



DOWN TOWN

Rochester, MN

Peace Plaza

Rental Information & Guidelines



Peace Plaza Rental Guidelines

About

Peace Plaza is located in the heart of the city at 1st Avenue Southwest and 1st Street Southwest. Newly transformed, its design is meant to create active, engaging, and inclusive experiences for residents, visitors and patients in the heart of downtown Rochester.

Peace Plaza is open to the public to enjoy year round, and is also available for rentals to host private and organized public events. The Rochester Downtown Alliance (RDA) hosts many popular events in Peace Plaza like [Social-ICE](#) and a portion of [Thursdays Downtown](#). The RDA is the rental agent for Peace Plaza.

Photo Credit: DMC



Private Dinner in East Section



2022 Heart of the City Commemoration

Peace Plaza Information

Hours

The hours available for events and activities within Peace Plaza are 6 a.m. to 11 p.m., Monday through Sunday throughout the year.

Event Contact

Naura Anderson, Public Space Coordinator
 Rochester Downtown Alliance
publicspace@downtownrochestermn.com
 507.218.4342

The Peace Plaza Area

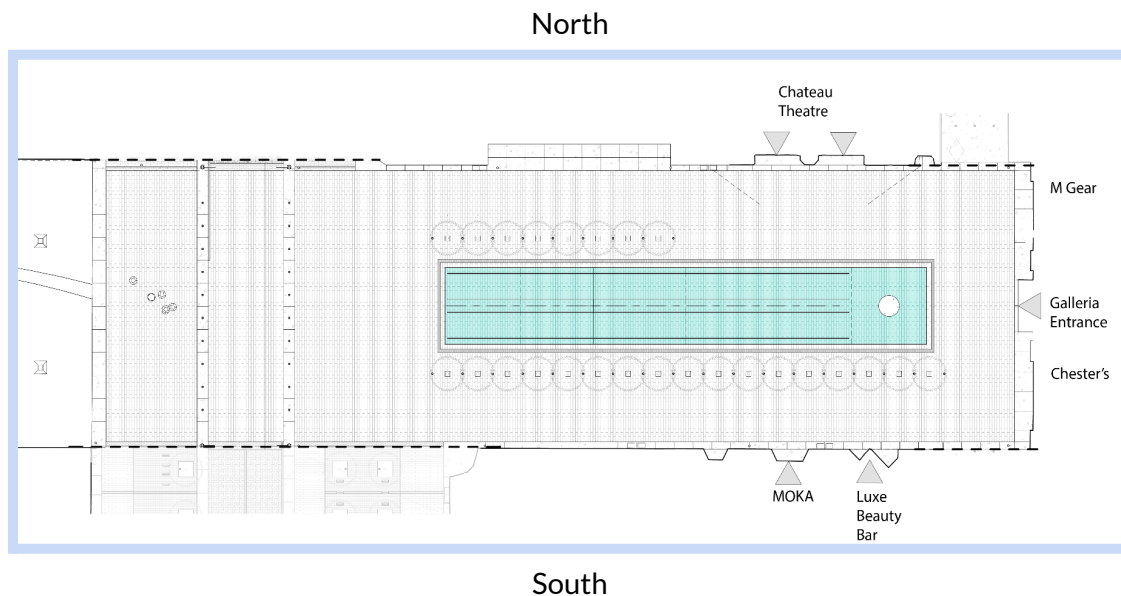
Peace Plaza East Section

The East Section is an inviting, vibrant, and flexible space to host events of all sizes. With dining, retail, public art, and the Chateau Theatre just steps away, the Peace Plaza brings special energy to your event, providing an intimate, urban experience like no other in downtown Rochester.



The East Section is ideal for small to medium sized community events, receptions, small ceremonies, press conferences, stage performances, pop-up vendors, and more. The East Section may also be rented as an add-on space to the Chateau Theatre.

East Section Diagram



Capacity: *Dependent on event layout; please inquire*

Peace Plaza West Section

The West Section has hosted private and public events for many years, proving to be an ideal location for events ranging from small activations, to weddings, to large community events such as the RDA's annual winter party, Social-ICE, and weekly summer festival, Thursdays Downtown.



Peace Plaza on an unprogrammed day

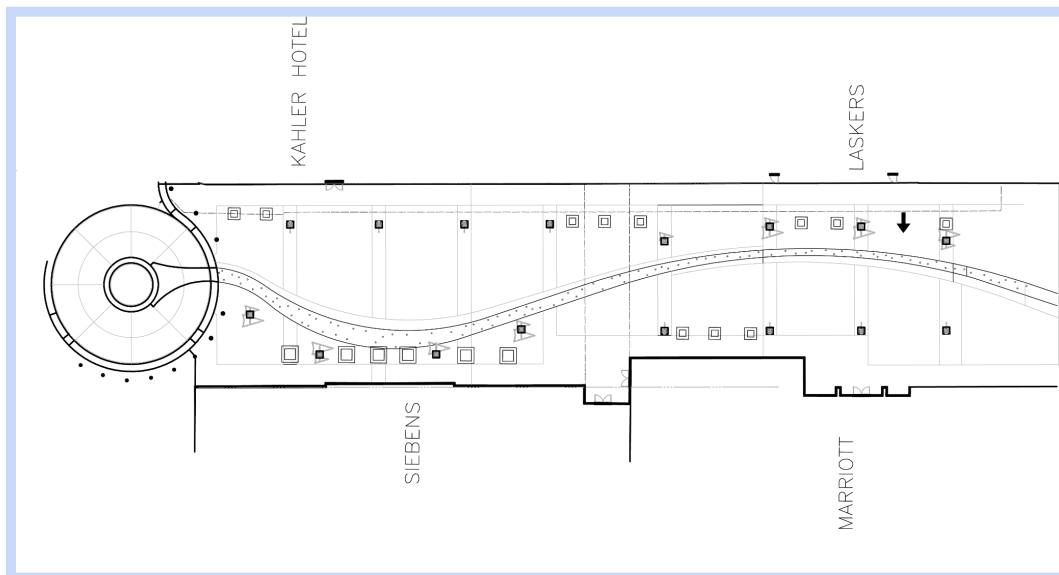


Social-ICE 2020

The West Section is a highly flexible space surrounded by hotels, bars and restaurants, retail, and public art. In the warmer months, colorful bistro seating and floral arrangements line the perimeter of the space.

West Section Diagram

North



South

Capacity: *Dependent on event layout; please inquire*

Peace Plaza Standard Rental Rates

Rental Rates

Rental fees for the Peace Plaza are based on the duration of the activity and the area of the Peace Plaza being used for the event.

The RDA reserves the right to require the Renter to rent multiple sections of the Peace Plaza and/or hire event staff based on estimated attendance and/or planned activities (see “Certified Event Management Requirements” on page 6),

Exhibit A, Peace Plaza Standard Rental Rates

Type	Description		East Section	West Section	Full Plaza	Wedding	Experiential Marketing/ Sampling/Commercial
Mini Rental	2 hours or less including setup and teardown		\$350	\$250	NA	NA	Call for pricing
Half Day	7.5 hours or less incl. setup and teardown		\$850	\$750	\$975	NA	Call for pricing
Full Day	15 hours; 8am-11pm incl. setup and teardown		\$1,450	\$1,300	\$1,800	\$2,500	Call for pricing
PR Event Package	Mini rental, plus PA setup/monitoring, and use of stage		\$500	\$400	NA	NA	NA

**If you are requesting a street closure you will be required to rent the Peace Plaza at the Full Day and Full Plaza rental rate. In addition, if you are renting the plaza for a full day, a certified Peace Plaza Event Organizer is required (see “Certified Event Management Requirements” on page 6).*

What’s Included in Your Peace Plaza Space Rental

Included

- Use of permitted public space
- Use of utilities (electrical power/lighting)
- Snow removal/seasonal clean up, administered by City of Rochester Park & Recreation when available, subject to specific hours.

- **Weekday only** engineering/maintenance administered by City of Rochester Park & Recreation (for Peace Plaza owned or managed infrastructure only) from 7am-5pm based on staffing availability. Park & Recreation will maintain the Peace Plaza as required, but does not guarantee the ability to troubleshoot on-demand.
- Up to two (2) 60-min meetings with RDA Public Space Coordinator prior to special event permit application deadline to discuss your event and complete the special event permit application. Additional meetings charged at a rate of \$50/hour.

Not included

- Special Event Permit Application Fee, submitted to the City of Rochester (\$100)
- Complete street closure
 - Street closures are an additional cost to the Renter. Please inquire with the RDA Public Space Coordinator.
- Trash service
- Restroom service
- Post-event cleanup
- Weekend/evening engineering/troubleshooting for equipment; for electrical issues, Park & Rec will be available on an on-call basis if permit warrants. Additional fees apply. Must be coordinated with Park & Rec at least two-weeks prior to event
- Police and/or security, if required within your special event permit
- Pedestrian barricades (for use as temporary fencing or crowd control)
 - Pedestrian barricades are an additional cost to the Renter. Please inquire with the RDA Public Space Coordinator for a list of providers.

Non-Refundable Booking Deposit

A 25% non-refundable booking deposit is due to the RDA upon booking to secure the event date. This payment must be received no more than 30 days from the invoiced date, and no later than 30 days in advance of the event. The full rental fee is due 30 days prior to event date.

Rush applications for special event application permits less than 30 days in advance of the event will require that the non-refundable booking deposit be paid within three (3) days of the application, and not later than two (2) business days before the permitted event.

The non-refundable booking deposit is applied towards the cost of your rental.

Damage Deposit

A damage deposit is due to the RDA upon booking in order to cover any unforeseen damages to the Peace Plaza. The RDA will require Renter to provide a valid, major credit card number upon booking in order to hold the date. Your credit card will not be charged; rather, a minimum \$500

hold will be placed in case of damages. The RDA reserves the right to increase the minimum damage deposit based on the size of the event.

The RDA or certified event manager will assess any damages immediately following the event and communicate estimated charges based on the extent of the damage. If damages exceed minimum deposit, additional fees will be assessed based on damage appraisal.

Non-Profit Discount

The RDA will provide a discount of 25% on rental fees to businesses and organizations within the [Special Service District](#), and Olmsted County non-profit organizations with proof of 501(c)3 or 501(c)6 documentation, excluding Mini Rentals & PR Events.

Date Availability and Blackouts

The RDA may block out or otherwise limit access to certain dates or hours of operation for pre scheduled events or to prioritize public access to the plaza. An application for a Special Event Permit may be denied because the time requested has been blocked out.

View the [Peace Plaza Event Calendar](#) for available dates and blackouts.

Certified Event Management Requirements

A Certified Peace Plaza Event Manager is required for events expecting assistance with services including, but not limited to:

- Special lighting and power
- Road closures
- Amplified sound, and/or
- Events serving alcohol

RDA / RDA Public Space Coordinator reserves the right to determine the need and level of involvement based on event briefing with the renter at time of application.

If it is determined that a Certified Event Manager is necessary to properly execute an event, Renter has two options:

- To contract a “Certified Event Manager” from the list of qualified service providers, OR
- Request additional event planning and on-site assistance from the RDA Public Space Coordinator
 - Rates for this service begin at \$50/hr.

The Certified Event Manager may be asked to remain on site until all vendors have left the area, equipment is removed, and breakdown and clean-up is complete.

Getting Started

Peace Plaza Rental Application Life Span and Checklist

- ☐ [Complete inquiry form on the Rochester Downtown Alliance website](#) ***no less than 90 days prior to event, or 150 days for events over 1,000 people***
- ☐ Public Space Coordinator reviews completed application; emails Renter within two (2) business days of submission with questions and Google intake form for completion
- ☐ Renter returns completed Google intake form within one (1) week of receipt, including proposed event layout
- ☐ Public Space Coordinator reviews submitted Google intake form and event layout
 - ☐ Public Space Coordinator completes Special Event Permit Application on behalf of Renter
 - ☐ If a street closure is requested, Public Space Coordinator will work with Renter to discuss necessary associated steps
- ☐ Public Space Coordinator and Renter set up meeting to review DRAFT Special Event Permit Application and answer outstanding questions
- ☐ Public Space Coordinator sends completed Special Event Permit Application to Renter for review and final changes via email
- ☐ Upon approval, Renter signs contract
- ☐ Public Space Coordinator electronically sends the completed and signed Special Event Permit to the City Clerk's office; Renter is copied on this email and fee is included in the RDA's invoice to Renter
- ☐ City Clerk reviews permit; submits questions to Renter and Public Space Coordinator
 - ☐ Note: At times, a separate meeting with City staff may be deemed necessary based on event format, complexity, or structure. If the RDA Public Space Coordinator attends, time will be billed at \$50/hour.
- ☐ Once all relevant steps are completed, City Clerk submits the Special Event Permit Application to the City Council for approval at next City Council meeting
 - ☐ If approved, Special Event Permit is granted and Renter may continue planning
 - ☐ If not approved or issues arise prior to approval, the City of Rochester will request further clarification or provide an explanation for the denial
- ☐ Renter and Public Space Coordinator set up meeting to discuss next steps
 - ☐ If a certified event manager, security, street closure, or other additionally priced item is required to ensure your event is a success, the Public Space Coordinator will provide resources and guidance to assist Renter
 - ☐ Should Renter request additional event planning assistance outside of the aforementioned two (2) meetings, assistance will be charged at a rate of \$50/hour

For questions regarding this process, please contact RDA Public Space Coordinator, Naura Anderson, via email at publicspace@downtownrochestermn.com.

What to Consider Before Submitting a Special Event Permit Application

Taking time to carefully assemble your event application with all needed details about your plans will help make the permit application process go smoothly. There are a number of factors and considerations you will want to think about as you work towards a completed application.

Supplemental Permits

[Click here](#) to review those considerations in detail, in addition to online applications for supplemental permits, including:

- Fire Department Tent Permit Application
- Right-of-Way Obstruction Permit
- Fireworks Display
- Temporary Liquor License

Special Event Permit Application Timeline

For applications involving 0 to 999 participants:

- Applications must be received by the City of Rochester at least 30 days prior to the event date, with submission 60 days in advance wherever possible

For applications for large scale events involving 1,000 participants or more:

- Application must be received by the City of Rochester at least 120 days prior to the event date

***The above deadlines are required when submitting special event permit applications to the City of Rochester. The RDA will work with Renter to expedite in cases when deadlines are not feasible.*

Rush processing administrative fees up to \$150 may apply to permit applications received less than 30 days in advance from the event start date based on number of expected attendees and duration of event. For rush applications, additional documentation may be required from the applicant to confirm that they will be able to comply with these guidelines in spite of the shortened planning time. Copies of supplier agreements may be required to verify contracted services.

Please Note: There is *no guarantee* an event application can be processed and approved in less than 30 days. Because applications must be approved by the City Council, there must be enough time for a full application review, usually by multiple departments.

Exception: Free speech events may be permitted with less than 30 days notice; however, the short form application must be received **no later than 2pm on the business day prior to the event.**

Non-Permitted Items

Any and all unnatural items, materials, or substances must be accounted for in the Special Event Application Form and approved by the City of Rochester.

Per City of Rochester requirements, the following substances are not allowed on the Peace Plaza:

- Excessive bleach and de-icing materials
- Firepits without a protective barrier underneath
- Permanent and temporary adhesive decals
- Heavy machinery that could damage or scratch the granite or pavers
- Spray paint or chalk
- Play toys in scrim pool
- Vehicles may not drive on either side of the Peace Plaza without prior permission

Note: Protective mattings must be in place for art activities, food prep, or any activity involving grease occurring on the the plaza.

Amplified Sound

Amplified sound must comply with City of Rochester sound ordinances and is permitted only between the hours of 7:00 a.m. and 10:00 p.m., Monday thru Saturday and 12 p.m. to 10:00 p.m. on Sundays. Amplified sounds may be waived up to 10:30pm with permit.

Miscellaneous Furnishings and Other Equipment

The use of any furnishings, such as chairs or tables, or other large equipment such as a temporary stage, must be identified in the Special Event Permit application and approved by City of Rochester and RDA prior to issuing the Special Event Permit.

- Any furnishings or equipment not specifically approved in the Special Event Permit will not be allowed unless a modification to the permit is approved by the City of Rochester
- Any miscellaneous furnishings are the sole responsibility of the Renter. All costs incurred are additional. See the “Certified Vendors” list for a list of Peace Plaza certified vendors.

Restroom Facilities

When applicable, the Renter is responsible for providing an adequate number of portable toilets, trash receptacles, and hand-sinks. The Renter must submit a plan in advance for approval by the City of Rochester of the delivery and removal schedule, and the number of and placement of portable toilet and hand-washing facilities.

- Portable toilets are to be placed on a hard surface per City of Rochester approval
- Portable toilets cannot be delivered before 6:00 p.m. the day before the event and must be picked up by 10:00 a.m. the day following the event. This includes events that begin and/or end on a weekend.

Public restrooms inside Chateau Theatre and the adjacent buildings on Peace Plaza may not be used in place of or to supplement event requirements, unless Renter enters into a coinciding rental agreement with the business and/or property owner.

Trash Receptacles

City trash cans are not an acceptable plan for dealing with any waste generated as part of an event. As part of the Special Event Permit application, provide details about how sanitation and garbage disposal will be handled, including specifics about the number of trash stations planned to be deployed as part of the event, and what entity will be providing those receptacles, including plans for pick up. This cost is the responsibility of the Renter. Additional fees may be assessed if City trash cans need to be emptied by Park & Rec staff.

Tents

Events using a canopy or tent measuring over 200 square feet are required to complete a [Temporary Membrane Structures permit application](#). Tent placement must be approved in advance by the City of Rochester/RDA.

- Size and height restrictions may apply depending upon tent location.
- Tents may not be positioned in a way that backs up to the buffer zones of restaurants facing Peace Plaza.
- Staking is prohibited; weights, including water, lead, and sandbags are allowed to secure tents.
- No attachments shall be anchored to any elevated surface; and no stakes shall be driven into the surface of Peace Plaza property or any appurtenance thereto.

No tents, structures, or activations should be placed on the east side of the fountain or impede traffic or patrons of restaurants/establishments in proximity.

Food and Beverage

Renter must provide a detailed description of food and beverage plans for the event, including any alcohol service. This should include information about any vendors who will be participating in the event or supplying food or beverages, as well as a plan for food preparation and cleanup of grease, spills, garbage, etc... from all surfaces, benches, pavement, etc..

If a caterer will be used, the application can serve to provide the required notification to the City Clerk and Police Chief about plans to provide alcohol under a state catering license incidental to the service of food.

Food sales and/or serving are allowed by Special Event Application only and may require additional trash and portable toilet facilities, as well as post-event clean-up.

For a list of “Certified Peace Plaza Vendors,” contact the [Public Space Coordinator](#). All tents and vendor activations must adhere to the Peace Plaza Guidelines and be licensed by Olmsted County Public Health.

A 5% food & beverage fee will be applied to all catering orders.

Alcohol

If alcohol service is planned as part of the event, you will need to indicate under what authority alcohol will be provided. A [temporary liquor license](#) is one potential option that will require a separate application with the City Clerk's Office.

Any alcohol service at an event may require a minimum of one (police/security) officer to be approved by the Rochester Police Department. This will be determined on a case by case basis once the permit is submitted. Duties may include: fencing of the area of alcohol service, specific plans for ensuring only those over 21 are consuming alcohol, and providing security in the form of off duty police officers.

The Rochester Police Department may approve of a third party security vendor depending on the event, or you may hire the Rochester Police Department directly for your security needs:

- Authorized Third Party Vendor Pricing: Inquire with RDA Public Space Coordinator
- City of Rochester Security Pricing: Starts at \$80/hr, minimum of four (4) hours per officer

Peace Plaza Insurance Requirements

Any required insurances must be submitted to the RDA no less than 30 days prior to the event.

Special Event Insurance:

- Events requiring a Special Event permit must also provide a Certificate of Liability Insurance naming the City of Rochester and RDA as an additional insured.
 - Forms must also include the date, location, and name of the event.
 - The required level of coverage is \$1,500,000 each occurrence/aggregate for both bodily injury & property damage liability to cover any claims that may result from the event.

Liquor Liability Insurance:

- Any event serving alcohol must obtain a copy of the caterer's current liquor license and copy of liquor liability insurance specific to their event, date, and location which also listed the City of Rochester and RDA as additionally insured.
- If the event plans to feature alcohol crafted by individuals without a liquor license or insurance, their alcohol may only be served onsite by a caterer who is licensed and insured for the event.
- If seeking a temporary liquor license or not using a caterer, you must have your own liquor liability insurance which is separate from the general liability insurance in an amount no less than \$310,000.

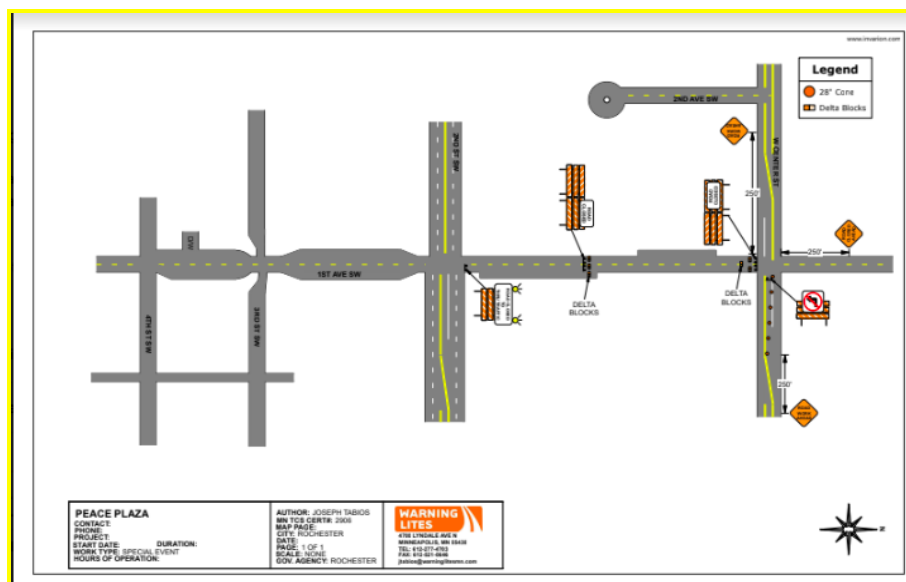
Street Closure

If you are requesting the closure of a street, sidewalk, or other public right of way or place as part of your event, you will also need to apply for a [right-of-way obstruction permit](#) with the Public Works Department. A detailed layout of the route and arrangements for traffic control must be done by a Certified Peace Plaza Vendor, Warning Lites of MN or Safety Signs. **See Exhibit B** for approved street closure map. Inquire with the Public Space Coordinator for full street closure pricing.

Delta concrete blocks are required for any event requiring a street closure:

- Renter should consult with the Rochester Police Department to determine appropriate locations
- Delta concrete blocks will incur additional charges to the Renter
 - Installer reserves the right to quote pricing based on duration of event, time of day, day(s) of the week, etc.

Exhibit B



Please Note:

- Law Enforcement Officers must be utilized at all traffic controlled intersections. Public Works' time for temporary traffic signal modifications, additional signage, or other City costs may be charged
- All events with street closures must include an emergency plan detailing access for emergency vehicles. Road closures are not allowed for locations where there are no other access options for the businesses or residents
- Any street closures must include 12' clearance for emergency vehicles through the event area. As part of the application, describe how you plan to meet any emergencies, including medical needs, occurring during the event.

Pedestrian barricades are also available for rent at an additional cost of \$5 per barricade. Please inquire for weekday/weekend delivery and pickup pricing provided by Certified Peace Plaza Vendor, Warning Lites of Minnesota or Safety Signs.

Notifying Surrounding Businesses/Residents of Street Closure

It is the Renter's responsibility as the event sponsor to notify all businesses impacted by the closure, and to provide a **consent/non-consent form** for each business as part of your application packet. The RDA Public Space Coordinator will assist you with a list of applicable "Peace Plaza Surrounding Businesses."

- It is required that the Renter notify these businesses and receive handwritten or digital signatures indicating the business owners or managers have signed off on the street closure
- Your application cannot be considered until these forms are completed and included with the Special Event Permit Application

What to Consider | After Receiving Your Special Event Permit

There are a number of factors and considerations you will want to think about as you work through your event. Please keep in mind the following guidelines while you are planning and executing the details to ensure your event goes smoothly.

Utilities

Electrical service is included in the Peace Plaza rental fee, and the RDA will provide insight on location and availability of these services.

Please Note:

- All electrical cords are to be covered with matting or cable ramps
- Any modifications to existing electrical service must be approved by the City of Rochester Park & Recreation electrician only
- All costs for modifications will be at the sole expense of the Use permit holder
- All water supplies must be brought in from an outside source; there is no water access on the plaza

Vehicular Access on the Peace Plaza

Motorized vehicles (or any equipment exceeding 250 pounds) are prohibited on the Peace Plaza unless authorized by the City of Rochester Park & Recreation department.

Any unauthorized vehicle driving on the Peace Plaza for an event will be subject to possible ticketing and towage, which is at the sole expense of the owner of the vehicle. This includes production and service vehicles. The Renter risks responsibility for any damage incurred to the Peace Plaza surface or lighting as a result of vehicles associated, authorized, or unauthorized, with their event driving on the Peace Plaza and forfeiture of the damage deposit.

For any activity that may require equipment, including vehicles, that potentially could exceed this weight limit, the responsible entity must contact the RDA's Public Space Coordinator at publicspace@downtownrochestermn.com no less than three (3) business days prior to the planned activity.

- Requests made over the weekend for events the following Monday or Tuesday do not qualify. Vehicle access onto Peace Plaza will require written permission from the City of Rochester and RDA.

Peace Plaza Fixtures & Décor

- Thursdays Downtown Stage & Canopy
 - The Peace Plaza stage is located on the West Section of the plaza. The RDA will communicate a date that the Thursdays Downtown Peace Plaza stage and canopy

will be installed and removed for the summer season; it is typically on the plaza from May-September

- The presence of the stage and canopy are not guaranteed for any Renter using the Peace Plaza
- Any event that would like to have the stage assembled or removed will be subject to a fee of approximately \$1,500 (subject to pricing changes)
- Under no circumstances are Renters permitted to hang or wrap items around the trees on the Peace Plaza and along 1st Avenue
- The wooden stages in the scrim pool (East Section) may not be moved without consent from the City of Rochester
 - The City of Rochester requires the request be made no later than one week prior to the event
- Bollards on the Peace Plaza may be removed at the request of the Renter and with approval of Park & Recreation
 - Fees may vary based on time of day, duration, number of bollards removed, etc.
- The décor of the Peace Plaza may include but is not limited to: seasonal hanging banners, seasonal holiday displays, string lights, ambient lighting, trees, flowers/foilage, and RDA branded marketing materials (e.g. event posters, event banners, and sponsor banners on the stage or canopy)

The Renter acknowledges and accepts that any or all of these décor elements may or may not be onsite during their event, regardless if this décor was not present during an initial walkthrough of the Peace Plaza or at the time of booking.

Any tables, chairs, linens or other items the Renter wishes to rent as part of an event are the sole responsibility of the Renter. Rental costs are an additional expense to the Renter. See the “Preferred Vendors” list for a list of vendors.

Early Set-up and Late Teardown

If you are needing equipment or decor setup completed by a 3rd party vendor prior to your reserved event start date/time, you can guarantee the space in order to do so via a deposit equal to 50% of your daily rental. Should the RDA not rent the space two weeks from the event start date, the deposit may be refunded to renter.

Access

Access must be maintained to Peace Plaza East and/or West, if no street closure exists. The business entrance areas and building buffer zones shall remain clear of any obstruction.

- The approved street closure map (Exhibit B) was created to minimize impact on those businesses

- A minimum of 12 feet of space must be maintained on Peace Plaza and streets to allow for emergency vehicles to get through the event site

Chateau Theatre

Access to the Chateau Theatre should remain open and accessible.

- No tents, tables, or chairs should be placed in front of the Chateau Theatre doors
- Banquet rounds are not allowed in dedicated pedestrian pathways or in front of the Chateau Theatre
- Bistro and cocktail tables may be permitted; Renter should consult with RDA Public Space Coordinator to approve layout

Fencing or Barricades

Chain link fencing and traffic barricades (unless part of an authorized traffic control plan) cannot be used on Peace Plaza.

Bike/pedestrian barricades, French fencing, or other decorative fencing/barricades may be used to establish event perimeters, crowd control, liquor licensed areas, etc. The fencing plan and exceptions, if any, must be approved by the RDA in advance.

Security

The City of Rochester and RDA will evaluate and determine in consultation with the Rochester Police Department, if security, police, and/or emergency medical personnel will be required for the event. The cost for hiring security is the responsibility of the Use Permit holder.

The number of police officers and/or private security staff required is based upon:

- The type of event
- Expected attendance
- Sales, cash handling, alcohol sales or consumption
- Traffic control (if all or any portion of Peace Plaza/1st Avenue is closed)

Signage/Banners

Signs, banners and decorations are welcome! However, they may not be attached to trees, light fixtures, buildings, skyway, or other Peace Plaza structures (including permanent Peace Plaza signage, railings, and bike racks).

Smoking

Smoking is prohibited on the Peace Plaza. Violators may be ticketed by law enforcement.

Pre-Event, During, and After Your Event

Pre-event Walk Through

The pre-event walk-through must be scheduled by the Renter with RDA Public Space Coordinator and must be completed no later than 10 business days prior to the event.

Set-up and Tear-down

Set-up and Tear-down must not include amplified sound (including announcements or sound tests) in those hours that are outside the allowed times for amplified sound. This includes delivery and removal of equipment.

Vendor/equipment load-in and load-out should not stop on 1st Avenue (unless within an authorized street closure). Access to the alley is subject to availability and granted at the discretion of the RDA and Chateau Theatre staff.

Post-event Evaluation/Final Clean-up

The RDA Public Space Coordinator will conduct a final walk-through after the event concludes to assess clean-up and any damages.

- If damages or additional clean up are assessed, RDA Public Space Coordinator will communicate expectations to Renter and expenses will be subtracted from the initial damage deposit.
- If the damage expenses exceed the initial damage deposit, Renter will supply the remaining balance to RDA no later than 14 days after the evaluation has been communicated
 - Failure to comply can and will result in additional clean-up charges'

The Public Space Coordinator will share a brief electronic survey with Renter at the conclusion of the event. Your feedback is appreciated.

Reopening of Peace Plaza

At the end of each event, the plaza is to be restored to its original state and reopened. This includes but is not limited to site clean-up, event equipment removal, trash removal, and barricade/fence removal. The RDA or on-site certified event manager will conduct a walk-through to assess the current state of the plaza.

Cancellation Policy

Deposit is non-refundable and due at time of signing. Full rental cost is due 30 days prior to the event. If you cancel less than 30 days prior to your event, the full fee is applied. If you cancel more

than 30 days prior to your event, you will receive a refund for any monies paid excluding the booking deposit.

Weather, Cancellations, & Rescheduling

Weather Related Back-up Sites

- Securing a weather-related back-up site is the sole responsibility of the Renter
- The Chateau Theatre may be considered as an option, based on availability
 - Additional rental fees apply
- Events that are canceled due to current or impending inclement weather, will not receive a refund for any of the rental costs
 - If the event invoice was not paid in full, the Renter will be responsible for paying the remainder of any outstanding invoices for the rental
- Renters may wish to purchase event insurance with a weather cancellation policy

Rescheduling

If the event is re-booked within 3 months of the original date and the event invoice was paid-in-full:

- A paid-in-full invoice for the rental space will be transferred; however, a \$100 rescheduling fee will be applied to the invoice

If the event is re-booked within 3 months of the original date, and the event invoice was not paid in full:

- The Renter will be responsible for the remainder of payment on any outstanding invoice for the rental; a \$100 rescheduling fee will be applied to the invoice.

Please Note: Rescheduling is subject to Peace Plaza availability. If the Peace Plaza is rented more than 1 year in advance of the event, please note that the rental may be subject to rescheduling or cancellation due to any possible unforeseen changes (i.e. construction) to the Peace Plaza itself.

In all cancellation or rescheduling situations The City of Rochester's Special Event permit fee (included in the invoiced amount) is non-refundable and non-transferrable, without expressed written consent from the City of Rochester. **No exceptions.**

Helpful Links

- [Rochester Downtown Alliance: Peace Plaza Rental Inquiry Form](#)
- [City of Rochester Special Event Information](#)
- [City of Rochester Special Event Permit Application](#)
- [Certified Peace Plaza Events Vendor List](#)
- [Certified Peace Plaza Event Manager List](#)
- [Peace Plaza Event Rentals Key Contact List](#)

Contact Us

For additional questions or assistance with an inquiry, please contact:

Naura Anderson

RDA Public Space Coordinator

Rochester Downtown Alliance

publicspace@downtownrochestermn.com

507.218.4342