

Attachment Four Sioux Falls Parks and Recreation Reservation Policy for Weddings

General Wedding Reservation Information

- Weddings ARE NOT permitted at Arrowhead Park, Falls Park, Veterans' Memorial Park, or the River Greenway Amphitheatre.
- Parks and Recreation will schedule wedding events at four park locations only:
 - Tuthill House and Garden (reservation fee of \$75 plus \$100 per 4-hour time block on weekends/holidays from May 1 through September 30 – or – reservation fee of \$75 plus \$25 per hour on weekdays year-round or off-season weekends/holidays).
 - McKennan Park Sunken Garden and Arbor (reservation fee of \$75).
 - Sherman Park Gazebo and Arbor (reservation fee of \$75).
 - Terrace Park Japanese Garden and Band Shell (reservation fee of \$75).
- Wedding events are weddings and/or wedding rehearsals.
- All reservation fees must be submitted with the application. Credit card charges will not be run until the reservation is confirmed. **All reservation fees are nonrefundable once your reservation is confirmed.**
- Weddings may be scheduled by submitting a 2016 Wedding Application Form to the Park Office, 100 East Sixth Street, Sioux Falls, SD 57104, by mail or in person. The application form **MUST** be signed in order for it to be processed.
- The Wedding Application Form is available to be printed off the Park website, www.siouxfalls.org/parks. The form is also available at the Park Office.
- Only one application per wedding will be accepted. Submission of multiple applications will disqualify all applications.
- During a yearly early reservation period, applications delivered or postmarked from November 1 through November 30 will be accepted. **The earliest date to deliver or mail an application to schedule a wedding will be November 1 of the previous year.**
- All applications from this early reservation period will be considered between December 1 and December 15. Confirmation will be made in writing or by email on or before December 15 for all wedding applications received during the early reservation period. A copy of the information and rules for the specific wedding location will be sent. This information is also available on the Park website, www.siouxfalls.org/parks.
- Applications postmarked or delivered after November 30 will be considered and confirmed after December 15 as they are received. Confirmation will be made in writing or by email and a copy of the information and rules for the specific wedding location will be sent. This information is also available on the Park website, www.siouxfalls.org/parks.

- Any conflicts in reservation requests will be resolved by lottery.
- Any person not receiving the requested reservation date will be contacted to make arrangements for a different date or location.
- To preserve the privacy of a scheduled wedding, the Tuthill House and the Tuthill Garden area or the Terrace Japanese Gardens and Terrace band shell may not be reserved separately.
- If amplified sound is needed for a duration of *more than one hour*, the requesting party needs to contact the Sioux Falls Health Department at 605-367-8760 to apply for a permit for relief from the noise restrictions in Noise Control Ordinances.
- Permits for vehicles or canopies may be required and must be requested from the Park Office.
- Wedding rehearsals may be scheduled by phone after a wedding reservation has been confirmed. Call the Park Office at 605-367-8222.

Weekend or Holiday Summer Season Wedding Reservation Information

- Two weddings per day at each location may be scheduled on weekends and holidays during the months of May through September.
- Weekend time blocks are 12 noon to 4 p.m. and 6 p.m. to 10 p.m. on Fridays, Saturdays, and Sundays.
- Holiday time blocks are 12 noon to 4 p.m. and 6 p.m. to 10 p.m.
- Area maintenance on the weekends will take place before 12 noon and from 4 to 6 p.m.
- Tuthill House reservations must have a two-hour cleanup time scheduled between reservations on the same day.
- **A weekend/holiday wedding cannot reserve both time blocks during any one day at any of the four locations.**
- **All activities associated with a weekend/holiday wedding MUST take place within the time block reserved. This includes any prewedding activities such as chair delivery, setup, decorating, photographs, etc., and any teardown/cleanup.**
- All wedding reservation fees, including the per-hour reservation fee for the Tuthill House, must be submitted with the application and will become nonrefundable once the wedding reservation is confirmed.
- Weekend or holiday wedding reservations must be made a minimum of five working days preceding the date of reservation.

Weekday Summer Season Wedding Reservation Information

- During the months of May through September, weekday wedding reservations will be made in one-hour increments between the times below.
 - Monday through Thursday—8 a.m. to 10 p.m. (excluding holidays)
- **All activities associated with a weekday wedding MUST take place within the time block reserved. This includes any prewedding activities such as chair delivery, setup, decorating, photographs, etc., and any teardown/cleanup.**
- All wedding reservation fees, including the per-hour reservation fee for the Tuthill House, must be submitted with the application and will become nonrefundable once the wedding reservation is confirmed.
- Tuthill House reservations must have a two-hour cleanup time scheduled between reservations on the same day.
- Summer weekday wedding reservations must be made a minimum of five working days preceding the date of reservation.

Off-Season Wedding Reservation Information

- During the months of October through April, wedding reservations will be made in one-hour increments between the times below.
 - Monday through Sunday—9 a.m. to 8 p.m.
 - No weddings will be scheduled at the Tuthill House on Thanksgiving Day, Christmas Eve Day, or Christmas Day.
- **All activities associated with an off-season wedding MUST take place within the time block reserved. This includes any prewedding activities such as chair delivery, setup, decorating, photographs, etc., and any teardown/cleanup.**
- All wedding reservation fees, including the per-hour reservation fee for the Tuthill House, must be submitted with the application and will become nonrefundable once the wedding reservation is confirmed.
- Tuthill House reservations must have a two-hour cleanup time scheduled between reservations on the same day.
- Off-season wedding reservations must be made a minimum of five working days preceding the date of reservation.

Additional Partner Wedding Locations:

For information on scheduling a wedding at the **Great Bear Recreation Park Chalet**, please call 605-367-7317 or go to www.greatbearpark.com.

For more information on scheduling a wedding at the **Great Plains Zoo and Delbridge Museum**—indoors or outdoors—please call the group services coordinator at 605-367-8313, extension 149, or go to www.greatzoo.org.

For information on scheduling a wedding at the **Mary Jo Wegner Arboretum**, please call 605-367-4414 or go to www.maryjowegnerarboretum.com.

For information on scheduling a wedding at the **Overlook Cafe**, please call 605-367-4885 or go to www.fallsoverlookcafe.net.