



Rental Policies and Procedures September 2016

1. Rentals at Springbrook Nature Center
2. Inspirational Gathering Space Features
3. Additional Rental Options
4. Rental Hours
5. Reservation and Payment Policy
6. Damage and Code of Conduct Policy
7. Cancellation Policy
8. Amenities Included with Rentals
9. Rental Rates
10. Decorating Guidelines
11. Zero Waste Guidelines
12. Room Setup and Cleanup Guidelines
13. Catering Guidelines
14. Alcohol Policy
15. Tobacco Use Policy
16. Supervision of Children
17. Music and Amplification Guidelines
18. Event Parking
19. Accessibility Statement
20. Park Policies

1. Rentals at Springbrook Nature Center

Thank you for your interest in Springbrook Nature Center as your rental destination. Whether you are looking for a small, informal gathering or a larger space for a wedding or banquet, you have found the perfect location. Our facility is nestled amongst the natural beauty of forests, prairies and wetlands, providing the perfect backdrop for your event. With stunning views, trail access and an attached patio your guests can meander outside and observe the sights and sounds of nature up close.

If this rental destination is what you are looking for, give us a call and let us help you plan your special event.

Springbrook Nature Center has four rooms for rent. Each room is 20' x 40' and can accommodate up to 50 people, depending on layout. Adding more rooms increases your accommodation size. The inspirational gathering space is 40' x 80' and accommodates up to 190 people depending on the type of event and the table layout. All rental areas feature projectors, screens and an audio system.

2. Inspirational Gathering Space Features:

- Staff liaison for entire event
- Seating up to 190
- 24 - 5' Round Tables (for seating up to 8 individuals per table)
- 16'x 34' floor suitable for dancing
- Audio/visual equipment
- Outdoor patio
- Pre-approved list of caterers for food and alcohol
- Catering Kitchen with separate entrance
- Year-round availability (contingent upon nature center calendar)

3. Additional Rental Options:

- Use of educational exhibit area is not included in rental fee but can be added for an additional \$50 per hour. Access to the vestibule and reception area are included with your rental.
- Ceremony chairs and arches for outside ceremonies can be rented through outside vendor
- D.J. Recommendations Available

4. Rental Hours

Classroom(s) rentals are available:

Monday-Thursday	9:00 a.m. to 9:00 p.m.
Friday	9:00 a.m. to 5:00 p.m.
Saturday	9:00 a.m. to 5:00 p.m.
Sunday	9:00 a.m. to 5:00p.m.

Inspirational Gathering Space (Weddings & Large Events)

Fridays from 5:00 p.m. to Midnight (music and beverage service must end at 11:00 p.m.)

Saturdays-Noon to Midnight (music and beverage service must end at 11:00 p.m. with cleanup completed by Midnight)

Each classroom can seat up to 50 people, depending on the layout. All rooms are 20' x 40'. Classrooms can be combined to accommodate larger groups.

Oak Savanna Classroom (room 1) features linoleum flooring, a projector and large projection screen

Prairie Classroom (room 2) features carpeted flooring and a SMART Board

Wetland Classroom (room 3) features carpeted flooring and a SMART Board

Woodland Classroom (room 4) features carpeting flooring, projector and large projection screen with access to the catering kitchen

5. Reservation and Payment Policy

At the time of reservation, 50% of the full payment is due. Your Payment can be made with a Visa or MasterCard, cash or check. Final payment must be received:

For a meeting/classroom: 7 days prior to the rental date.

For the full banquet room: 30 days prior to rental date.

Your reservation is not confirmed until a signed copy of the reservation agreement is received. Please read and return immediately.

6. Damage and Code of Conduct Policy

A damage/code of conduct deposit is also due at the time of the reservation. This fee will be processed and then issued as a credit if no damage is incurred.

\$100 for one to three classroom rentals

\$500 for banquets and wedding receptions

Normal site maintenance is included in your reservation fee. If no damages occur or excessive cleaning is not necessary, and all guidelines are followed, the deposit refund will be processed by the City of Fridley within 30 days of your reserved date.

If damages or excessive cleanup occurs, and/or guidelines are not followed, all or part of your deposit will be retained. If your group causes extraordinary maintenance and/or cleanup, you will be charged to cover labor and maintenance costs, and any repair costs. This includes the exhibit area or nature center grounds.

7. Cancellation Policy

Cancellation Policy for Classroom(s) and Banquet Room

- If a cancellation is made 60 days prior to the rental date, 100% of the fee will be refunded.
- If a cancellation is made 30 days prior to the rental date, 50% of the fee will be refunded.
- All cancellations within 30 days of rental date are non-refundable.
- No refunds are given due to weather conditions unless the park or facility is officially closed due to severe weather conditions.

8. Amenities Included with Rentals

- Set up of tables and chairs.
- AV system, including microphone, and projection screen.
- Twelve-cup coffeemaker, microwave
- Catering kitchen (with Inspirational Gathering Space and Woodland Classroom)
- Staff liaison to coordinate site amenities
- Magnetic dry erase boards (part of operable partition walls and not available when partitions are open)

9. Rental Rates

Inspirational Gathering Space Rental Fees:

\$1800.00 Non Resident
 \$1600.00 Resident
 \$1200.00 Non-Profit

Pricing Per Classroom

Per hour rate (with 2 hour min.) Resident - \$30
 Per hour rate (with 2 hour min.) Non-Resident \$50

Non-Profit Organizations

Non-profit 501(c)(3) organizations may rent spaces at Springbrook Nature Center at the approved City of Fridley resident rate. Any requests to waive or reduce this rental fee must be made 60 days in advance of the requested rental date. Requests must be made in writing and presented along with a non-profit designation letter to the Springbrook Nature Center Director. Requests will be presented for consideration to the City of Fridley Parks and Recreation Commission.

10. Decorating Guidelines

- All decorations, tables, serving stations, storage, etc. for your event must be in rental room(s). Public areas may not be used unless authorized by staff. Set-up in public area may not begin before 5:00 p.m.

- No thumbtacks, pins, poster putty, tape of any kind may be used on the walls.
- Only magnets and masking/painter's tape are permitted on whiteboards.
- Open flame candles are not permitted. LED and battery-operated candles may be used.
- To protect our park ecosystem, confetti, rice, birdseed, streamers, glitter, fireworks (including sparklers) or party poppers may not be used indoors or outdoors. Helium balloons may not be used indoors or outdoors.
- Signs and banners must be approved and may not be tied, taped, or otherwise affixed to or across trees, signs, or other structures. All approved signs and banners must be set up and removed within the rental time frame. Sandwich boards may be used as temporary signage.

11. Zero Waste Guidelines

Springbrook Nature Center is a "Zero Waste" facility. The nature center is committed to lessening our impact on the environment by reducing the amount of waste generated at events. Ample waste receptacles will be provided for garbage, recyclables and compostable items.

The following Zero Waste practices *will be required* at your event:

Use of washable dinnerware, cutlery, glassware, linens, and linen napkins **OR** compostable paper products, cutlery, drink ware, table coverings, and napkins. Individual water bottles are not recommended.

12. Room Setup and Cleanup Guidelines

Set-up and clean-up must be done within your reservation time. This includes decorating and deliveries. Building use exceeding the allotted time will be charged a penalty fee of \$55 per hour per room (\$220 per hour for Inspirational Gathering Space).

You are responsible for informing caterers and vendors of the scheduled delivery window. Please have your reservation application form with you to confirm your reservation rental times. No one can access rental room(s) before the rental period begins. If your rental is outside business hours, the building will be closed until the rental time begins. If your rental is for a large event or wedding please contact the staff for access time. Please inform guests and vendors that the building and rental room(s) will be locked if they arrive early.

13. Catering Guidelines

If you choose to have your event catered, your caterer must register with the City of Fridley. A list of registered caterers can be found on our website at www.springbrooknaturecenter.org.

- Caterers are only allowed to access the catering kitchen and set up in the rental room(s) during your rental hours. Use of the hallway or exhibit area is prohibited during business hours.

- Caterers will be instructed to use the exterior door and pathway to cart food and supplies to and from the event. Caterers may not drive up to the exterior door. Two carts are available for use by the caterer.
- Caterers are responsible for linens, serving items and all tableware items.
- No commercial catering vehicles may be on-site if the caterer is not on the approved list.
- Food and beverages are not permitted in the exhibit room
- If serving alcohol at event, the caterer must serve both food and alcohol, you cannot have two separate caterers.

If you choose to self-cater your event follow the listed guidelines:

- All alcoholic beverages are prohibited.
- Catering kitchen is available for use. There is no range available for cooking. A microwave and coffee maker are available.
- Access to electrical outlets is included in the catering kitchen.
- A commercial refrigerator and freezer are available for use. Space may be limited.
- Set up in the rental room(s) can only be completed during your rental hours. Use of the hallway or exhibit area is prohibited during business hours.
- You are required to use the exterior door to access the catering kitchen. You must use the pathway from the curb to the exterior catering door to cart food and supplies to and from the building. You may not drive up to the exterior door of the catering kitchen. Two carts are available for your use.
- You are responsible for your own linens, serving items and all tableware items.
- Use of “Zero Waste” guidelines as described in section 11 required.

14. Alcohol Policy

Fridley City Code Section 508.21 States:

Notwithstanding any laws to the contrary, malt liquor and wine may be sold and or consumed for receptions or social events within the Springbrook Nature Center Interpretive Building and or in an adjacent outdoor designated space allowed only by written agreement with the City under the following conditions (Ref 1293):

A. Pursuant to a temporary on-sale intoxicating liquor license (only non-profit organizations may apply by contacting Fridley City Clerk Deb Skogen at Deb.Skogen@FridleyMN.gov at least 30 days in advance of the event).

B. Pursuant to a temporary on-sale 3.2% malt liquor license (only non-profit organizations may apply by contacting Fridley City Clerk Deb Skogen at Deb.Skogen@FridleyMN.gov at least 30 days in advance of the event).

C. Pursuant to a temporary consumption and display permit(only non-profit organizations may apply by contacting Fridley City Clerk Deb Skogen at Deb.Skogen@FridleyMN.gov at least 30 days in advance of the event).

D. A private party may contract with a liquor caterer licensed by the State of Minnesota under M.S. 340A.404, Subd. 12 and registered with the City, as required in Chapter 609 of this Code. The liquor caterer may provide food, malt liquor, and wine to their guests for consumption in the Springbrook Nature Interpretive Building and/or adjacent outdoor designated space as part of a social event.

E. The holder of a retail on-sale intoxicating liquor license may dispense malt liquor and wine off the licensed premises at any convention, banquet, conference, meeting, or social affair conducted on the premises of the Springbrook Nature Center; however, the licensee is prohibited from dispensing malt liquor or wine to any person attending or participating in a youth amateur athletic event being held on the premises. A youth amateur athletic event, for the purposes of this section, is defined as an event whose participants are 18 years of age and younger.

Malt-based beverages which include beer, ciders, hard lemonades, and wine coolers may be served from a keg or from single-serving glass bottles or cans.

Wine may be served from single-serving glass bottles, large bottles, or boxed containers.

- Alcohol may not be consumed by any person under the legal age of 21. Valid identification may be requested of any guest at any time during your event.
- Alcohol may not be consumed in any part of the interpretive center until the building closes to the public at 5:00 p.m.
- In accordance with Fridley City Code Section 508.21.D., a private party may contract with a registered caterer to provide food, malt liquor and wine to their guests. Any alcohol served at a catered event must be incidental to the serving of food and must be provided by one City registered caterer identified on a current Board-approved caterer list.
- Events serving alcohol between the hours of 5:00p.m. and midnight must hire City of Fridley approved security service at a cost of \$100 per hour.

15. Tobacco Use Policy

Springbrook Nature Center is a tobacco free facility and park. All forms of tobaccos use are prohibited. Your group is responsible for any damage and/or cleanup resulting from any tobacco use.

16. Supervision of Children

Children must be supervised by an adult at all times, including in the exhibit area or on nature center grounds. Amusement or entertainment structures such as bounce houses are prohibited. Damage caused by guests, including children, will result in loss of damage deposit. Damage in excess of the deposit is also the responsibility of the rental party.

17. Music and Amplification Guidelines

Live bands and DJs are allowed after 5 p.m. All rooms are equipped with standard 20 amp circuits and an AV system that will play music from a laptop, iPod/iPhone, smartphone, or MP3 Player. A microphone and public address system is also available for use.

Amplified music must cease at 11:00 p.m.

18. Event Parking

There are 120 parking spots in the nature center parking lot, with 5 handicapped parking slots. *Please be aware that all parking spots may not be available for your event.* The parking lot is open for public use from 5 a.m. to 10 p.m. and we cannot reserve parking. If you will have a large number of guests, contact us to discuss options.

19. Accessibility Statement

Springbrook Nature Center is accessible to people using wheelchairs and able to accommodate people with other disabilities. Please contact us prior to your event to arrange availability of disabilities equipment or needs.

20. Park Policies

A complete listing of City of Fridley park policies can be found at:

<http://www.ci.fridley.mn.us/DocumentCenter/Home/View/548>

In addition to the policies and guidelines detailed above, the following are prohibited at Springbrook Nature Center:

- Dogs and other pets other than service animals
- Picking or collecting of any plants, wildflowers, or animals
- Feeding of wildlife, especially bread to ducks and geese
- Alcoholic beverages outside of rental spaces and times
- Tobacco Products

Thank you for considering Springbrook Nature Center for your special event. Please let us know if we can be of any further assistance.