ThreeRivers
PARK DISTRICT

Reservation Number: _____
Household Number: _____
Facilities Reserved:
☐Chalet

Hyland Chalet Terms & Conditions

Name_____ Event Date _____

Phone #_____ E-mail _____

Your reservation is not confirmed until a signed copy of this form is on file at Hyland. Please return immediately. Please read, initial, and sign at the bottom.

Rental: Rental time Monday-Friday from 4:00 PM-11:00 PM and Saturday and Sunday from 10:00 AM-11:00 PM April-September.

Payments: Final payment must be made in full on the day of the event. Groups requesting tax-exempt status must submit the appropriate documentation prior to the event. _____ (initial)

Cancellation Policy:

- If a cancellation is made *240 days prior* to 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 $250.00 will be due at the time of the reservation. If no damages occur or loss of Park District property occurs, the facility deposit will be refunded or applied toward any food and alcohol purchases. If damages or loss occur, charges will be deducted from the facility deposit or paid for separately. _____ (initial)

Caterer: If the Hyland Chalet catering staff caters your event (minimum if $1000.00 spent on food) there is no facility rental fee. If you choose NOT to have the Hyland Chalet cater your event there is a facility rental fee of $600.00 and you must use one of the Three Rivers Park District Approved Caterers. Please note that a caterer's usage fee is assessed to each caterer by the Three Rivers Park District. It is the caterer's responsibility to pay this fee; However, you should expect it to be incorporated into you bid from the caterer. IF the catering policy is not followed, a portion of your facility deposit may be retained. _____ (initial)

On-Site Catering: In arranging for private functions all food and alcoholic beverages must be provided by the Hyland Chalet. Minnesota State Laws prohibit guests from bringing their own food or alcoholic beverages into a licensed establishment with the exception of a wedding cake. As required for food safety, food prepared is to be consumed at the event and may not be removed from the event. Buffet food items are served at specified time and will be left out for no more than one hour after service. Menu selection, details and guaranteed attendance counts are due no later than five days prior to the event. Any events scheduled for Saturday and Sunday need to have a final count by noon on Monday. You will be billed for the final count plus any extras. All pricing is subject to change without notice. Hyland Chalet will guarantee pricing 60 days prior to the scheduled event. _____ (initial)

Alcohol Policy - Beer, wine, ciders, hard lemonades, and other malt-based, single-serving beverages are permitted in glass bottles or cans only. 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)

Bartending Services: Bartending services must be arranged through the chalet. Bartending services are $30.00 an hour with a 4-hour minimum. _____ (initial)

Smoking Policy: The chalet is a smoke free facility. Smoking is allowed outside of buildings.

Music/Amplification: Music is allowed in the chalet. We ask that no music be played outside after 7 PM in compliance with the Bloomington Noise Ordinance. Hyland Chalet reserves the right to limit noise levels at scheduled events. _____ (initial)

Decorating: There is a minimum charge of $100.00 an hour for our staff to set-up and tear down any banquet tables, dining tables and chairs for the event. Decorating by staff can be arranged for a fee of $50.00 an hour with a 1-hour minimum not including materials. _____ (initial)

Table and Chairs: All dining room tables must be covered by the guest in either paper, plastic or linen. All tabletop decorations must be freestanding. Candles and oil lamps are permitted only if they are used in a container with the sides higher than the wick to prevent wax from dripping on the tabletop. You may tie decorations to chairs. Indoor tables and chairs may be moved to the patio but not out on to the lawns. _____ (initial)

Glitter and Confetti: These and other items are not to be thrown or used during the event.

Walls: Use of nails and staples is strictly prohibited. We pledge to make your event as comfortable as possible. Our staff is dedicated to detail and courteous service. _____ (initial)

I_____ agree to abide by all terms and conditions and guidelines governing the rental facility of Hyland Ski and Snowboard Area/Chalet.

Signature_____ Today's Date_____

*Pease date, sign, and send to Hyland Park, 10145 Bush Lake Road, Bloomington MN 55438. For questions or concerns please call 763.694.7810.