



## Elm Creek Park Reserve – Chalet Guidelines

The **mission** of the **Park District** is to promote environmental **stewardship** through recreation and education in a **natural** resources-based park system.

**Elm Creek Park Reserve** - Located northwest of Osseo, this 5,300-acre park is the largest of the Three Rivers Park District parks. The park reserve offers a variety of recreational pursuits that delights everyone from easy strollers to hardcore athletes. Wildlife is abundant due to numerous woodlands, streams, and marshes. Bald eagles and sandhill cranes can be viewed. Miles of trails through rolling hills provide challenges to bikers and hikers. **\*Elm Creek Chalet is designated as a Green Gatherings facility. See the Green Gatherings sections on pages 2 and 3 for more information\*.**

**The Chalet** - A beautiful and unique facility for holding wedding receptions, conferences, reunions, company parties, and other special events. The Chalet features a huge stone fireplace built of timbers and fieldstone, a cathedral-style ceiling, and large glass windows overlooking Elm Creek Park Reserve. The Chalet is very warm and inviting and can accommodate up to 200 people.

### Chalet Rental Fees

(Fees do not include sales tax)

Monday – Thursday (Full Day)	\$850
Monday – Thursday (10 AM-4 PM or 4 PM-11 PM, no weddings)	\$600
Friday – Sunday & Holidays	\$1500
Facility Deposit	25% of rental fee
Security Fee	\$220
Ceremony Chairs	\$2 per chair

**Rental Hours** 10 am – Midnight April - October

*Events will end at 11:00 PM to ensure adequate clean-up time.*

Absolutely nothing may be set-up before the rental time frame. Early vendors will be refused.

### Chalet Rental Includes

- Tables and chairs to seat 200 people
- Sound system (with built-in speakers, microphone, CD player, I-pod compatibility)
- Dance floor
- Fireplace
- Ample restrooms
- Chalet host on duty

### Kitchen Amenities

- Refrigerator and freezer
- 3-compartment sink
- Stainless steel prep and counter space
- Microwave
- Caterers entrance

**Tables and Chairs - The tables and chairs inside the Chalet are not allowed to be set up outside.**

You may not bring your own tables and chairs. One of five layouts must be selected 30 days before the event date. Our table sizes are: 60" round, 60"x30" banquet tables, and 8' banquet tables.

**Chalet Tours** - To view the Elm Creek Chalet a scheduled tour is required. Please call Julie Matzek at 763.694.2018 or email [JMatzek@ThreeRiversParkDistrict.org](mailto:JMatzek@ThreeRiversParkDistrict.org) for tour appointments.

**Reservation and Payment** - At the time of reservation, payment is due in full. Payment can be made by MasterCard, Visa, Discover, or American Express. Payment may be made by cash or check if received at the time of reservation.

### **Cancellation Policy**

- If a cancellation is made *240 days prior* to the use date, 100% of the fee will be refunded.
- If a cancellation is made *120 days prior* to the use date, 80% of the fee will be refunded.
- For cancellations made *60 days prior* to the use date, 50% of the fee will be refunded.
- All cancellations made *after 60 days* are non-refundable.
- No refunds are given due to weather conditions unless the park or facility is officially closed due to severe, life-threatening weather.

**Chalet Facility Deposit** – In addition to the rental fee, a facility deposit will also be due at the time of reservation. The facility deposit will amount to 25% of the rental fee. If damages occur and guidelines are not followed, your facility deposit may be retained. If no damages occur and all guidelines are followed, the deposit will be refunded within 30 days after your reserved date.

**Security Fee** – For all rentals after 7 PM a security fee will be charged in addition to the rental fee. The fee of \$220 covers the cost of providing on-site security during the rental. Security will be charged regardless if alcohol is being served. Individuals may not contract their own security.

**Permit/Confirmation** - Entitles your group to exclusive use of the facility noted on the permit during the time indicated. It does not include use of any reserved parking area for picnic activity or exclusive use of any beach area. Please make sure you have your permit with you when arriving at the park. If you have further questions, please call 763.559.6700.

**Wedding Rehearsals** - You may schedule a wedding rehearsal between the hours of 5 pm and 7 pm for a one-hour time period on any weekday as long as the facility is not reserved. To schedule a rehearsal, please call 763.559.6700; a fee of \$50 is charged at that time.

**Alcohol Policy** - Beer, wine, ciders, hard lemonades, and other malt based, single-serving beverages are permitted in glass bottles or cans only. Alcoholic beverages served in kegs, barrels, boxed wine, or bulk containers are prohibited, unless authorized by special use permit. To obtain a special use permit please contact one of the Park District Approved Caterers. Hard liquor is not allowed anywhere on Park District property.

In accordance with Three Rivers Park District's ordinance pertaining to alcohol use (Chapter 3, Section 1C- Drug and Alcohol Use) any alcohol served at a catered event in the Park District must be provided by a caterer or licensed beverage provider identified on a current Board-approved caterer list. Park guests having self-catered events may bring in their own beer and wine in single serving containers.

No alcohol will be consumed on Three Rivers Park District premises by any person under the legal age. Valid identification may be requested of any person(s) who appear to be under age at any time during your event. All guests must have a valid ID if they plan to consume alcoholic beverages.

**Catering in the Parks** - If you choose to have your event catered, we ask that you select a caterer from the Three Rivers Park District Approved Catering List. For a copy of the Park District Approved Catering List please visit our website at **ThreeRiversParks.org**. Please note that a caterer's usage fee is assessed to each caterer by Three Rivers Park District. It is the caterer's responsibility to pay this fee; however, you should expect it to be incorporated into your bid from the caterer.

**Green Gatherings** - Elm Creek Chalet is designated as a Green Gatherings facility. Three Rivers Park District is committed to lessening our impact on the environment by reducing the amount of waste generated at events. Beginning in 2011, the following Green Gathering practices will be required for your event:

- Use of washable dinnerware, cutlery, glassware, linens, and linen napkins. **Or** compostable paper products, cutlery, drink ware, table coverings, and napkins.
- Eliminate all beverages served in plastic bottles.

Contact your Park District approved caterer or call the Reservations Office at 763.559.6700 for more information.

**Dinnerware** - You must choose to use either washable dinnerware or compostable disposable products. Non-compostable products and silverware are not allowed at Elm Creek. Please discuss your dinnerware options with your caterer or Elm Creek staff.

**Smoking** - It shall be unlawful for any person to smoke or use tobacco products in or within 25 feet of any entrance to the chalet. Please use designated areas outside. Please use receptacles.

**Music/Amplification** - Live bands and DJs are allowed; however, music sound levels must comply with Park District Ordinance.

**Decorating** - All decorating must be set-up and taken down during your rental period. Anything left after the checkout time stated on the confirmation will be discarded. Please see the *Decorating Guidelines* for further inside and outside decorating information.

**Chalet Clean-up Checklist** - Events will end at 11:00 PM to ensure adequate clean-up time. Your group is responsible for cleaning the facility throughout your event. Please see the *Clean-up Guidelines* for further information.

**Outdoor Wedding Ceremonies** - One of the picnic areas within Elm Creek Park can be rented for an outdoor ceremony. The patio area adjacent to the chalet can also be used for outdoor ceremonies. This patio is included with the chalet rental.

- You may not bring in your own chairs.
- Any decorations must be delivered and removed during your rental period.
- Chair rental fee is \$2.00 per chair (not including tax).
- Outdoor chair reservations can be cancelled for a full refund up to 24 hours before the date of your event.
- Arbors and free-standing decorations may be carried out to the patio.
- If desired, you must provide your own sound system extension cords for the outdoor ceremony.

**Parking** - The parking lot immediately adjacent to the chalet has approximately 125 parking spaces.

**Signs and Banners** - Temporary signs on independent laths may be located within the park. Banners or signs may not be tied, taped, or otherwise affixed to or across trees, signs, or other post-type structures. All signs and banners must be set-up and removed within the rental time frame.

**Additional Fees** - Equipment or services that are provided beyond the basic rental will be available in addition to the basic rental fee.

- Any additional cleaning, clearing, set-up or take-down that is done by the Park District staff that was not previously requested and noted on the permit will be charged an hourly rate to cover the labor costs.
- All special requests must be approved by Park District staff and are furnished and paid for by the permit holder.
- All deliveries must be made within your reserved time. Early deliveries or late pick-up will not be allowed. Everything must be removed at the end of your reservation time or a fee of \$150 will be charged.

**Pets in the Park** - Designated trails are provided for walking with pets. A trail map is available at [ThreeRiversParks.org](http://ThreeRiversParks.org). Pets must be attended at all times and on a maximum of a 6-foot non-retractable leash.

**Wildlife** - Please respect the wildlife found in the park. Do not attempt to feed or catch wildlife.

**Accessibility Statement** - Most Park District facilities and parks are accessible to people using wheelchairs and are able to accommodate people with other disabilities. Persons with disabilities are encouraged to contact Park District Park Guest Services at 763.559.6700 for more information on the accessibility of specific facilities within individual parks.

**In Accordance with Park District Ordinance** - It is unlawful to: disturb any natural feature (including plants and animals for treasure or scavenger hunt); solicit, sell, or otherwise peddle any goods, wares, merchandise, service, liquids, or edibles in the park. All members of a group must be 18 years or older or have a parent or guardian on site at all times during the reservation.

**Any permit or reservation may be revoked upon violation by the permit holder of any ordinance, rule, or regulation of the Park District. Furthermore, the permit holder may be charged with a misdemeanor for which a sentence of not more than 90 days or a fine of not more than \$700, or both, may be imposed. Complete ordinance available at: [ThreeRiversParks.org](http://ThreeRiversParks.org).**

**Weather Conditions** - Be aware of changing weather conditions while visiting the park. In case of severe weather, seek shelter or go to a low-lying area away from trees. Guests are expected to be aware of these conditions and the proper procedures for severe weather.

**For Your Safety** - Park District Police are on duty to provide assistance to park guests and to protect the natural resources. If you need assistance, contact a park employee or call 911 and ask for Three Rivers Park District Police.

**Further Assistance** - If you have any questions about your reservations, please call the Park District Reservations Office: 763.559.6700 or the Elm Creek Park Operations Supervisor 763.694.7894 for site information or special permission relating to site use.

**Directions to the Park** - Elm Creek Park Reserve is located northwest of Osseo, between Champlin, Dayton and Maple Grove. From County Road 81 exit onto Elm Creek Boulevard and go north to the roundabout and park entrance.

Thank you for considering Elm Creek for your special event. Please let us know if we can be of any further assistance.

To ensure an enjoyable visit, share this information with your entire group.

Elm Creek Park Reserve – 12400 James Deane Parkway Maple Grove, MN 55369 – 763.694.7894

# Elm Creek Chalet Decorating Guidelines

## **All decorating and takedown must be done within your rental period.**

No taping, stapling, nailing, or pinning is allowed inside or outside. We reserve the right to withhold a portion of your facility deposit or charge additional maintenance fees if decorating guidelines are not followed or if excessive clean-up is required.

## Inside Decorating

**Table and Chairs** - All tabletop decorations must be freestanding. Tape is not allowed to affix decorations to the tables. Candles and oil lamps are permitted. If candles are used, they must be in a container in which the sides are higher than the wick to prevent wax from dripping on the tabletop. You may tie decorations to chairs. Indoor tables or chairs may not be moved outside.

**Beams** - You may string lights, fabric, or other decorations through the beams. However, if draping over the beams the lights on the beams will need to be off. This needs to be done within your rental time. You will also need to bring in your own ladder.

**Walls and Windows** - You may not use tape to affix anything to the walls and windows of the chalet. You may use 3M Command Strips or poster tack that does not leave a residue on the walls and windows.

**Fireplace and Mantel** - You may place decorations on the fireplace and mantel. However if you put decoration on the mantel the light for the fire place cannot be on.

**Extension Cords** - We do not provide extension cords so if needed you must supply your own.

**Glitter and Confetti** - Glitter and confetti are not allowed.

**Personal Items** - All items (personal and rental) must be brought in and taken out during your designated rental time.

## Outside Decorating

**Railing** - You may tie decorations onto the railing at the beginning of the walkway from the parking lot to the chalet and on the railing in the patio area. Lights are allowed; however, you need to provide your own extension cord. Please note: you do not have exclusive use of the patio area.

**Balloons** - are allowed; however, all fragments that are on the ground must be picked up. Balloon fragments are dangerous to wildlife. Balloons may not be released in the park.

**Outside Flames** - Tiki torches or luminaries outside are not allowed.

**Canopies** - Canopies are not allowed

**Outdoor Picnic Tables** - A limited number of outdoor picnic tables will be set up on the patio adjacent to the chalet. These tables are for patio use only and may not be moved from the area.

**Signs and Banners** - Temporary signs on independent laths may be located within the park. Banners or signs may not be tied, taped, or otherwise affixed to or across trees, signs, or other post-type structures. All signs and banners must be set-up and removed within the rental time frame.

# Elm Creek Chalet Clean-up Guidelines

As your special day comes to its close, it is a great feeling to know that while you were planning your event you included after event clean-up in your schedule. After event clean-up is, after all, good etiquette. Keep in mind that if you do not plan for and organize an after event clean-up committee, many people will think that others have been appointed the positions and so they leave.

An after event clean-up is just as important, if not more so, than the before event set up. Be positive of having an informed after event clean-up committee. Be sure to have an informed clean-up committee. You will find that there are people who would be happy to help you by doing you this favor. After event clean-up duties are never just a last minute thought; being prepared is essential in scheduling an event.

- Designate clean-up committee
- Notify Elm Creek who is heading the committee
- Discuss clean-up with your caterer

**Personal Items and Decorations** - Clean up all personal belongings and decorations in the catering kitchen, chalet, and patio. Everything that arrived for your event should depart in your care.

**Tables and Chairs** - Wipe off and reposition tables and chairs in the Chalet.

**Catering Kitchen** - While it is the caterer's job to clean up after themselves, it is your responsibility to ensure all is done. Clean thoroughly and remove all food and waste. Absolutely no grease or food may be dumped anywhere in the park. Wipe off countertops, and inside the refrigerator/freezer.

**Floors** - Sweep/Clean up large messes, especially broken glass. Mop up any spills.

**Trash, Recycle, Compost** - Please pay special attention to what can be recycled and composted. Please be sure your group members know how to sort their waste. Leftover food must leave the site with you or placed in the compost bins.

Rotate full trash cans and reline with bags from the storage closet (your host will give you access to the storage closet as needed).

Please check the patio and remove or dispose of any leftover bottles, cans, food or plates/utensils from the area. Please remember to pick up cigarette butts as well.

**Lost and Found** - Any items remaining from your group at the end of the night will be sent with the head of your clean-up crew.

**Time** - Based on experience with events at Elm Creek Chalet, it will take 60 minutes to clean the site adequately. Please plan on your event ending at 11:00 PM to ensure you have enough time for clean-up.

\*\*Damage done to your site will result in your group being assessed fees to cover the cost of the damages and labor for repairs. If Clean-Up guidelines are not followed a portion of your facility deposit may be retained.