



Silverwood Park – Wedding 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 3 for more information*.**

The Great Hall – The Great Hall is a beautiful and unique space for holding wedding ceremonies, wedding receptions, engagement parties, rehearsal dinners or other special events. The Great Hall features a cathedral-style ceiling and large glass windows overlooking Silver Lake.

Rental Fees

(Fees do not include sales tax)

The Great Hall	\$1800
The Great Hall and Classroom	\$2000
The Great Hall and Amphitheatre	\$2550 (Amphitheatre up to 250 people)
The Great Hall and Island	\$1950 (Island up to 50 people)
Package (Great Hall, Classroom, and Amphitheatre)	\$2750
Facility Deposit	25% of total rental fee
Security Fee	\$220

Great Hall Rental Hours - 10:00 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.

Great Hall Rental Includes

- Banquet style seating for up to 272; Auditorium style seating for up to 400
- Sound system (with built-in speakers, microphone, disk changer)
- WiFi
- Projector and projection screen
- Podium
- Outdoor patio with fireplace
- Dressing room
- Coat room
- Ample restrooms
- Hall host on duty

Kitchen Amenities

- Refrigerator and freezer
- 3-compartment sink
- Stainless steel prep and counter space
- Pass through window
- Caterers entrance

Additional Rental Items

- A PA system is available to rent at \$150.00 plus tax for use at the Amphitheatre. 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.
- An upright piano is available to rent at \$100.00 plus tax for use in the Great Hall. This will need to be reserved and paid for at least one month prior to the rental date to ensure availability.
- An electric piano is available to rent at \$100.00 plus tax for use in the Great Hall, on the patio or on the amphitheatre. This will need to be reserved and paid for at least one month prior to the rental date to ensure availability.

Tables and Chairs - One of seven event layouts must be selected 30 days prior to your event date. Table sizes: 60" rounds and 8' banquet style. Other tables or chairs are not allowed to be brought into the hall without Silverwood approval. All of Silverwood's tables and chairs must remain inside the hall.

Hall Tours - To view the Great Hall a scheduled tour is required. Weddinginfo@ThreeRiversParkDistrict.org to schedule a tour appointment.

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. 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 - A facility deposit of 25% of the rental fee will be due at the time of the reservation. 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. Security will be charged regardless if alcohol is being served. Individuals may not contract their own security.

Classroom Rental - If you are to rent the Classroom, the rental hours on weekends (Saturdays and Sundays) will be from 2:00 PM until Midnight.

Amphitheatre Rental - If you are to rent the Amphitheatre, the Amphitheatre time frame is from 10:00 AM to 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 Amphitheatre. Please see the *Amphitheatre Guidelines* for further information.

Island Rental – 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. If your ceremony is larger the 50 please let us know as we have other locations that may be of interest to you. The Island shelter rental time frame is from 10:00 AM till sunset, mid-May - October. 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.

Wedding Rehearsals - You may schedule a wedding rehearsal in the Great Hall for a one-hour time period during operating hours Monday – Thursday as long as the facility is not reserved. To schedule a rehearsal, please call our reservations office at 763.559.6700; a fee of \$50 is charged at that time.

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, including the wedding party.

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.

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. 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.

Host - A Silverwood host will be present during your rental period. If you are unclear about any of our policies or expectations please ask. Event hosts cannot except any form of tips. Please do not offer them money, alcohol, or anything as compensation for their work.

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 - Live bands and DJs are allowed; however, lighting and music sound levels must comply with Park District Ordinance and building electric capacity. Our building is equipped with standard 20 amp circuits. Amplified music is not allowed on the patio. Fog is not allowed due to our sensitive alarm system, oak woodwork, and potentially slippery flooring when wet.

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 Decorating Guidelines for further inside and outside decorating information.

Outdoor Fireplace – An outdoor fireplace with a supply of wood is provided for use during your rental period. You may not bring your own wood into the park. The site host will start and tend to the fire. We ask that park guests do not start and maintain the fire; please see the host.

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.

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 Visitor Center. 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.

Hall Clean up - Events will end at 11:00 PM to ensure adequate clean-up time. Your group is responsible for cleaning the facility throughout your event. Please see the Clean-up Guidelines for further information.

Pets in the Park - Designated trails are provided for walking with pets. A trail map is available at 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.

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

Silverwood Decorating Guidelines

All decorating set-up and takedown must be done within your rental period.

Any decorations set-up before 10am may be taken down and discarded. Taping, stapling, nailing, or pinning is not allowed inside or outside (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.

Inside Decorating

Tables and Chairs – All tabletop decorations must be freestanding. Tape, staples, pins, or nails are not allowed to affix decorations to the tables or chairs. You may tie decoration to chairs. Indoor tables and chairs may not be moved outside. Candles and oil lamps are permitted. If candles are used, they must be in a container in which the sides are higher than the wick to prevent wax from dripping on the tabletop.

Indoor Flames - Candles and oil lamps are permitted. If candles are used, they must be in a container in which the sides are higher than the wick to prevent wax from dripping on the tabletop.

Walls and Windows - Taping, stapling, nailing, or pinning, or draping are not allowed on the walls, windows, or ceilings in the Great Hall or Classroom.

Extension Cords – We do not provide extension cords. You will need to supply your own.

Glitter and Confetti – Confetti, rice, birdseed, streamers, glitter, or poppers may not be used in or around the hall or park. Bubbles are allowed outdoors only.

Fog - Fog machines are not allowed in the Great Hall.

Personal Items – All items (personal and rental) must be brought in and taken out during your designated rental time.

Table Sizes – We offer 45 – 60" rounds and 30 – 8' banquet tables.

Room Dimensions – The Great Hall – 80' x 52', Classroom – 26' x 23'.

Outside Decorating

Outdoor Fireplace – An outdoor fireplace with a supply of wood is provided for use during your rental period. You may not bring your own wood into the park. The site host will start and tend to the fire. We ask that park guests do not start and maintain the fire; please see the host.

Glitter and Confetti – Confetti, rice, birdseed, streamers, glitter, 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 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 taken-down within the rental time frame. Please note – driving is not allowed on the patio. All items must be carried or carted in.

Silverwood 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.

An after event clean-up is just as important, if not more so, than the before event set up. Be positive of having an informed after event clean-up committee. Be sure to have an informed 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
- Discuss clean-up with your caterer

Personal Items and Decorations - Clean up all personal belongings and decorations in the Great Hall, Catering Kitchen, Classroom, and Dressing Room. Everything that arrived for your event should depart in your care. Use the delivery loading dock entrance on the south side of Silverwood to take out your personal belongings.

Tables and Chairs - Wipe off and reposition tables and chairs in the Great Hall, Classroom, and Dressing Room. If you used the teak folding chairs, please stack them on the rolling storage carts and return the cart back into the Great Hall.

Catering Kitchen - While it is the caterer's job to clean up after themselves, it is your responsibility to ensure all is done. Clean thoroughly and remove all food and waste. Absolutely no grease or food may be dumped anywhere in the park. Wipe off countertops, and inside the refrigerator/freezer. Sweep up large messes, especially broken glass. Mop up any spills.

Floors - Sweep up large messes, especially broken glass. Mop up any spills.

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.

Rotate full trash cans out to the loading dock. Reline trashcans with bags from the storage closet (your hall host will give you access to the storage closet as needed).

Please check the patio 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 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.

Silverwood Self-Catering Guidelines

Loading/Unloading - Use the loading dock entrance on the side of the Visitor Center.

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

Canopies - Canopies are allowed only on the cement and must be free-standing.

Tables and Chairs - **No** tables and chairs from the inside of the building are allowed outside. If you need tables for prep or outdoor use, you must provide your own. Tables from the patio area are for public park guest use, therefore are not allowed to be moved.

Amenities and Outlets - The built-in countertops, plugs, sink, refrigerator and freezer inside the Great Hall kitchen 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.

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 your caterer or Gale Woods staff.

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

Grills - If you bring your own grills, they must be used on the concrete pad near the loading dock door. Grills are not allowed on the grass. You must take your coals with you at the end of your rental.

Food - Leftovers must leave our site with you or thrown into the compost bins.

Trash, Recycle, Compost - All garbage, recycling and compost receptacles should be emptied at the end of an event. Be aware of this and do not overfill our trash and recycle 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. Hard liquor is not allowed anywhere on Park District property. To obtain a special use permit please contact one of the Park District Approved Caterers.

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, including the wedding party.

Host - A Silverwood host will be present during your rental period. If you are unclear about any of our policies or expectations please ask. Event hosts cannot except any form of tips. Please do not offer them money, alcohol, or anything as compensation for their work.

**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.