



Gale Woods – Pavilion Guidelines

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

Gale Woods Farm – Located in Minnetrista, the 410-acre working educational farm is located on Whaletail Lake. The farm provides opportunities for park guests to engage in experiences that enhance their understanding of agriculture, food production and land stewardship. ***Gale Woods Farm Pavilion is designated as a Green Gatherings facility. See the Green Gatherings sections on page 3 for more information*.**

Gale Woods Farm Pavilion - 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 is capable of seating 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'.

Pavilion Rental Fees (Fees do not include sales tax)

Monday–Thursday (May–November)	\$850
Friday – Sunday and Holidays (May–November)	\$1500
Facility Deposit	25% of rental fee
Security Fee	\$220
Ceremony Chairs	\$2 per chair

Rental Hours - 10 AM–midnight

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.

Pavilion Rental Includes

- Tables and chairs to seat a maximum of 320 people
- 8 – 40" x 72" banquet tables
- Sound system to plug iPod, MP3, or laptop computer into for music.
- 1 corded microphone with speaker to use inside the pavilion (Driver's license needed for check-out)
- 2 – 22 cubic foot refrigerators
- 1 – 7 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 (Driver's license needed for check-out)
- Exclusive use of the grounds surrounding the pavilion (patio, parking lot, bonfire pit & ceremony site)
- Pavilion host on duty during the event

Tables and Chairs – We have round tables and chairs to seat 320 guests. Layout must be finalized 14 days prior to your event date. Table sizes: 72" round 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.

Stage – There is a 10' x 12' stage available. The set-up fee for the stage is \$100.

Pavilion Tours - To view the pavilion a scheduled tour is required. Please contact Becca Conser at 763.694.2007 or <mailto:RConser@ThreeRiversParkDistrict.org> to schedule a tour appointment. Please note – Tours are done March through November and are limited based upon staff availability. Please call or email to set up a date and time to view the pavilion.

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 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.

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. Individuals may not contract their own security.

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

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 purchased and 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, you are required to 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 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 – Gale Woods 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. 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.
- No beverages served in plastic bottles.
- Contact your Park District approved caterer or call the Reservations Office at 763.559.6700 for more information.

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

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

Pavilion Clean-up - 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. 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. Please see a copy of our *Clean-up 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 cancelled 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 425' 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-serve 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 wildlife.

Spraying pesticides is absolutely not allowed.

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: Spring, summer and fall wagon rides.

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.

Special Equipment, Inflatables, and/or Amusement Contraptions - Special permission is required 30 days prior to your reservation for special equipment, inflatables, 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.

A Certificate of Insurance naming the Park District as an additional insured must be on file in the Reservations Office before special equipment, inflatables, 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 facility receipt.
- 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'.

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 ThreeRiversParks.org.

Thank you for considering Gale Woods 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.

Gale Woods Farm – 7210 County Road 110 Minnetrista, MN 55364 – 763.694.2001

Gale Woods Decorating Guidelines

All decorating including delivery and removal must be done within your rental period. NO TAPE is allowed inside or outside. We provide you with a six-foot ladder to use. You may not decorate any higher than you can reach with this ladder; you may not bring in any other ladder.

We reserve the right to charge additional maintenance fees if decorating guidelines are not followed or if the pavilion requires excessive clean-up. *For planning details please refer to Planning & Measurement handout.*

Inside Decorating

Table and Chairs - All tabletop decorations must be freestanding. Tape is not allowed anywhere. Candles and oil lamps are permitted only if they are in a container with the sides 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.**

Rafters - You may string lights, fabric, or other decorations through the lower end of the pavilion rafters. You may not hang decorations from light fixtures.

Walls - You may not use tape or poster tack to affix anything to the walls of the pavilion. You may use magnets.

Steel Posts - To attach decorations or lights to the posts use magnets, zip ties, pipe cleaners, or string.

Stage - is black skirting on the stage. Do not remove the skirting without prior authorization. You may tie decorations to the steps of the stage. Free standing decorations may be placed on the stage.

Extension Cords - Gale Woods does not provide extension cords. We have four 20' extension cord covers.

Glitter, Confetti, and Balloons - Or other items to be thrown or released are not allowed.

Personal Items - All items (personal and rental) must be brought in and taken out during your designated rental time. Storage space is not provided.

Outside Decorating

Split Rail Fencing - You may tie decorations to the fences at the beginning of the walkway from the parking lot to the pavilion or immediately in front of the pavilion. Lights are allowed; however, you need to provide your own extension cord.

Balloons - Balloons or other items to be thrown or released are not allowed.

Outside Flames - Unless there is a burning ban, you may place tiki torches or luminaries outside. They must be placed a safe distance from any tall grasses. No decoration using a flame may be hung in any trees, or from the fencing. We reserve the right to move or extinguish any flame we consider unsafe.

Trees - Lights and other decorations cannot be affixed or hung from tree branches.

Canopies - Are allowed and must be set-up within the staking area. Canopies must be set-up and removed during your rental time frame. Canopies are allowed at the ceremony site. The maximum canopy size is 30' x 30'. Permission to use a canopy must appear on your facility permit. There are no vehicles allowed at the ceremony site.

Outdoor Picnic Tables - A limited number of outdoor wood picnic tables will be set up near the pavilion. These tables are for outside use only and may not be moved from their locations.

Outdoor Ceremony Site

Decorating - All decorations at this site must be freestanding. You may not attach decorations to the outdoor chairs with tape, but you may tie them on. All decorations must be set-up and removed during your rental period.

Glitter and Confetti - No rice, confetti, flower petals, birdseed, balloons or similar items may be thrown on the park grounds.

Driving - Vehicles are not allowed to drive out to the ceremony site.

Pavilion Clean-up Guidelines

Your reservation fee includes normal site maintenance. If your group causes extraordinary maintenance service, you will be charged an hourly rate to cover labor costs. Your group is responsible for general site clean-up at the conclusion of your event. This includes:

Personal Items and Decorations - Remove all decorations and personal belongings inside the pavilion, on the grounds, and ceremony site by the end of your rental period. This includes equipment from a rental company. Empty and wipe out refrigerators and freezer. Leftover food should be removed by the rental party or placed in the compost bins.

Floors - Wipe up any spills – Please see pavilion host if you need a mop or towels. Sweep up large messes, especially broken glass.

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 Please check all outdoor areas including the ceremony site 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. Break down any boxes and place inside appropriate receptacles or inside pavilion near catering entrance.

Bonfire Pit - Extinguish bonfire if used. Your host can assist with this.

Rental Equipment - Return microphones, cords, and speaker if used. Return volleyball and horseshoes if used.

Cooling Tanks - Empty cooling tanks of remaining beverages; you are welcome to leave the ice/water in the cooling tanks.

Time - Based on experience with events at Gale Woods, 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.

Gale Woods Farm Self-Catering Guidelines

Self-catering means that you are bringing food on-site and serving it yourself. If you wish to have your event catered, please refer to the Park District Approved Catering List.

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

Deliveries - Use the delivery entrance on the side of the parking lot and close the gate behind you.

Parking -Parking or driving on the grass is never allowed.

Canopies - Canopies are allowed only within our staking area. Please contact us for a map.

Tables and Chairs -**No** tables and chairs from the inside of the pavilion are allowed outside. If you need tables for prep or outdoor use, you must provide your own.

Picnic Tables – Picnic tables from the patio area are not allowed to be moved.

Amenities and Outlets - The built-in countertops, plugs, sink, 2 refrigerators and freezer inside the pavilion are yours to use during your rental period. Each outlet strip in the catering area operates on one 20 amp circuit. Spread out electrical use to prevent blown fuses.

Grease - Absolutely **no grease** or food may be dumped anywhere in the park. You must take your grease with you at the end of your rental.

Grills - If you use our charcoal grill please leave the coals in the grill to be removed by our maintenance staff. If you bring your own grills, they must be used on the concrete pad near the delivery door. Grills are not allowed on the grass or on the brick patio.

Food - Leftover food must leave the site with you or placed in the compost bins.

Trash, Recycle, Compost - All garbage, recycling, and compost receptacles should be able to close at the end of an event. Be aware of this and do not overfill our bins. Please rotate empty cans to prevent them from filling more than $\frac{3}{4}$ full.

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 purchased and 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.

Host - A Gale Woods staff person will be present during your rental period. If you are unclear about any of our policies or expectations please ask.

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