



## Gale Woods Pavilion Rental Guidelines

To ensure an enjoyable visit, please share the following information with your group.

**Gale Woods Farm** is a 410-acre working educational farm located on Whaletail Lake in Minnetrista. The farm provides opportunities for park guests to engage in experiences that enhance their understanding of agriculture, food production and land stewardship.

**The Gale Woods Farm Pavilion** is a beautiful and unique space to hold a wedding, conference, reunion, company picnic or other special event. The Pavilion is a three-season picnic shelter that overlooks Whaletail Lake and provides views of the farm, pastures and gardens. This distinctive facility fits the rural character of the farm and can seat up to 320 people. Doors on the sides of the building roll open so guests may enjoy the picnic area overlooking the lake. Pavilion dimensions are 95' x 52'.

### Rental Fees

(Fees do not include sales tax)

Monday-Thursday (April-November):	\$850
Friday-Sunday and Holidays (April-November):	\$1500
Damage Deposit:	25% of rental fee
Security Fee if required:	\$220

### Rental hours

10:00 AM-midnight

### Rental Includes:

- Tables and chairs to seat a maximum of 320 people
- 7 – 40 x 72" Banquet tables
- 10' x 12' Stage
- 1 corded microphone with speaker to use inside the pavilion
- 2 – 22 cubic foot Refrigerators
- 1 – 20 cubic foot Chest freezer
- Outdoor ceremony site overlooking Whaletail Lake
- Bonfire pit and firewood
- Serving counters for caterers
- 2 cooling tanks
- Water and electricity
- Sink
- Ample indoor restrooms
- Horseshoes and volleyball net
- Exclusive use of the grounds surrounding the pavilion (patio, parking lot, bonfire pit and ceremony site)
- Pavilion Host on duty
- Composting – if your group is interested, please contact the Gale Woods Farm office as soon as possible.

**Tables and Chairs** - One of five table layouts must be selected 14 days prior to your event date. Table sizes: 72" round, 30" x 72" picnic style, and 40" x 72" banquet style. You may not bring your own tables or chairs. All tables and chairs set-up in the pavilion must remain inside.

**Pavilion Tours** are by appointment only. Please call 763.694.2001.

**Reservation and Payment** - At the time of the reservation, payment is due in full. Payment can be made by American Express, Discover, Mastercard, or Visa. Payment may also be made by cash or check at the time of the reservation if received at the Park District reservations office or at Gale Woods Farm.

### **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.

**Damage Deposit** - A damage deposit of 25% of the rental fee will be due at the time of the reservation. If no damages occur, the deposit will be refunded within 30 days after your reserved date.

**Security** - Any rental group serving alcohol and using the facility after 7:00 PM is required to pay a security fee that covers the cost of providing on-site security during your event. This fee applies if alcohol is self-provided or supplied by a vendor. The fee of \$220 covers the cost of providing on-site security during the rental.

**Wedding Rehearsal** - Please contact the Gale Woods Staff at 763.694.2001 to inquire about a rehearsal at the outdoor ceremony site. The overlook may be used for a rehearsal for free during park hours (5:00 AM–10:00 PM) provided there are no other rentals.

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

**Catering in the Parks** - If you choose to have your event catered, you are required to select a caterer from the [Three Rivers Park District Approved Catering List](#). Please note that a 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.

**Music/Amplification Bands and DJs** - sound levels must comply with Park District Ordinance. Please see our Electrical Capacity Guidelines for more information.

**Decorations** - All decorating must be done during your rental period. Nothing can be delivered before the rental period or left behind. Please see a copy of our Decoration Guidelines for further inside and outside decorating information.

**Pavilion Clean-up** - Your reservation fee includes normal site maintenance. If your group causes extraordinary maintenance service, an hourly rate to cover labor costs will be charged and taken from your damage deposit. Your group is responsible to pick-up the site at the conclusion of your event. Please see a copy of our Decoration Guidelines for further inside and outside clean-up information.

**Outdoor Wedding Ceremonies** - Our outdoor site is behind the pavilion on a bluff overlooking Whaletail Lake. This site is included with the pavilion rental. Vehicles are not allowed at the ceremony site.

- There are 320 chairs available for rent for the outdoor site. 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). This fee includes set-up and take-down.
- There are two standard chair set-ups available; chairs facing the lake or trees. One of these must be chosen 14 days before your event. Chairs may not be moved from the overlook.
- Outdoor chair reservations can be canceled for a full refund up to 24 hours before the date of your event.
- Canopies are allowed at the overlook, but cannot be larger than 30' x 30'. The canopy must be removed at the end of the rental period.
- Arbors and free-standing decorations may be carried out to the ceremony site.
- If desired, you must provide your own sound system and 410' extension cord for the ceremony site.
- A wheelchair is available to transport elderly guests to the ceremony site. Motorized carts are not allowed.

**Photography** is allowed in the public spaces on the farm. You are not allowed to drive on any of the trails.

**Parking** - The parking lot immediately adjacent to the pavilion is reserved for rental groups. There are approximately 100 parking spaces in the pavilion parking lot. Overflow parking is available in our other lots on a first-come, first-served basis. Parking is not allowed on the grass.

**Dogs, pets and other animals** - Due to the nature of Gale Woods Farm, dogs, pets and other animals are not allowed anywhere within the park.

**Farm Animals** - Under no circumstances does your group have access to the pastures or barn. Please do not feed or disturb the farm animals. Please make sure all guests are aware of this policy.

**Wildlife** - We ask that you respect the wildlife found in the park and that you do not attempt to feed or catch them.

**Spraying pesticides** is absolutely not allowed.

**Farm Attractions** - Guests may explore the farm through hiking, biking, fishing and canoeing. Gale Woods Farm offers several miles of hiking trails through mature oak and maple-basswood forests and along farm fields and pastures. Guests can look for chickens in the barnyard and cattle, pigs, and sheep out on pasture. The pasture-fed animals can usually be viewed from our hiking trails. Please see the pavilion host for further information, maps and upcoming public events.

**Seasonal Amenities** (for an additional fee) - In conjunction with renting the pavilion, guests will have the opportunity to take part in such farm experiences as wagon rides and canoeing.

**Special Equipment, Inflatable and/or Amusement Contraptions** - Special permission is required 30 days prior to your reservation for special equipment, inflatable and/or amusement contraptions. A \$25 per item fee is charged. There is a limit to the number of items the site can support. All items must be noted on your permit. It shall be unlawful to bring in, set-up, construct, or operate any amusement or entertainment contraption, device or gadget without a permit.

*To avoid underground cables and wires, DO NOT set up equipment until you have contacted the Farm Supervisor for placement.* A Certificate of Insurance naming the Park District as an additional insured must be on file in the reservations office before special equipment, inflatable and/or amusement contraptions can be brought into the park.

**Canopies** - If you are planning to use your own canopy or rent a canopy from another source:

- Permission to set up the canopy must appear on your permit.
- Canopies must be set up within the staking area; please contact the Gale Woods staff for a staking map.
- Canopies must be set up and taken down during your rental period.
- Canopies must be no larger than 30' x 30'.

**Additional Fees** - You will be charged for equipment or services that are provided beyond the basic rental.

- Any additional cleaning, clearing, set-up or take-down done by 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 an additional fee of \$150 will be charged per day.
- If you elect not to have the 10' x 12' stage, a stage removal fee of \$100 will be charged.

**For your safety** - Park District Police are on duty to provide assistance to park guests and to protect our natural resources. If you need their assistance, call 911 for emergencies. A phone is located in the Barn entryway; otherwise a Gale Woods staff person will be present and can assist you.

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. The complete ordinance is available at [www.threeriversparks.org/about/faq.aspx](http://www.threeriversparks.org/about/faq.aspx).

Thank you for considering the Gale Woods Farm Pavilion for your special event. Please let us know if we can be of any further assistance at 763.694.2001.