



Terms & Conditions

Your reservation is not confirmed until a signed copy of this form and the Agreement is on file with a \$150 payment

Rental: Rental time is either 4 hours or 6 hours per reservation. **All deliveries, photos, set-up and take down must occur during this block of time.**

Payments: At the time of reservation, a \$150 "Hold" deposit is due, which is applied toward the rental fees. The balance of fees must be made no later than 8 weeks prior to event. Payment can be made by American Express, Master Card, or Visa. Payment may also be made by cash or check at Roseville City Hall. Additionally, a \$125 damage deposit is due at the time of final payment.

Cancellation Policy: If a cancellation is made 240 days prior to the use date, 100% of the fees will be refunded. If a cancellation is made 120-239 days prior to the use date, 70% of the total fee will be refunded. For cancellations made 60-119 days prior to the use date, 50% of the total fee will be refunded. All cancellations made within 59 days of use date 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.

Damage Deposit: A damage deposit of \$125 will be due at the time of final payment for reservation. If damages or loss occur, charges will be deducted from the damage deposit, or paid for separately. If no damage or loss of Park property occurs, including but not limited to the ornamental water fountain, changing facility, pavilion, flowers, or any other vegetation, the deposit will be refunded within 30 days after the rental date. Absolutely no tampering with or entering the ornamental water fountain! A damage fee will be processed for cleaning or any damage caused to the fountain during your rental time.

Food & Beverage: You may have food and non-alcoholic beverages served on the grounds. Glass containers may not be used, and all garbage must be disposed of properly. We do not have restrictions on your choice of caterer. However, we require that the caterer drive only on pathways, with flashing lights, and be escorted through the pathways to the delivery destination; or park in the lot and transport the product through the park. No vehicles are allowed in the inner part of the park, only on the outer paved pathways – No Exceptions! Any damage or improperly disposed of garbage will be charged to the rental party. Also, we encourage the use of compostable paper products.

Alcoholic Beverages: No alcoholic beverages of any kind are allowed on the property, unless you have received permission and a special permit for 3.2% beer from the Arboretum Rental Manager.

Smoking: It is unlawful for any person to smoke or use tobacco/vaping products in Roseville Parks.

Tent, Canopy or Chuppah: If you are planning to rent or provide your own tent, canopy or chuppah, permission must be approved by Park staff prior to event. These temporary structures are only allowed in designated areas and must be weighted. No stakes are allowed on site. They must be set up and taken down within the rental time. No vehicles are allowed on grass or unpaved pathways.

Other Vendors: The rental party is responsible to ensure all vendors follow these Terms & Conditions. Vehicles are not allowed to drive on the grass, brick areas, or unpaved walkways. NO EXCEPTIONS! All deliveries of equipment must be made within your reservation. Early delivery and late pick-up are not allowed. Any equipment delivered before the check-in time or left after the check-out time will be discarded, and will result in forfeiture of the \$125 damage deposit.

Facility Use: Site Set Up - maintenance staff will ensure an electrical cord is placed in your rental zone for electrical use, and that the pavilion is cleared of picnic tables. The restrooms and changing rooms will be stocked and cleaned. Chairs or other seating forms are allowed for use but are NOT provided by the Parks and Recreation Department. Clean up - your group is responsible for general pick-up of the site at the conclusion of your event. You are responsible for placing garbage in trash receptacles provided.

Decorations and Signs: Decorations cannot be nailed or tacked in any way to facilities, 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. Any flower boxes, or other unwanted materials, must be picked up by the permit holder and disposed of properly. Frequently, there are multiple events scheduled at the same park area in one day. One group should not leave litter for the next group, or neighborhood residents, or park keepers, to clean up.

Littering is Not Permitted: We do not allow confetti, rice, streamers, glitter, flower petals, bird seed or poppers to be used in or around the park. Balloons are allowed but not permitted to be released within the park environment.

Music/Amplification: In respect for our neighbors, we do not allow amplified music unless prior approval and a special permit is granted by the Roseville Parks and Recreation Department. Lighting and sound levels must comply with all City Ordinances and electric capacity. Electrical availability is limited, and use must be coordinated in advance with Rental Manager.

Dogs, Pets and Other Animals: Pets must be leashed on a maximum of a 6-foot leash, and must be attended to at all times. All waste must be responsibly picked up and thrown into trash containers.

Solicitation and Sales: You are not permitted to sell, solicit, peddle, or rent any goods, ware, services, merchandise, edibles, or collect any money anywhere in the Park without prior approval from Rental Manager.

Ordinances: Any permit or reservation may be revoked upon violation by the permit holder of any ordinance, rule, or regulation of the Park System. You are responsible for all guests' behavior and actions. The permit is only for one event for the names listed. Letting other parties use the grounds or selling part of the time is not allowed and will automatically result in loss of damage deposit and additional fees.

Exclusivity: Your permit guarantees that no other wedding or event is scheduled at the same time in the same location as yours. A permit does not guarantee exclusive use of the park area for your event. The park will be open to the public, but people are usually considerate of special events and stay to the perimeter of park areas.

I, _____ agree to abide by all Terms & Conditions and
(print or type name)

Guidelines governing a rental on _____ at the Muriel Sahlin Arboretum.
(event date)

Signature _____ Today's Date _____

*Send the signed form to Roseville Parks and Recreation: 2660 Civic Center Drive, Roseville MN 55113

For questions, please call 651-792-7118
Day of Rental Emergency Phone: 651-321-4012

Muriel Sahlin Arboretum
2525 Dale Street North • Roseville MN
www.cityofroseville.com/191/Muriel-Sahlin-Arboretum