

Planning Guide for the Lake Elmo Park Reserve Nordic Center

The rental fee includes the use of the Lake Elmo Park Reserve Nordic Center, firepit and non-exclusive use of the outside patio and adjacent lawn area. A lectern, A/V system with 80" monitor and a wireless microphone, and tables with chairs, along with an indoor gas fireplace are available for your use. The kitchenette, which includes a double door refrigerator/freezer and microwave, is included in facility rentals.

Capacity: The Nordic Center capacity is 88 people. This includes guests, performers, vendors, service providers and any additional persons inside the great room during the event. The room comfortably seats up to 84 people at tables and chairs.

Note: The Nordic Center is a designated trailhead. The public has access to the restrooms, lobby area, and lawn/trailheads.

Primary Hours of Use: 9:00 a.m. – 10:00 p.m. April – October or by special request

Vehicles: All vehicles entering the park must have a vehicle permit. Vehicle permits can be obtained at the office or pay station at the entrance of the park, or the pay station located outside of the Nordic Center. If the licensee would like to pay for their guests' daily entrance fee the licensee must work with the park staff to establish a Guest List prior to the event. The licensee is responsible for paying for the entirety of the Guest List after their event.

Events must conclude, guests depart, and all rental and personal items must be removed by the end of the agreed rental period. The Parks Manager or designee must approve, in writing, any arrangements for early or late delivery/pickup.

Note: Both park gates close at 10pm. There is no entry to the park after that time.

Set-Up Arrangements:

- The room will be set before your arrival, according to the diagram chosen from the options. There is no staff to rearrange furniture after it has been set up.
- The setup diagram must be chosen and submitted to the Lake Elmo Park Reserve Office no later than fourteen days prior to the event.

All items associated with your event may be delivered after the beginning of your rental time-period and must be removed from the site prior to the scheduled ending time for your event.

Please note: Furniture items provided by the renter or rental companies may not be brought into the Nordic Center. They may be used outdoors.

Amenities included in your rental fee:

- 84 Chairs (24 with arms)
- 8 – 36" Café Round Tables
- 12 – 30x60" Rectangular Tables
- 4 – Benches
- Lectern

- Coat Rack *Available upon Request
- A sound system with a microphone, for inside use only.
- 80" monitor
- HDMI Adapters for cell phones. Available for check out at the Lake Elmo Contact Station.

Change Over: If you are holding both a ceremony and reception in the Lake Elmo Park Reserve Nordic Center, you may need a changeover from ceremony seating to reception seating. Check with your caterer to see if they will provide this service. No park staff will be available for a changeover during your event.

Food Preparation /Service: The Washington County Public Health Department allows the use of licensed caterers only. (See "Catering Guidelines for Washington County Park Facilities")

- The kitchenette is for food service only, not food preparation. Food must be prepared off site and served from the kitchenette area.
- No red food dye in punch is allowed.
- If meat is carved outside of the kitchen, a pan to catch drippings/spills must be used and carpets/floors protected.
- If using a chocolate fountain or other similar items, please ensure the floors and walls are protected from splatters.
- The caterer is responsible for cleaning the kitchen and removal of all catering items by the end of your rental period.
- Health Department regulations require that all food-related garbage be removed immediately following an event.

Alcohol Policy: You must adhere to all state and local laws governing alcohol use.

- Beer, wine, wine coolers, and champagne are allowed at the Nordic Center with the presence of a Security Officer*. **Washington County Parks assumes no liability for alcohol service or consumption. (See insurance guidelines for serving of alcohol.)**
- No hard liquor.
- No kegs, pre-mixed drinks, cash bars, open bars, or "bring your own alcohol" allowed.
- Alcohol service must conclude no later than 9:30 p.m.
- The licensee supplies all alcohol. (You may purchase the alcohol, use a bar service, or have your caterer provide it.)
- Alcohol may be consumed on the patio/firepit area but not on the trails, parking lots, or other parts of the park.

Security Officer Provision: All events serving alcohol will require a Security Officer. **Staff reserves the right to make the final determination on the need and the timeframe for a security officer; based on the individual event.** Parks Staff will schedule this service through the Washington County Sheriff's Department. The client will pay the security officer a fee of \$65.00 per hour, for a minimum of four (4) hours and Parks Staff will collect payment on behalf of the security officer no later than two (2) weeks prior to the event. If the security officer stays beyond the pre-arranged time, additional fees will be paid by the client to the officer on the night of the event. The security fee is not set by Parks staff and is subject to change. If the event is cancelled or service is no longer needed the Security Officer must be notified 3-days prior to the day of reservation or the client must pay the four-hour minimum fee of \$260.00.

Clean Up Responsibilities: The licensee is **not responsible** for putting away indoor tables and chairs. **The client must ensure that all catering, decorations, and personal items are out of the building by the end of the event and that the caterer has cleaned the kitchen.**

Trash and recycling must be disposed of in provided receptacles. Any excess garbage and recycling that does not fit in receptacles must be removed by the caterer and/or licensee.

Music/Entertainment: Dancing and dance bands are allowed both indoors and out. However, outdoor music must conclude at 9:30 p.m. In addition, this agreement requires minimal sound amplification which is subject to the discretion of the parks staff.

Smoke/tobacco Free Building: A NO-SMOKING/TOBACCO USE policy is in effect throughout the building. Smoking is permitted outside, away from the doors.

Decorations:

- No tape, nails, tacks, stick pins, staples, 3M hangers or other hanging/attachment devices allowed on walls or woodwork. Suction cups may be used on glass surfaces.
- NO CANDLES OR OPEN FLAMES ALLOWED. Electric candles and electric tea lights are allowed in addition to chaffing warmer dishes used for catering service.
- NO RICE, BIRD SEED, HELIUM BALLOONS, SPARKLERS/FIREWORKS, or CONFETTI IS ALLOWED INSIDE THE BUILDING or ON THE GROUNDS.
- Flower petals may be used indoors if you use a runner, and they are picked up immediately following the ceremony. If using flower petals outside, you do not need a runner, but you must pick them up immediately after the ceremony.

Advertising Guidelines: All advertisements, announcements or posters must refer to the building as The “**Washington County Parks Nordic Center**” or the “**Lake Elmo Park Reserve Nordic Center**”.

Building Security – Lock-Up Procedures: The building doors are set to lock automatically at the end of your agreed upon rental period. Please ensure all items are removed and the doors are shut completely when you leave the building.

Fireworks, including sparklers, are not allowed in the Washington County Parks in compliance with Washington County Parks Ordinance.

Insurance - May be required for events with certain criteria or if alcohol is being served. Certificate of Insurance must be on file at least 2 weeks before event.

Insurance Coverage for Special Events: Insurance may be required for events including, but not limited to; music, dancing, food/beverage service, and/or events involving the addition or removal of furniture or equipment from outside the building. Staff reserves the right to make the final determination on the need for insurance; based on the individual event. If required, the client must provide the Washington County Parks with proof of insurance two weeks (14 days) prior to the event. **The event may not take place until proof of insurance is received.**

- The insurance policy must be in the name of the person signing the lease agreement with **Washington County**.
- We require Bodily Injury & Property Damage Liability with a minimum of \$500,000 per claimant and a minimum of \$1,500,000 single occurrence.
- Please list the **Washington County** as a “**Certificate Holder**” through the date of the event. Do NOT list the Washington County as “Additional Insured.”

Washington County

14949 62nd Street N

Stillwater, MN 55082

Damage Deposit – A \$250 Refundable Damage Deposit is required for all events. The Premises must be left in as good a condition as received, normal wear and tear accepted. The damage deposit fee will be refunded in total or in part after both parties agree that all conditions of this agreement have been satisfied. If damages exceed the amount of the damage deposit fee, additional charges shall be assessed.

Cancellation Policy – A 30-day notice is required by the renter to be reimbursed for a cancellation. There are no refunds for no shows or cancellations made due to weather. The \$8.00 reservation is non-refundable.

Washington County Park Ordinances – Park Ordinances are in place governing the parks under the jurisdiction of Washington County, Minnesota. The licensee must abide by ordinances laid out in Washington County's Park Ordinance #213 which can be found online.

Thank you for reading and following our policies. These policies are in place to help protect the park and Nordic Center and to ensure a welcoming and fun experience for you and your guests. If you have any questions about the Planning Guidelines or would like to set up a tour of the space, please contact the Parks Office at **651- 430-8370 or Parks@co.washington.mn.us**.