



Reservation Number: _____

Household Number: _____

Facilities Reserved:

Pavilion Town Hall

Overlook Church

The Landing 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 the 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 facility deposit or paid for separately. _____ (initial)

Security Fee: An additional security fee will be charged if you are serving alcohol after 7 PM. The fee applies if alcohol is supplied by a vendor or the rental party. Individuals may not contract their own security. This must be arranged and paid for at the time of reservation. _____ (initial)

Caterer: If you choose to have your event catered, we require you to 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: For your event, 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 options with your caterer. _____ (initial)

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. You are required to use reusable dinnerware, tablecloths and napkins, or compostable substitutes at this facility. 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)

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. 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)

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 reservation time frame. There are no exceptions. For all other decoration questions, please refer to the decorations section in the guidelines. _____ (initial)

Confetti and Rice: No confetti, rice, birdseed, streamers, glitter, or poppers may be used in or around the pavilion, church, overlook, town hall, or park. Balloons are allowed but not permitted to be released within the park environment.

Site set-up, Clean-up, and Recycling: All equipment included for rent by the Park District will be set-up and delivered at the time of your reservation. For clean-up, your group is responsible for general pick-up of the site at the conclusion of your event. You are responsible to wipe off tables and chairs, and returning them to their original locations, and placing garbage in trash receptacles provided. Please place all appropriate recycling in the receptacles provided.

Please pay special attention to what can be recycled and composted. Please be sure your group members know how to sort their waste. Left over food should be removed by the rental party or placed in the compost bins. _____ (initial)

Music/Amplification: Amplified, recorded, or live music is allowed in the pavilion; however, sound levels must comply with the Park District Ordinance. Additional restrictions may apply on special event weekends.

Canopies: If you are planning to use your own canopy or other rented canopies, permission must appear on your permit. Canopies must be set-up within the staking area; canopies may only be set-up the day of the reservation and must be removed the same day.

Special Equipment, Inflatables, and/or Amusement Contraptions: A \$25 per item fee is charged and there is a limitation on the number of items the site can support as determined by each park location. All items must be noted on your permit and set-up within the area as noted on the staking area map. *A Certificate of Insurance naming the Park District as an additional insured is required to be on file in the Reservations Office before such equipment can be brought into the park.*

Smoking: It shall be unlawful for any person to smoke or use tobacco products in or within 25 feet of any entrance to indoor areas. _____ (initial)

Dogs, pets, and other animals: Are not allowed in the park.

Solicitation and Sales: You are not permitted to sell, solicit, peddle, or rent any goods, wares, 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**.

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 send the signed copy to The Landing, 2187 East Highway 101, Shakopee, MN 55379. For questions or concerns, please call 763.694.7784.