



Reservation Number: _____

Household Number: _____

Facilities Reserved:
Pavilion Ceremony Site

Gale Woods Pavilion Terms & Conditions

Name _____ Event Date _____

Phone # _____ E-mail _____

Your reservation is not confirmed until a signed copy of this form is on file at Gale Woods. Please return immediately. Please read, initial, and sign at the bottom.

Rental: Rental time is 10:00 AM-Midnight. All set-up and take-down must occur during these hours. Events will end at 11:00 PM to ensure adequate clean-up time. Extensive clean-up or staying past rental time may result in a portion of your facility deposit being retained. _____ (initial)

Payments: At the time of reservation payment is due in full. Payment can be made by American Express, Discover, Master Card, or Visa. Payment may also be made by cash or check 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. _____ (initial)

Facility Deposit: A facility deposit of 25% of the rental fee will be due at the time of reservation. If no damages occur or loss of Park District property occurs, the deposit will be refunded within 30 days after your reserved date. If damages or loss occur, charges will be deducted from the facility deposit or paid for separately. _____ (initial)

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. This must be arranged and paid for at the time of reservation. _____ (initial)

Caterer: If you choose to have your event catered, you must select a caterer from the Three Rivers Park District Approved Catering List. 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. If the catering policy is not followed, a portion of your facility deposit may be retained. _____ (initial)

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. _____ (initial)

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. _____ (initial)

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. _____ (initial)

Smoking: It shall be unlawful for any person to smoke or use tobacco products in or within 25 feet of any entrance to the Pavilion. Please use receptacles in the designated areas outside. Smoking is not allowed in wood or grassland areas; please note the designated areas. If cigarettes are not properly placed into the receptacles provided, a portion of your facility deposit may be retained. _____ (initial)

Other Vendors: The rental party is responsible to ensure all vendors follow the Terms and Conditions. If service roads are available, they are allowed to drive up and load or unload only. Vehicles are not allowed to drive on the grass or sidewalks. All deliveries of equipment must be made within your reservation check-in and check-out time. Early delivery and late pick-up will not be allowed. **Any equipment delivered before the check-in time will be refused. Any equipment left after the check-out time will be discarded and a portion of your facility deposit may be retained.** _____ (initial)

Music/Amplification: Live bands and DJs are allowed; however, lighting and sound levels must comply with Park District Ordinance and building electric capacity. Our building is equipped with a limited number of standard 20 amp circuits. Amplified music is not allowed on the patio. Please make sure music provider has a copy of the electrical guidelines. _____ (initial)

Decorations and Signs: All decorations must adhere to our Decorating Guidelines. Decorations cannot be nailed, tacked, taped, or affixed in any way to the facility, inside or outside. All decorations must be set-up and removed during your rental period; there are no exceptions. I have read these guidelines and will abide by the rules. _____ (initial)

Confetti and Rice: No confetti, balloons, rice, birdseed, streamers, glitter, fireworks, or party poppers may be used in or around the pavilion, or park. Non-compliance could result in a portion of your facility deposit being retained. _____ (initial)

Candles: Candles and oil lamps are permitted indoors only provided they are in a container with the sides higher than the wick to prevent wax from dripping on tabletops. Unless restricted by burning bans, tiki torches, and luminary-type lighting are allowed. _____ (initial)

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'. _____ (initial)

Clean-up: 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. Please pay special attention to what can be recycled and composted.

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

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.

Extinguish bonfire if used. We will provide a bucket to assist with this. Return microphones, cords, and speaker if used. Return volleyball and horseshoes if used. Empty cooling tanks of remaining beverages; you are welcome to leave the ice/water in the cooling tanks. _____(initial)

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. We are not responsible for any items left on site at the end of your rental period. _____(initial)

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.

Solicitation and Sales: You are not permitted to sell, solicit, peddle, or rent any goods, ware, merchandise, edibles, or collect any money anywhere in the Park District without prior approval from the Superintendent and Board of Commissioners.

Ordinances: 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. A complete copy of the Park District Ordinance Book is available at **ThreeRiversParks.org**.

I _____ agree to abide by all Terms and Conditions and Guidelines governing the Rental Facility of Three Rivers Park District.

Signature _____ Today's Date _____

*Please date, sign, and send to Gale Woods, 7210 County Road 110 W, Minnetrista MN 55364. For questions or concerns call 763.694.2001 option 5.