



Terms & Conditions

Rental: Rental block of time is up to 2 hours, 4 hours or up to 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 deposit is due, full payment 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. 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 fee will be refunded. If a cancellation is made 120 days prior to the use date, 70% of the total fee will be refunded. For cancellations made 60 days prior to the use date, 50% of the total fee will be refunded. All cancellations made within 60 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 no damage or loss of Park property (to include changing facility) occurs, the deposit will then be refunded within 30 days after the reserved date. If damages or loss occur, charges will be deducted from the damage deposit, or paid for separately.

Food & Beverage: You may have food and non alcoholic beverages served on the grounds, we ask that no glass containers be used and that all garbage is disposed of properly. If you choose to have your event catered, 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. We prefer 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 from Roseville Parks and Recreation Arboretum Rental Manager.

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

Tents, Canopies, & Chuppahs: If you are planning to use your own canopy, chuppah or other rented tents, permission to set up the canopy must be approved by Park staff prior to event. Tents & canopies are only allowed in designated areas and must be weighted. No stakes are allowed on site. Canopies may only be set up the day of the reservation and must be removed the same day. No vehicles are allowed on grass or unpaved pathways.

Other Vendors: The rental party is responsible to ensure all vendors follow the Terms and 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 time frame. Early delivery and late pick-up are not allowed without prior approval. **Any equipment delivered before the check-in time or left after the check-out time will be discarded and a fee of \$150 will be charged.**

Facility Use: Site Set Up- maintenance staff will ensure an electrical cord is placed in your rental zone for electrical use. The bathrooms will be stocked and cleaned. **Absolutely no tampering with or entering the fountain on the grounds!** A damage fee will be processed for cleaning or any damage caused to the fountain during your rental time. Chairs or other seating forms are allowed for use and are NOT provided by the Parks and Recreation Department. Flowers or any other vegetation may **not** be moved, cut, or removed from any Roseville Park. 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 countertops and sinks and return any furniture to their original locations, 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. There are no exceptions. Any flower boxes, or other rubbish, 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, nor for the neighborhood residents, or park keepers, to clean up.

Littering is not permitted: No confetti, rice, streamers, glitter, flower petals, bird seed or poppers may 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, electrical use must be coordinated in advance with Rental Manager.

Dogs, Pets and Other Animals: Pets must be attended to at all times and must be leashed on a maximum of a 6-foot leash.

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.

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. There will be other people using the park, but they are usually considerate of your needs and stay to the perimeter of park areas.

2660 Civic Center Drive Roseville, MN 55113. For questions or concerns, please call 651-792-7106
Weekend Maintenance Cell Phone: 651-775-5120

Muriel Sahlin Arboretum
Roseville Parks and Recreation Department
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www.cityofroseville.com/parks