

Attachment 4: Sioux Falls Parks and Recreation Reservation Policy for Weddings and the Tuthill House

General Wedding Reservation Information

- Wedding events are weddings and/or wedding rehearsals.
- 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).
- To preserve the privacy of weddings scheduled at Tuthill Park, the House and Garden area will both be reserved for each wedding. To preserve the privacy of weddings scheduled at Terrace Park, the Japanese Gardens and band shell will both be reserved for each wedding.
- Weddings may be scheduled by submitting a Wedding Application Form to the Park Office, 231 North Dakota Avenue, Sioux Falls, SD 57104, by mail or in person. Applications not containing a signature will be considered invalid.
- The Wedding Application Form will be available to be printed off the Park website, www.siouxfalls.org/parks. The form will also be available at the Park Office and may be mailed upon request.
- All reservation fees must be submitted with the application. Credit card charges will not be processed until the reservation is confirmed. All reservation fees are nonrefundable.
- An early reservation period has been established from November 1 through November 30 annually. Applications for weddings to be scheduled in the upcoming year that are received at the Park Office during the time frame will be accepted and entered into a lottery for available dates at each location. Results of the lottery will be confirmed in writing or by email by December 16.
- Any person not receiving the requested reservation date through the early wedding reservation process will be contacted to make arrangements for an alternate date or location.
- If amplified sound is needed for a duration of more than one hour, the requesting party will be instructed by office staff at time of reservation confirmation that it is necessary for them to contact the Sioux Falls Health Administration Office at 605-367-8760 to apply for a permit for relief from the noise restrictions in Noise Control Ordinances.
- Other permits for vehicles or canopies may be required and must be requested from the Park Office.

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 start at 12 noon to 4 p.m. and 6 p.m. to 10 p.m. on Fridays, Saturdays, and Sundays.
- Holiday time blocks start at 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.
- A weekend wedding cannot reserve both time blocks during any one day at any of the four locations.
- All activities associated with a weekend wedding need to be planned within the four-hour time block.
- All wedding reservation fees, including the per-hour reservation fee for the Tuthill House, must be included with the application and will become nonrefundable once the wedding reservation is confirmed.
- Weekend or holiday Tuthill House and Garden 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, wedding reservations will be made in one-hour increments between the times below.
 - Monday through Thursday—8 a.m. to 10 p.m.
 - Holidays excluded.
- All activities associated with a weekday wedding must take place within the scheduled reservation.
- All wedding reservation fees, including the per-hour reservation fee for the Tuthill House, must be included 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 Tuthill House 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, Christmas Eve Day, or Christmas Day.

- All activities associated with an off-season wedding need to be planned within the specific hours reserved.
- All wedding reservation fees, including the per-hour reservation fee for the Tuthill House, must be included 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 Tuthill House reservations must be made a minimum of five working days preceding the date of reservation.

Tuthill Park House and Garden Information and Rules

- All activities associated with a reservation need to be planned within the time block reserved.
- Park closing of 10 p.m. must be observed. Event must be over and participants must be out of the house and garden by 10 p.m. regardless of starting time.
- If your event uses amplified sound with a duration of more than one hour, you must contact the Health Department at 605-367-8760 about a permit per Section 93.007 of the Code of Ordinances.
- A 110-volt/20-amp electrical outlet is available in the Tuthill Garden gazebo. You must request electrical power for your event.
- No vehicles are allowed on grass or sidewalks without a permit. Permits may be requested at the Parks and Recreation Office at 605-367-8222.
- Canopies are only allowed in a designated area adjacent to the garden. If a canopy is used in a designated area, a permit must be obtained. Please call the Park Office at 605-367-8222 to request.
- There are approximately 23 white park benches available for use at the Tuthill Garden. Each bench seats four. Chairs are allowed in the Tuthill Gardens, but they must be removed immediately following your event. You may bring your own chairs or you may rent them from area vendors. Chairs may not be delivered the day before your event and left overnight in the park. No chairs or benches may be placed in flower or plant beds.
- Parking is available in picnic area parking north of gazebo.
- No alcohol is allowed in the Tuthill Park House or Garden by City Ordinance Section 95.029 Alcoholic Beverages.
- The maximum for a reception using tables in the Tuthill House is 40 people. Five oblong tables are available.
- The maximum for reception/meeting using just chairs in the house is 50 people.
- An additional 40 people can be accommodated on the outdoor deck. Tuthill House chairs and tables must stay in the house or on the deck and must not be moved to the lawn or the garden area.
- Tuthill House kitchen has a sink and refrigerator, and 110-volt/20-amp outlets are available for a coffeepot or a Crock-Pot, etc. Please do not overload outlets.

- No smoking is allowed inside the Tuthill House.
- The fireplace is for decorative purposes only.
- Decorations allowed in the Tuthill House are table decorations or baskets/vases of flowers. No lit candles are allowed. Nothing may be stapled, tacked, or taped to walls or woodwork. Parks and Recreation does not provide tablecloths.
- Garlands or decorations used in the Tuthill Garden can be tied or wired in place. Nothing may be stapled or tacked to gazebo.
- The Tuthill House key will not be given out. A Park employee will open the house, monitor use, and lock up.
- Users are requested to clean up all litter and decorations. Please place trash in the containers provided.
- The reserving party will be held responsible for any damages caused by activities during the time the party has access to the property.

McKenna Park Sunken Garden and Arbor Information and Rules

- All activities associated with a reservation need to be planned within the time block reserved.
- Park closing time of 10 p.m. must be observed. Event must be over and participants must be out of the park by 10 p.m. regardless of starting time.
- If your event uses amplified sound with a duration of more than one hour, you must contact the Health Department at 605-367-8760 about a permit, per Section 93.007 of the Code of Ordinances.
- Electrical outlets (110-volt/20-amp) are available in the sunken garden area. You must request electrical power for your event.
- No vehicles are allowed on grass or sidewalks without a permit. Permits may be requested at the Parks and Recreation Office at 605-367-8222.
- Canopies are only allowed in a designated area adjacent to the Gardens. If a canopy is used in a designated area, a permit must be obtained by contacting Park Office at 605-367-8222. An on-site meeting must take place with Park Operations employees a minimum of 48 hours prior to the event.
- McKenna Sunken Gardens have no available benches. Chairs are allowed in the Sunken Gardens, but they must be removed immediately following your event. You may bring your own chairs or you may rent them from area vendors. Chairs may not be delivered the day before your event and left overnight in the park. No chairs may be placed in flower or plant beds.
- Parking is available for about 20 vehicles in McKenna parking lot. Some parking is also available on the street.
- No alcohol is allowed in McKenna Park by City Ordinance Section 95.029 Alcoholic Beverages.
- Users are requested to clean up litter. Please place trash in the containers provided.

- The reserving party will be held responsible for any damages caused by activities during the time the party has access to the property.

Sherman Park Gazebo Information and Rules

- All activities associated with a reservation need to be planned within the time block reserved.
- Park closing time of 10 p.m. must be observed. Event must be over and participants must be out of the park by 10 p.m. regardless of starting time.
- If your event uses amplified sound with a duration of more than one hour, you must contact the Health Department at 605-367-8760 about a permit, per Section 93.007 of the Code of Ordinances.
- Electrical outlets (110-volt/20-amp) are available in the Sherman Gazebo. You must request electrical power for your event.
- No vehicles are allowed on grass or sidewalks without a permit. Permits may be requested at the Parks and Recreation Office at 605-367-8222.
- Canopies are only allowed in a designated area adjacent to the gazebo. If a canopy is used in a designated area, a permit must be obtained. Please call the Park Office at 605-367-8222 to request.
- There are approximately 20 benches available for your use. Chairs are allowed in the Sherman gazebo, but they must be removed immediately following your event. You may bring your own chairs or you may rent them from area vendors. Chairs may not be delivered the day before your event and left overnight in the park. No chairs or benches may be placed in flower or plant beds.
- Parking is available alongside the park and in the zoo parking lot.
- Garlands or decorations used in the Sherman gazebo can be tied or wired in place. Nothing may be stapled or tacked to gazebo.
- Users are requested to clean up litter. Please place trash in the containers provided.
- The reserving party will be held responsible for any damages caused by activities during the time the party has access to the property.

Terrace Park Japanese Gardens and Band Shell Information and Rules

- All activities associated with a reservation need to be planned within the time block reserved.
- Park closing time of 10 p.m. must be observed. Event must be over and participants must be out of the house and garden by 10 p.m. regardless of starting time.
- If your event uses amplified sound with a duration of more than one hour, you must contact the Health Department at 605-367-8760 about a permit, per Section 93.007 of the Code of Ordinances.
- The Terrace Park band shell has 110-volt/20-amp electrical outlets. You must request electrical power for your event as the electrical box is kept locked.
- There are no electrical outlets available in the Japanese Gardens.

- No vehicles are allowed on grass or sidewalks without a permit. Permits may be requested at the Parks and Recreation Office at 605-367-8222.
- Canopies are only allowed in a designated area near the band shell. If a canopy is used in a designated area, a permit must be obtained. Please call the Park Office at 605-367-8222 to request.
- There are approximately ten benches available for your use in the Japanese Gardens. Approximately ten benches are also available in the band shell area.
- Chairs are allowed in the Japanese Gardens or the band shell area, but they must be removed immediately following your event. You may bring your own chairs or you may rent them from area vendors. Chairs may not be delivered the day before your event and left overnight in the park. No chairs may be placed in flower or plant beds.
- Parking is available in the swimming pool parking lot and along residential streets for 50 to 75 cars.
- Terrace Park Japanese Gardens and band shell are considered a package and therefore cannot be individually reserved for wedding events.
- Users are requested to clean up litter. Please place trash in the containers provided.
- The reserving party will be held responsible for any damages caused by activities during the time the party has access to the property.

Other Wedding-Related Event Locations

Information on wedding reservations offered by four partner organizations—Great Bear Recreation Park, Mary Jo Wegner Arboretum, Overlook Café, and Great Plains Zoo & Delbridge Museum—will be provided on the Parks and Recreation website at www.siouxfalls.org/parks.

- 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 & Delbridge Museum**—indoors or outdoors—please call the group services coordinator at 605-367-8313, Ext. 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.