's Room
- Special discounted price for the Schlossman Pavilion (\$750).
- 12 hour Rental.
- Communication with Trollwood Events Coordinator to help in the planning process.
- Tables, chairs & technology included (see Event Equipment Options page for description/quantities). One initial set up is included. Staff is not available to change set up needs should multiple set-ups be required. Additional set-ups are the sole responsibility of the renter.

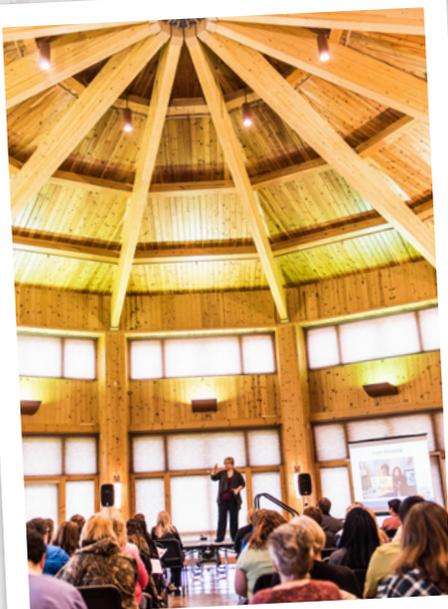


Photo by Haley Frost Photography



Photos by Paul Flessland Photo



Rental Rates by Room

	DAYTIME M-TH 8AM-5PM		EVENINGS/WEEKENDS FRI-SUN, HOLIDAYS	
	UP TO 8 HOURS	UP TO 4 HOURS	UP TO 8 HOURS	UP TO 4 HOURS
SHEELS LIVING ROOM	\$675 **\$506.25	\$425 **\$318.75	\$1,100 **\$825	\$575 **\$431.25
STARION ROOM	\$425 **\$318.75	\$275 **\$206.25	\$775 **\$581.25	\$375 **\$281.25
THE GALLERY	\$525 **\$393.75	\$275 **\$206.25	\$625 **\$468.75	\$375 **\$281.25
NARRATOR'S ROOM	\$275 **\$206.25	\$175 **\$131.25	\$375 **\$81.25	\$275 **\$206.25
LUCILE'S DANCE STUDIO	\$525 **\$393.75	\$375 **\$281.25	\$625 **NA	\$475 **\$356.25
GROUNDS	\$575 **\$431.25	\$475 **\$356.25	\$675 **\$506.25	\$575 **\$431.25
SCHLOSSMAN PAVILION	\$1,500 **\$750	*NA	\$1,500 **\$1,125	*NA

Call for details about renting the Imagine Amphitheater.

Additional hours outside of the above listed time frames will be billed at an additional \$50 per hour.

Holidays include days off as observed by the managing organization.

** Indicates Arts Organization Discount of 25% and applies to any arts organization that holds a 501 (c)3 status. This rate also applies to arts related events sponsored by a public school system, college, or university.

* Not available for rentals 4 hours or less.

Capacities by Room

Photo by Kelsey Hanson Photography



	THEATRE	BANQUET	ROUNDS
SCHEELS LIVING ROOM	250	240	184
STARION ROOM	100	72	64
THE GALLERY	75	75	48
NARRATOR'S ROOM	20	10	NA
SCHLOSSMAN PAVILION	300	240	184
LUCILE'S DANCE STUDIO	<i>Can hold a class of up to 30 dancers.</i>		

Theatre Style: A central aisle with even seating on either side. When there is a wedding ceremony, or similar setup, the standard is a 5 foot aisle, large enough for two people to walk down side-by-side. Larger or smaller aisles may allow for fewer or more people.

Banquet Style: Seating on both sides of rectangle tables allowing for a head table in one part of the room. There may be room for more or fewer guests based on how many chairs at each table.

Rounds: 5 foot rounds with 6 or 8 guests seated at each. A general estimate with enough room to move around in between tables comfortably.

The facility has many different sizes of tables and chairs available at no additional cost. If there is a need for any special tables and/or chairs these are additional responsibilities of the renter.

These are just suggested numbers, and doing a combination of different style tables will allow for more guests.

All set-up suggestions do not take into account space for a dancing area. They do, however, leave space for a head table about 6 to 8 feet of space away from the wall. Contact the Community Relations Coordinator with any questions or special circumstances.



Event Equipment Options

Photo by Jodi Regan



The following equipment items are available at no charge, and will be reserved on a first come, first served basis. Maximum available quantities are listed below. Any additional item(s) or quantities needed beyond what is listed are the sole responsibility of the renter to secure (including all arrangements, delivery, set up, take down, pick up and payment if rented).

TABLES

- 5' Round Table
- 2 ½' Round High-top Table
- 6' Rectangular Table
- 8' Rectangular Table

DIMENSIONS

- 60" Diameter
- 30" Diameter
- 29 ½" x 6'
- 30" x 8'

SUGGESTED LINEN SIZES

- 72" x 72"
- 85" x 85"
- 52" x 96"
- 52" x 114"

QUANTITY

- 29
- 20
- 55
- 12

EQUIPMENT DESCRIPTION

- 12' Rolling Cafeteria Table
- Folding Chair, Black
- Boom Box, Bose (CD Player with AUX)
- Data/Multimedia Projector
- Microphone, corded, on stand
- Piano, Electric Keyboard, Stand, Bench
- Piano, Baby Grand, Adjustable Bench
- Projection Screen
- Television (32" flat-screen)
- Mobile White board
- Portable Speaker Systems

QUANTITY

- 3
- 280
- 3
- 4
- 8
- 4
- 1
- 2
- 4
- 2
- 4

EQUIPMENT DESCRIPTION

- Chair, Black
- Picnic Table, Metal
- Coat Rack, with Hangers
- Easels (both wood & metal)
- Music Stand, Black
- Piano, Grand, Adjustable Bench
- Podium, Black
- Stage Platforms (upon request)
- DVD Player
- Portable Sound System*

QUANTITY

- 310
- 24
- 9
- 15
- 24
- 1
- 1
- Upon Request
- 4
- See Below

*Portable Sound System: 2 small speakers, 2 large speakers, 2 channel, 4 channel, and 24 channel sound board(s), 4 speaker stands, 1 portable sound system.

Vendor Information

TABLE LINENS & SKIRTING

It is recommended that all tables be covered by table linens, whether cloth or plastic. **Trollwood does not provide linens or skirting.** You may purchase or rent linens and skirting, oftentimes from your caterer. The following are potential sources for linens:

- Ameripride Service
- RentALL (FM Area)
- Sharper Image Wedding Design & Event Rentals LLC



Photo by Paul Flessland Photo

EVENT COORDINATORS

For a little help making your event go as smoothly as possible:

- Distinctly You Events
- Events by Britt
- My Professional Concierge

INFLATABLES & GAMES

Looking for some big fun for your younger attendees? These companies provide inflatable games for wedding receptions, corporate events, class reunions, school carnivals, and fundraising events. (Must be approved by Trollwood before renting).

- Anytime Fun
- Games to Go
- Games Galore
- RentALL (FM Area)

PHOTOGRAPHERS

Need a photographer to capture the best moments of your event? Here are a few suggestions to aid you in your search:

- Abby Anderson Photography
- Britta the Photographer
- Crossroad Photography
- Dan Francis Photography
- Haley Frost Photography
- Jodi Regan Photography
- Kandel Photography
- Kelsey Hanson-REN Inspired Photography
- Mataya Creations
- Melissa Dale Photography
- MJOY Photography
- Shanna Noel Photography
- Taylor Jane Photography



Liquor Providers & Caterers

Because of health codes, all food and beverages must be provided by a licensed caterer and/or facility such as a bakery or grocery store, and prepared in a commercial kitchen. The following list of caterers is simply a suggestion; feel free to propose any caterer you wish and confer with the Community Relations Coordinator to make sure they may be approved for use in Bluestem. 🍴 = Caterer offers food. 🍷 = Caterer offers alcohol. 🍴 🍷 = Caterer offers both.



ESTABLISHMENT

- Blackbird Woodfire Pizza 🍴
- Brickhouse Tavern 🍴 🍷
- Buffalo Wild Wings 🍴 🍷
- Casey Jo's Catering 🍴
- Catering by Concordia 🍴
- Chef's Table 🍴 🍷
- Dave's Southside Tap 🍷
- D&J Catering 🍴
- Erbert & Gerberts Catering 🍴
- Everest Tikka House 🍴
- Famous Dave's BBQ 🍴
- Fargo Public Schools Catering 🍴
- Hornbacher's Foods 🍴
- J.C. Chumley's 🍴 🍷
- Mosaic Catering and Event Service 🍴 🍷
- O'Leary's Pub 🍴 🍷
- One-on-One Catering 🍴
- Red Hen Taphouse 🍷
- Shotgun Sally's 🍴
- Sodexo MSUM Catering 🍴
- Space Aliens 🍴
- Speak Easy 🍴 🍷
- Spitfire Bar & Grill 🍴
- Shotgun Sally's 🍴
- Uncle Maddio's 🍴
- VIP Room Catering 🍴

The renter must make their own arrangements for the provision of alcohol at their event if alcohol service is desired, and providers must be licensed alcohol providers in the state of MN with a catering license, this list is a suggestion. If the alcohol provider does not have a catering license they may apply for an E-Permit with the city of Moorhead for the day of the event for \$35. Renters, be aware that security service will be contracted at the renters expense when alcohol is served at \$30/hour at a minimum of 4 hours. There is one security officer per 150 people. Security arrives 30 minutes prior to the first drop of alcohol being poured and is at the event until Trollwood Event staff has locked the building.

Please note, all renters and caterers are responsible for clean-up of catering, staging, and serving areas prior to departure from your event at our facility. Please refer to separate **Kitchen Use Checklist** for details. **Caterer must follow and complete the Kitchen Use Checklist, or an additional \$250 kitchen clean-up fee may be incurred by the renter.**

*Special thanks to Sara and Eric Watson of *Mosaic Catering and Events* for the generous donation of the equipment to outfit our on-site kitchen, with additional thanks to Jim and Sandra Roers of *Roers Construction Company* for completing the kitchen construction and donating the dishes, silverware, and glasses available for rent through our on-site kitchen.

Additional Responsibilities

What's Not Included...

Initial setup of tables, chairs, etc. is included Trollwood and Fargo Public Schools staff is not available to change-over or re-set room set-up in the middle of the event. Any change-overs are the sole responsibility of the renter.

ADDITIONAL RESPONSIBILITIES OF EVENT RENTER

- **Liability Insurance:** This is a requirement of any event rental in the building, Trollwood requires a \$1,000,000 Liability Insurance Policy Rider; this may cost in between \$50 - \$300 depending upon insurance provider, number of guests, and number of spaces utilized. Please see your insurance agent for details.
- **Catering Arrangements**
- **ALL table linens**
- **Security Guard Fee** for facility coverage, if alcohol is being served; billed at \$30 per hour. This is set up by the Community Relations Coordinator at Trollwood, and will be included in the final rental fee.
- **Temporary Liquor License** from City of Moorhead, if alcohol is being served and liquor provider does not have a catering license.
- If set-up needs exceed the total number of chairs and tables available through Trollwood, additional equipment needs must be arranged by renter and is at the sole expense of the renter.
- **Clean-up of facility** following departure of guests, completed prior to pre-arranged event end time, including:
 - Washing ALL dishes if utilizing Trollwood's catering dish-ware; this must be done by the hired licensed caterer.
 - Removing all decorating items and any other items brought on-site for the event.
 - All garbage from event, placed neatly in trash receptacles so event staff may take garbage out at end of the event.

Renter must complete all clean-up as listed above. If excess cleanup by Trollwood facilities crew is required following the rental event, an additional \$250 clean-up fee may be incurred by the renter.

Caterer must follow and complete kitchen check list, or an additional \$250 kitchen clean-up fee may be incurred by the renter.

Please read through the entire rental guide for full details regarding caterers, event equipment provided, all additional responsibilities, and decorating policies.





trollwood
PERFORMING ARTS SCHOOL
— *at Bluestem Center for the Arts* —

801 50th Ave S, Moorhead, Minnesota 56560

Phone 218.477.6500 | Fax 218.477.6501 | trollwood@fargo.k12.nd.us

www.trollwood.org

Trollwood Performing Arts School is a program of Fargo Public Schools, which manages the venue.