

Reserving Rooms

- Room reservations must be made using the online reservation system incuTrack. Reservations can be requested with a username and password at this site: <https://rfedc.incutrack.net/mrmlogin.cfm>. You can also find a link on our website.
- If the room is available, your reservation will be confirmed within two (2) business days via email. SCVBIC reserves the right to refuse any request for any reason.
- All rooms are kept locked when not in use. Normal business hours are 9:00 am – 4:30 pm. If access to the facility is required outside of normal business hours, a key card must be picked up from the front desk on the day prior to your event and returned immediately after completion of the event. Lost or unreturned cards will result in a \$25 fee. We do not staff the building full-time; you must communicate with SCVBIC when you plan to come to pick up the key card.
- Cancellations must be made more than 24 hours before the event starts. Last-minute cancellations will result in a charge of 15% of the room reservation fee.

Setup / Cleanup / Catering

- Your organization is responsible for making all setup, cleanup, and catering arrangements.
- Rooms are set up in standard configuration. Organizations are welcome to change the configuration of the rooms, but they MUST be set up in the standard configuration upon event completion. Failure to leave the room in the same state in which it was found may result in denial of future reservation requests.
 - Conference room – Circle shaped table setup, 2 chairs per table
 - Training room – Rows of tables seating 46
- If your event will be catered, someone from your organization must be present when the caterer arrives. Your caterer should communicate directly with you, not SCVBIC staff.
- You may not store food items in the refrigerator or on the counters after your event has ended – anything left over will be thrown out. Please coordinate with your caterer to pick up their service items (including any tables, chairs, China, and linens) immediately after the event.
- All trash items must be deposited into a trash receptacle upon event completion. Receptacles are available in the Kitchen/Break Area.
- Organizations are allowed 15 minutes for setup and 15 minutes for cleanup and will not be charged for this time. If additional time is needed, prior arrangements must be made, and you may be subject to additional fees.

Audio / Visual Equipment

- Audio/Visual equipment is included in the rental rate for each room. Refer to the manuals in the rooms for questions about equipment use.

- The A/V equipment is to be left in the condition in which it was found. Your organization may be responsible for any damage to the equipment.
- SCVBIC staff is not responsible for teaching your organization how to use the equipment.

Miscellaneous

- SCVBIC is not liable for anything lost or stolen from the room. All personal items and rental equipment left unattended, at any time, are the sole responsibility of your organization.
- If you plan to set up a table outside of one of the rooms, you must indicate this in your request.
- Payment in full is required by the start time of the event.
- Organizations not abiding by these rules or causing damage to any of the furniture, fixtures equipment, or property may be subject to additional fees.

Selected Space

Conference Room

Training Room

Other _____

Printed Name

Company Name

Signature

Date(s)

Food / Catering Options

- Preferred Caterer Options – St. Croix Valley Business Innovation Center Members
 - **Mindful Fork Catering**
 - Who are we?
 - At Mindful Fork, we believe every occasion should be memorable and leave everyone satisfied and joyful. From your weekday corporate catering needs to small or large gatherings with your friends and family, we've got you covered. We take pride in delivering a personalized experience for your event, from high-quality service to the freshest ingredients – sourced locally whenever possible.
 - St. Croix Valley Business Innovation Center
 - Angie Larson
 - <https://www.mindfulforkcatering.com/>
 - mindfulforkcatering@gmail.com
 - (715) 760-5120
 - **MinneBun**
 - Who are we?
 - MinneBun is a bao bun or steamed bun that is filled with many varieties of filling, including savory and sweet varieties. We are locally found and operated in Minneapolis, MN. Our steamed buns are freshly made and authentically crafted. They are beautifully decorated and are healthy with our steaming process and with vegetarian or other plant-based options.
 - St. Croix Valley Business Innovation Center
 - Wat and Dow Wiphusit
 - <https://sites.google.com/view/minnebun>
 - Minnebun@gmail.com
 - (612) 889 – 6149
 - **Holy Donuts**
 - Who are we?
 - Holy Donuts was created by Myron Marko, a 16 year old from a small town in Wisconsin with a big dream. Now we travel around the Midwest in our donut mobile sharing sugary smiles!
 - St. Croix Valley Business Innovation Center
 - Myron Marko
 - <https://www.holydonuts.net/>
 - myron@holydonuts.net
 - **South Ridge Ranch**
 - Who are we?

- Where every slice of bacon tells a story of passion, craftsmanship, and a love for exceptional flavors. Our journey began with a simple belief – that bacon should be an experience! Guided by this, we embarked on a mission to craft small batches of bacon that go beyond the ordinary. Join us in celebrating the joy of bacon.
- St. Croix Valley Business Innovation Center
- Jake Wagner
- <https://southridgeranchbacon.com/>
- SmokeMasterJake@southridgeranchbacon.com
- **Barbell Coffee**
 - Who are we?
 - Founded in 2020, Barbell Coffee Co. is a family-owned specialty coffee roasting company located in Hudson, WI. As a specialty coffee roaster, we use only high-quality, single origin, specialty-graded coffee, which we roast in small batches. From bean selection and the specialty roasting process, to hand-filling, labeling, and sealing every bag, BARBELL COFFEE is handcrafted from start to finish.
 - St. Croix Valley Business Innovation Center
 - Ender Göçmen
 - <https://barbellcoffeeco.com/>
 - info@barbellcoffeeco.com
 - (651) 300-9116'
- **KUL MOCKS: Craft Mocktails**
 - Who are we?
 - A ready-to-drink non-alcoholic mocktail. Infused with spirit notes, KUL MOCKS gives you the classic cocktail experience but without the alcohol. Whether you're flex drinking, can't drink alcohol or choose not to, these mocktails are for you!
 - St. Croix Valley Business Innovation Center
 - Danielle Goss and Jenny Loew
 - <https://www.kulmocks.com/>
 - info@kulmocks.com
- **Rising Bread, LLC**
 - Who are we?
 - Rising Bread, LLC is a licensed micro bakery dedicated to hand crafting flavorful, healthy bread using natural leavening and long fermentation techniques with organic, sustainably produced grains from Wisconsin farms.
 - St. Croix Valley Business Innovation Center
 - Pat Kolner
 - <https://www.risingbreadwi.com/>

- info@risingbreadwi.com
- Other Local Caterer Options in the St. Croix Valley Area
 - **Junior's Restaurant**
 - 414 S Main St, River Falls WI 54022
 - (715) 425-6630
 - **Jimmy Johns**
 - 477 Spruce St, River Falls WI 54022
 - (715) 425-9064
 - **Smokey Treats Fusion BBQ**
 - 131 Carmichael Rd, Hudson WI 54016
 - (715) 222-1299
 - **West Wind Supper Club**
 - 709 N Main St, River Falls WI 54022
 - (715) 425-8100
 - **Agave Kitchen**
 - 501 2nd St, Hudson WI 54016
 - (715) 381-0099
 - **Chipotle**
 - 1021 Pearson Dr, Hudson, WI 54016
 - (715) 386-3010