



## Silverwood Park - Amphitheatre Guidelines

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

**Silverwood Park** - Located in St. Anthony, Silverwood Park will serve as a regional center devoted to connecting the community with the natural world and 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\*.**

**The Amphitheatre** – The Amphitheatre and stage are surrounded by the mature upland oak forest with Silver Lake in the background. This provides a gorgeous location for an outdoor ceremony amidst a natural setting.

### Rental Fees

(Fees do not include sales tax)

Amphitheatre	\$750
Facility Deposit	25% of total rental fee

### Amphitheatre Rental Hours - 10:00 AM – Sunset

*Events will end one hour prior to sunset to allow adequate clean-up time.*

Set-up and take-down must occur within the rental hours. Early vendors will be refused.

### Amphitheatre Rental Includes

- Use of the Amphitheatre space, lawn, or stage area
- Connection to electricity at stage
- Garbage bin and removal (all garbage must be properly sorted into bins)

### Additional Rental Items

- A PA system is available to rent at \$150.00 plus tax. This includes 2 speakers, 2 microphones, 2 microphone stands, and an I-pod hook-up. This will need to be reserved and paid for at least one month prior to the rental date to ensure availability.

**Seating** – Chairs are allowed on the stage and paved areas only. It is your responsibility to provide the chairs and they need to be set-up and removed within your rental time frame.

**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.
- If a 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.

**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, 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. The catering kitchen is not included in the amphitheatre rental.

**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. 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.

**Other Vendor** - 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 with your reservation check-in and check-out time. Early delivery will be refused. Early delivery and late pick up will not be allowed.

**Any equipment delivered before the check-in time or left after the check-out time will be discarded.**

**Smoking** - It shall be unlawful for any person to smoke or use tobacco products in or within 25 feet of any entrance to the Visitor Center. Please use receptacles in the designated areas outside. No smoking is allowed in the woods and grass areas; please note the designated areas outside on the patio. If cigarettes are not properly placed into the receptacles provided, a portion of your facility deposit will be retained.

**Music/Amplification** – Music is allowed at the Amphitheatre; however, music sound levels must comply with Park District Ordinance.

**Decorating** - All decorations must be set-up and taken down during your rental period. Anything left after the checkout time will be discarded and a portion of your facility deposit could be retained. Please see the decoration guidelines for further inside and outside decorating information.

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

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

**Parking** - The parking lot is a short distance from the Amphitheatre. Additional parking can be found in our overflow lot which is available and maintained when snow is not on the ground. Please consider and encourage your guests to carpool.

**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.

**Amphitheatre Clean-up** - Your group is responsible for cleaning the facility throughout your event. Please see the clean-up guidelines for further information.

- Remove all chairs.
- Pick up garbage and place in garbage cans and/or bags provided.
- Damage done to your site will result in your group being assessed fees to cover the cost of the damages and labor for repairs. Please be sure your group members are aware of this.
- Please recycle. Silverwood has recycling receptacles for beverage cans and plastic bottles.
- Please compost. Silverwood has composting receptacles for compostable waste.

**Canopies** – Canopies are allowed on the stage area and must be weighted. Canopies need to be set-up and taken down during your rental time frame.

**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. Only service animals are allowed in the buildings.

**Wildlife** - Please respect the wildlife found in the park. Do not attempt to feed 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 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. The complete ordinance is available at [www.threeriversparks.org/about/faq.aspx](http://www.threeriversparks.org/about/faq.aspx).**

**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 Public Safety personnel 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.

**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.

*Thank you for considering Silverwood 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.

Silverwood Park – 2500 County Road E Saint Anthony, MN 55421 – 763.694.7707 x5

# Guidelines for Decorating Silverwood

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

Any decorations set-up before 10:00am may be taken down and discarded. Taping, stapling, nailing, 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

**Glitter and Confetti** – Are not allowed

**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 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.

**Outdoor Furniture** – A limited number of outdoor furniture will be set up on the patio adjacent to the Great Hall. The furniture in this area is 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.

**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.**

# Amphitheatre 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 Amphitheatre. Everything that arrived for your event should depart in your care.

**Chairs** - All rental chairs brought in for seating at the Amphitheatre 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 amphitheatre 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.