



The Landing – Wedding Guidelines

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

The Landing - Is located on the scenic Minnesota River, located approximately 23 miles southwest of Minneapolis in Shakopee just west of Valleyfair Amusement Park.

The Landing is a living-history museum that offers a unique wedding setting along the Minnesota River. This beautiful location features a panoramic view of the Minnesota River Valley from the Town Square of our recreated 1800s village of Eagle Creek. ***The Landing is designated as a Green Gatherings facility. See the Green Gatherings section on page 2 for more information*.**

Visitors can tour the site on foot or by horse-drawn trolley and meet face-to-face with costumed interpreters who portray people who might have lived in the Minnesota River Valley during the 1800s.

Wedding Rental Areas - We recommend you visit The Landing well before your event date to explore the options you have to choose from for your special occasion.

- **Bloomington-Ferry Church** A beautiful old-fashioned church with a seating capacity of up to 85 people.
- **Town Hall** Indoor space which is ideal for small receptions. The building has a seating capacity of up to 60 people.
- **Pavilion** An overhead picnic-style shelter, surrounded by trees and offering a scenic view of the Minnesota River, it has an approximate seating capacity of 200 people.
- **River Overlook** The Minnesota River overlook with its stone wall offers a scenic back drop for an outdoor wedding. It has a seating capacity of up to 250 people, with a level area below the stone wall perfect for smaller weddings.

Rental Fees

(Fees do not include sales tax)

Ceremony Only (one location)	\$700
Ceremony & Reception or Reception Only (two locations)	\$1200
One Hour Rehearsal	\$50
Facility Deposit	25% of rental fee
Security Fee	\$220

Rental Hours

Daily Rental 10:00 AM to 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.

As a reminder, your reservation does not provide exclusive use of The Landing. Other park guests may be visiting the site during the time you have it reserved. The park host on duty will do his or her best to limit these park guests from infringing on your event and assist with any problems.

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 Park District Reservations Office 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 - 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.

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.

Wedding Rehearsals - You may schedule a wedding rehearsal between the hours of 5 pm and 7 pm for a one-hour time period on any weekday. To schedule a rehearsal, please call 763.694.7631; a fee of \$50 is charged at that time. If you plan to have your rehearsal at The Landing and have not made a reservation, please call us soon.

Catering in the Parks - If you choose to have your event catered, we ask that you 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.

Dinnerware - You must choose to use either washable dinnerware or compostable disposable products. Non-compostable products and silverware are not allowed at The Landing. Please discuss your dinnerware options with your caterer or The Landing staff.

Green Gatherings – The Landing 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 2012, 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.

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.

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. Please use designated areas.

Music/Amplification - Live bands and DJs are allowed at The Landing. Restrictions may apply on special event weekends and weekdays.

Tables and Chairs - 200 chairs and 40 - 6' banquet-style tables are available as part of your rental. The Landing staff provides set-up and take-down as part of the rental.

- Set-up arrangements must be made a minimum of three weeks prior to your event date. Groups must provide any additional chairs or tables if needed.
- Once placed, tables and chairs will not be moved by park staff. Any additions or changes thereafter will be your responsibility.

Kitchen Facilities - There are no kitchen facilities available. There is electricity available from the Gazebo, Town Hall, Church, and the Pavilion. A water pump is available at the village square. Caterers usually have no difficulty setting up for events.

Canopies - If you need additional covered seating space, you may consider a canopy.

- The Park District does not rent canopies. However, with approval you may provide your own or rent one from another source. Permission for the canopy must appear on your permit and must be requested a minimum of one month prior to your event.
- Canopies must be no larger than 30x30 and must not have metal stakes. Canopies must be put up and taken down at the discretion of The Landing staff.
- Canopies may not be put up until the day of the reservation and they must be removed the same day.
- Canopies are allowed in designated sites to avoid power and water lines and damage to turf areas.
- **A Certificate of Insurance naming the Park District as an additional insured is required to be on file in the reservations office before canopies can be brought into the park.**

Decorations

- Balloons and other decorations are permissible but must be removed before you leave the park.
- All decorating of the Town Hall and Pavilion must be coordinated with The Landing staff.

Clean-Up - The reserving party is responsible for site clean-up after their event. All garbage, decorations, and personal articles must be removed at the end of your event.

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.

Changing Areas - There are no changing areas available at The Landing.

Special Equipment, Inflatables and/or Amusement Contraptions - Special permission is needed at least 14 days prior to your reservation before your group can bring in special equipment, inflatables, or contraptions. A \$25 per item fee is charged and there is a limit to the number of items each site can support. All items must be noted on your permit. It shall be unlawful to bring in, set-up, construct, or operate any amusement or entertainment contraption, device, or gadget without a permit.

- To avoid underground cables and wires, DO NOT set-up equipment until you have contacted The Landing staff for placement. Your group is responsible for moving tables under the canopy.
- **A Certificate of Insurance naming the Park District as an additional insured is required to be on file in the reservations office before special equipment, inflatables, and/or amusement contraptions can be brought into the park.**

Parking Information - Parking is free for all personal/family vehicles in all Three Rivers parks. Parking areas are filled on a first-come, first-served basis. Event parking and site access is near the west or group entrance gate. Your guests and service providers should be notified that there is a short walk from the parking area to the Town Square where the Town Hall, Gazebo, Church, and Pavilion are located. No vehicles are allowed on site during daytime hours.

Handicapped Accessibility - The Landing is partially handicapped accessible; if you have questions regarding accessibility, please contact park staff at 763.694.7784. Handicapped accessible restroom facilities are located behind the Town Hall.

Wildlife - Please respect the wildlife found in the park. Do not attempt to feed or catch wildlife.

- For the safety of the wildlife we ask that you do not throw rice; birdseed or flower petals are a good alternative.
- Butterflies, birds, balloons, etc. may not be released.

Other Program Information - Additional site and program arrangements may be coordinated to meet your group's special interests. Information and fees regarding these special program packages can be arranged. Please call 763.694.7784 at least one month prior to your reservation date.

Further Assistance - A staff person will be contacting you to finalize your plans. Contact our Group Sales Coordinator at 763.694.7631 or The Landing staff at 763.694.7784 with any questions or concerns.

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

Directions - The Landing is located approximately 23 miles southwest of Minneapolis, MN, at 2187 East Highway 101 in Shakopee. From Minneapolis, take Interstate 394 west, turn south on U.S. Highway 169 and take Highway 101 west. Take Highway 101 west approximately four miles to The Landing's entrance, which is located on the north side of the highway, just west of Valleyfair Amusement Park

Thank you for considering The Landing 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.

The Landing – 2187 East Highway 101 Shakopee, MN 55379 – 763.694.7784