

Reserving Rooms

- Room reservations must be made using the online reservation system. 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.
- The building and all rooms are kept locked when not in use. To access the facility, a key card must be picked up 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 to ensure we have staff here for you to pick up..
- 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 is 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 rooms and 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 are not available to teach your organization how to use the equipment. Feel free to schedule time to test equipment prior to event.

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 (Full Catering)** - 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 when possible.
 - Angie Larson - (715) 760-5120
 - <https://www.mindfulforkcatering.com/>
 - mindfulforkcatering@gmail.com
 - **South Ridge Ranch (Bacon)**- 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.
 - Jake Wagner
 - <https://southridgeranchbacon.com/>
 - SmokeMasterJake@southridgeranchbacon.com
 - **Rising Bread, LLC (Bread)**- 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.
 - Pat Kolner
 - <https://www.risingbreadwi.com/>
 - info@risingbreadwi.com
 - **FLAVOR X FIRE (Snack Mix)** - Experience the bold flavors of Fire & Flavor, where every product is crafted with care to bring you something truly special. From the mild to the adventurous, we create tastes that elevate any occasion. [Discover the Bold Flavors of Fire & Flavor - Where Fire Meets Flavor](#)
 - Richard Kreitel
 - Richard.Kreitel@firemeetsflavor.com
 - **Minty Apron (Custom Cookies)** designing cookies that are custom, meaningful, and just as delicious as they are beautiful.
 - Megan Franklin
 - hello@mintyapron.com
 - <https://www.mintyapron.com/>
 - **Dirty Soda Company (Beverages)** Western Wisconsin's Favorite Dirty Soda ✨ Your favorite soda just got an upgrade
 - Zachery Uzlik
(507) 279-3203
 - <https://linktr.ee/dirtysodacompany>

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**
 - 125 Quarry Rd, River Falls, WI 54022
 - (534-210-0009)