ThreeRivers
PARK DISTRICT

Silverwood Park | **2500 County Road E Saint Anthony, MN 55421** | **763.694.7707**

Island Picnic Shelter Guidelines

Silverwood Park - Located in St. Anthony, Silverwood Park is a regional center devoted to connecting the community with the natural world through artistic creation. An elegant design with green technology, the Visitor Center provides spectacular vistas of the lake and the 20-acre mature upland oak forest. The center is home to the gallery, great hall, coffee shop, gift shop, and classroom. ***Silverwood Park is designated as a Green Gatherings facility. See the Green Gatherings sections on page 2 for more information*.**

Island Shelter – Nestled along the shores of Silver Lake, the Island provides a stunning location for outdoor ceremonies. The island shelter can accommodate up to 50 people. Island shelter time frame is from 10:00 AM till sunset. All set-up and take-down will need to be done within this time frame. Silverwood staff is not responsible for watching items set-up at the Island.

Rental Fees (Fees do not include sales tax)

Island Shelter Rental	$175
Facility Deposit	25% of rental fee

Rental Hours 10AM – Sunset mid-May thru October

Island Rental Includes

- Shelter area
- 6 Picnic tables
- 2 Charcoal grills
- 1 Firewood (additional firewood can be purchased from Silverwood)
- Fire pit

Reservation and Payment – At 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 time of reservation.

Cancellation Policy

- If a cancellation is made *90 days prior* to the use date, 100% of the fee will be refunded.
- If a cancellation is made *60 days prior* to the use date, 50% of the fee will be refunded.
- All cancellations *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.

Permit/Confirmation – Your permit entitles your group to exclusive use of the area noted on the permit during the time indicated. The Island rental includes exclusive use of the shelter area, not the entire Island. If you plan to have a ceremony one of two locations can be chosen. The rental 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.

Alcohol Policy – Beer, wine, ciders, hard lemonades, and other malt based, single-serving beverages are permitted in glass bottles or cans only. Hard liquor is not allowed anywhere on Park District property. 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. 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 must 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.

Self-Catering in the Parks – The rental party is self-catering when all food from an outside source is brought in by the renter or someone in the rental party without the use of a commercial catering company. No commercial catering vehicles or logos may be on site or in the park if the caterer is not on the 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 Silverwood. Please discuss your dinnerware options with your caterer or Silverwood staff.

Green Gatherings – Silverwood 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.

Smoking – It shall be unlawful for any person to smoke or use tobacco products in or within 25 feet of any entrance to any indoor area or in the designated perimeter of any creative play area, beach, swim pond, or water play area.

Music/Amplification – Amplified bands and DJs are not allowed. Acoustic music is allowed. There is no electricity on the island.

Lighting – There is limited light from the island shelter to the parking lot. Please plan your events accordingly. We suggest ending events one hour prior to sunset to allow for enough time to clean-up the site before dark.

Parking – Parking is free for all personal/family vehicles in all Three Rivers Parks. Please consider and encourage your guests to carpool. Motor vehicles are not allowed on the Island. While the island is wheelchair accessible, some might find it difficult to get to due to the terrain and distance from the parking lot.

Children – Children are to be under adult supervision during the entire rental time; Silverwood does not provide a room for childcare or babysitting.

Pets in the Park – Designated trails are provided for walking with pets. A trail map is available at **ThreeRiversParks.org**. Pets are not allowed on the island. Pets must be attended at all times and on a maximum of a 6-foot non-retractable leash. Only service animals are allowed in the buildings.

Site Clean-up and Recycling

- Normal site maintenance is included in your reservation fee. If your group causes extraordinary maintenance service or damages, your group will be charged at an hourly rate to cover labor costs. Your group is responsible to generally pick up the site at the conclusion of your event.
- Dispose of coals properly in the concrete receptacles provided.
- Please recycle. Each reservation picnic area has recycling receptacles for beverage cans and plastic bottles.

Photography – Photography is allowed in the public spaces. You are not allowed to drive on any of the trails. You are not allowed to go into the plantings.

Special Equipment, Inflatables, Amusement Contraptions, Canopies – Special equipment, inflatables, amusement contraptions, or canopies are not allowed on the Island.

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.

Park Amenities

The Visitor Center – The Visitor Center features a gallery, coffee shop, and gift shop.

Paved Bike/Hike Trail – Paved trails offering spectacular views of Silver Lake, restored prairie, and mature oak forests circle the park.

Trails – Within easy access are miles of trails designated for biking and/or hiking. Visit **ThreeRiversParks.org** for a complete trail map.

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

Group Opportunities – The Park District provides fun and interactive group opportunities led by experienced staff for all ages and ability levels. We offer nature, recreation and cultural history activities, crafts, and games. Some programs bring along live animals to further enrich your experience. Call 763.694.7641 for assistance.

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. Two wheelchairs are available for free check-out at Silverwood.

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

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 – Silverwood Park is located at 2500 County Road E in Saint Anthony, Minnesota. From I-35W take I-694 West. Exit on Silver Lake Road. Travel south on Silver Lake Road to County Road E. Travel west on County Road E; follow brown informational signs to Silverwood. The entrance will be on your left.

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

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

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

Silverwood Decorating Guidelines

All decorating setup and takedown must be done within your rental period.
Any decorations set-up before 10 AM may be taken down and discarded. Taping, stapling, nailing, gluing, or pinning is not allowed (this includes any 3M products). We reserve the right to withhold a portion of your facility deposit if decorating guidelines are not followed or if excessive clean-up is required.

Outside Decorating

Chairs – It is your responsibility to provide the chairs and they need to be set-up and removed within your rental time frame. All chairs need to be approved by Silverwood staff. Please work with the Silverwood for chair approval and placement on the island.

Glitter and Confetti – Confetti, rice, birdseed, streamers, glitter, flower petals, or poppers may not be used in or around the hall or park.

Balloons – 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 – Candles, tiki torches, luminaries, sparklers, fireworks, wish lanterns, or any type of flames outside are not allowed.

Canopies – Canopies are allowed. No staking is allowed; all canopies must be weighted and set up in designated areas.

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.

Please note – driving is not allowed on the sidewalks. All items must be carried or carted in. Please see host on instruction on where to park for unloading and loading.

Island Shelter 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.

After event clean-up is just as important, if not more so, than the before event set-up. Be sure to have an informed after event 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 Silverwood who is heading the committee

Personal Items and Decorations – Clean-up all personal belongings and decorations at the Island Shelter. Everything that arrived for your event should depart in your care.

Chairs – All rental chairs brought in for seating at the Island Shelter must be removed by the end of the rental time frame: Sunset.

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.

Please check the island shelter 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 Silverwood Park, it will take 60 minutes to clean the site adequately. Please plan on your outdoor event ending one hour prior to sunset 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.