



Reservation Number: _____
Household Number: _____
Facilities Reserved:
<input type="checkbox"/> Great Hall <input type="checkbox"/> Amphitheater
<input type="checkbox"/> Classroom <input type="checkbox"/> Island

## Silverwood Great Hall Terms & Conditions

Name \_\_\_\_\_

Event Date \_\_\_\_\_

Phone # \_\_\_\_\_

E-mail \_\_\_\_\_

***Your reservation is not confirmed until a signed copy of this form is on file. 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. Security will be charged regardless if alcohol is being served. Individuals may not contract their own security. \_\_\_\_\_ (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)

**Dinnerware:** For your event, 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 options with your caterer. Please refer to compost guidelines for more information. \_\_\_\_\_ (initial)

**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. \_\_\_\_\_ (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 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 visitor center. Please use receptacles in the designated areas outside. Smoking is not allowed in wood or grassland 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 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 standard 20 amp circuits. Amplified music is not allowed on the patio. \_\_\_\_\_ (initial)

**Decorations and Signs:** Decorations cannot be nailed, tacked, taped, or affixed in any way to the facility, inside or outside. All decorations, other than free standing, must be approved before set-up. All decorations must be set-up and removed during your rental period; there are no exceptions. For all other decoration questions, please refer to the Decorating Guidelines. \_\_\_\_\_ (initial)

**Confetti and Rice:** No confetti, rice, birdseed, streamers, glitter, fireworks, or party poppers may be used in or around the hall, amphitheatre, or park. Balloons are allowed but not permitted to be released within the park environment. 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. \_\_\_\_\_ (initial)

**Canopies:** Canopies are only allowed in designated areas and must be weighted. Canopies may only be set-up and removed within the rental time frame. \_\_\_\_\_ (initial)

**Clean up:** 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.

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

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.

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. If items are not properly sorted into the receptacles provided, a portion of your facility deposit will be retained.

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. \_\_\_\_\_ (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.

**Dogs, Pets, and Other Animals:** Designated trails are provided for walking with pets. A trail map is available at [ThreeRiversParks.org](http://ThreeRiversParks.org). Pets must be attended to at all times and on a maximum of a 6-foot non-retractable leash. Only service animals are allowed in the buildings.

**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](http://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 the signed copy to Silverwood Park, 2500 County Road E, Saint Anthony, MN 55421. For questions or concerns please call 763.694.7707.