

# Hyland Hills Chalet



Hyland Hills Chalet  
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763.694.7811  
Brynn Wheatley Photography

2023-24 Season



## Event Rentals at Hyland Hills

Nestled in the scenic, 1,000-acre Hyland Park Reserve and Ski Area, Hyland Hills is a newly renovated chalet featuring a soaring pine ceiling, 40-foot windows, and a dramatic, panoramic view of the ski slopes. Get excited to celebrate your marriage with food, drink, dancing, outdoor games, and socializing.

### Alpine Room

Alpine Room is our main event space, seating up to 320 guests.

### Ridgeview Room

Ridgeview Room will be included with the reservation of the Alpine Room on all Friday, Saturday & Sunday bookings. This is an additional space for storage, getting ready, and bridal party room. Max capacity is 48 guests.

### Hyland Hills Chalet Rental Hours:

Rentals of the Hyland Hills Chalet begin at 10am and end at 11pm. Nothing can enter the space prior to the rental timeframe. All belongings, guests and vendors must be out of the building by 11pm. All decorating, set-up and take down, must be done within your rental period. Excessive cleanup or staff being required to stay late may result in part of your damage deposit being withheld.

### Hyland Hills Chalet Rental Rates:

Saturdays + Holidays	Friday + Sunday
10am - 11pm	10am - 11pm
Room Rental: \$2500	Room Rental: \$2200
Damage Deposit: \$500	Damage Deposit: \$500
Security Fee: \$240+tax	Security Fee: \$240+tax

All rentals of the Hyland Hills Chalet will be charged a \$500 damage deposit. That fee will be refunded after the event barring any damage, excessive clean up or issues with guideline compliance.

All events going past 7pm require Hyland Hills Security on site. All events serving alcohol require Hyland Hills Security regardless of end time.



Kylie Marie Moore Photography



Byrns Wheatley Photography



Aurora Pines Photography 2023-24 Season

## Ceremony Options

- Great Lawn – Included in the room rental fee. The great lawn consists of all the green space in front of the Alpine Room. There is no set ceremony site, couples can select their favorite location. Ceremony chairs must be rented from a third-party vendor. All set up must be done within 10am – dusk.
- Indoors – Included in the room rental fee. Ceremony chairs included. Hyland staff will set the Alpine Room prior to 10am on the day of your event. We do not provide staff to flip the room during the day. Your party is responsible for resetting any tables and chairs you would like moved during your event.
- Top of Hill - \$1500 additional fee. This ceremony site includes a chair lift ride to the top of Mount Gilboa. **\*\*This ceremony site is unavailable in 2023 due to ongoing hill improvements.\*\***



Maddi Woldo Photography



Brynn Wheatley Photography



Wenchi Yang Photography

## Alpine Room Rental Includes:

- Use of the Alpine Room, Ridgeview Room, Patio & Great Lawn
- 13-hour rental period
- Banquet style seating or auditorium style seating for up to 320
- 60" round banquet tables - seats 8 comfortably
- 6' or 8' banquet tables for head tables, guest book, dessert, dj tables, etc.
- Overhead Speakers with wireless microphone for speeches and toasts
- Projection Screen and Projector (require an HDMI or USB connection)
- 4 - 85" flat screen tv's (require an HDMI or USB connection)
- 25 x 21 dance floor
- Outdoor patio with tables, chairs, fire table and café lighting
- Lawn games- giant jenga and bean bag toss, upon availability
- Floor Easels (3 available)
- 5 changing rooms on the lower level
- Ample indoor restrooms
- On-site parking with ~160 spaces, cars can be left overnight if needed

## Optional Rental Items:

- Décor items available for rent include 6 high top tables with floor-length black linens, wooden table numbers, card box, welcome sign and battery operated lanterns.
- Outdoor PA system for ceremonies on the great lawn is available to rent, upon request.

Each event is staffed with a Hyland Hills staff member during the set up and the event, and bartenders if your event has alcohol service. This person is responsible for keeping Hyland Hills in working order and ensuring that all venue guidelines are followed. This person is not responsible for handling your event specifics. Please see our Day of Coordinator info for assistance with event specifics.

# Décor Guidelines

All décor must be set up and taken down during the rental period.

## Indoor Décor Guidelines

- All décor must be freestanding. Taping, stapling, nailing, gluing, or pinning is not allowed on walls, windows, posts, columns, railings inside or outside. 3M Products are not allowed.
- Tables and Chairs- All tabletop decorations must be freestanding. You may tie decorations to the chairs and silver railings.
- Indoors tables and chairs may not be moved outside. Any desired outdoor chairs or high-top tables must be rented from a third-party rental vendor.
- Indoor Flame- Candles must be in a container in which the sides are higher than the wick to prevent wax from dripping on the tables. Candles cannot be on the windowsills or on the steps.
- Extension Cords- We do not provide extension cords.
- Glitter and Confetti- Confetti, rice, birdseed, streamers, glitter, LED filament wands or poppers may not be used. Bubbles are allowed outdoors only. Flower petals are allowed only if picked up immediately afterwards.
- Fog and Smoke- Fog and smoke machines are not allowed.



Aurora Pines Photography



Charize Healy Photography



Aurora Pines Photography



Kathy Yang Photography



WW Photography

## Outdoor Décor Guidelines

- Patio - Decorations may not be placed beyond the edge of the patio area.
- Glitter and Confetti - Confetti, rice, birdseed, streamers, glitter, or poppers may not be used. Bubbles are allowed outdoors only. Flower petals are allowed only if picked up immediately afterwards.
- Balloons - Balloons are allowed; however, all fragments that are on the ground must be picked up. Balloons may not be released in the park.
- Outside Flames - Candles, tiki torches, luminaries, sparklers, fireworks, wish lanterns or any type of open flame outside are not allowed.
- Canopies - Canopies are allowed. All canopies must be set up in designated areas.
- Signs and Banners - Temporary signs on independent laths may be located within the park. Banners or signs may not be tied, taped, or otherwise affixed to or across trees, signs or other posted-type structures. All signs and banners must be set-up and taken down within the rental time frame.
- All tents, canopies or outdoor décor must be weighted. Items cannot be staked into the ground

# Catering

All food & non-alcoholic beverage (with the sole exception of wedding cakes and desserts) must be provided by one of the Three Rivers Park District Approved Caterers or Hyland Hills. The Approved Catering List will ensure a distinctive and personalized experience for your event. Drop off catering is not allowed. A catering team member must set-up, maintain and clear dishware at your event. Please note that a 13% caterer's usage fee is assessed to each caterer by the Park District. It is the caterer's responsibility to pay this fee; however, you should expect it to be incorporated into your bid from the caterer.

Check out Hyland Hills modified catering menu for items such as breaks, appetizers, and late-night snacks.



Lily & Lima Photography



Aurora Pines Photography

# Desserts

Wedding Cakes and desserts can be brought in from anywhere and do not have to go through the catering process as listed above. We love to see your personal style in your dessert choice. \$150 clean up fee may be assessed for candy buffets, popcorn, or ice cream if the clean-up from these items is excessive. S'mores are not permitted on our fire table. Dessert Food Trucks are allowed.

# Bar Service

Bartending services must be arranged through the Hyland Hills Sales & Events Office.

Bartending services are \$75 an hour plus tax with a 4-hour minimum. We have one indoor bar and an optional outside/portable bar available for an additional service fee. There is no beverage minimum for our bar services. All beverages purchased are subject to a 20% service fee. Bar service must end by 10pm.

Hyland Hills Chalet only serves beer, wine, cider, malt beverage, and non-alcoholic beverages.  
No outside alcohol or liquor is permitted.



Kyle Marie Moore Photography

# Day of Coordinator

\$950 investment

Your wedding is one of the most exciting days of your life, but it can also be the most stressful. With a day of coordinator, you can focus on being present during the day and leave the details to our team. Hiring a day of coordinator relieves you from being the point of contact on your big day, so you can enjoy the moment with friends, family, and your new spouse! A day of coordinator is perfect for couples that have done most of the planning, but just need a little assistance to finalize all the details.

When hiring a day of coordinator from Hyland Hills, you have one on one email and phone contact with your coordinator, up to 3, one-hour in-person or zoom detail meetings in the 6 weeks prior to your event and your coordinator will be on-site for 10 hours during your event. Please note, our day of coordinator is not able to work at offsite ceremonies.

A day of coordinator's role can include:

- **Pre-Wedding Meetings:** Finalize timelines, review vendor lists, create ceremony order, organize décor set up list and create layout.
- **Wedding Rehearsal:** Free wedding rehearsal at Hyland Hills (subject to availability) and assist in leading the party through the rehearsal.
- **Set Up:** Décor set up including linens, table settings, centerpieces, candles, wedding signs, photographs, programs, menu cards, favors, and any other decorative items provided by the couple. The use of all Hyland Hills décor is included (excluding stage & pipe and drape)! Items must be reserved before your event and include card box, table numbers, welcome sign, easels, and lanterns!
- **Guidance during ceremony & reception:** Coordinating with all vendors, cueing entertainment for ceremony, coordinating bridal party down the aisle, keeping reception flow and timing on track.
- **End of Evening:** Distribute any final payments on your behalf, coordinate the packing of all wedding materials and décor; if you elect to have the day of coordinator stay until the end of your event.

## Alpine Room Cancellation Policy

- If a cancellation is made more than 365 days from the reservation date, 100% of the fee will be refunded.
- If a cancellation is made between 240-365 days from the reservation date, 50% of the fee will be refunded.
- If a cancellation is made between 180-240 days from the reservation date, 25% of the fee will be refunded.
- All cancellations made within 180 days from the reservation date are non-refundable.
- **Booking Transfers** - we can transfer your date to a future open date for a fee of \$100. Your cancellation policy does not extend with the new booking.
- At the time of reservation, payment is due in full. Payment can be made by MasterCard, Visa, Discover, or American Express. Payment may also be made by cash or check at the time of the reservation if received at the Park District Reservation Office or at Hyland Hills Chalet. Prices are subject to change.



Brynn Wheatley Photography



Charise Healy Photography



Master Brendl Photography



Brynn Wheatley Photography

# Hyland Hills Policies

- Please refer to our rental agreement for full descriptions of all Hyland Hills Policies.
- Wedding Rehearsal: Rehearsals are scheduled between the hours of 4-7pm on any weekday the space is not booked. A rehearsal can be reserved no more than 30 days prior to your requested date. Please contact the event coordinator at 763-694-7811 to inquire about a rehearsal at the venue. Rehearsal is \$50 for a 1-hour time block.
- Photography: Is allowed in the public spaces at the chalet during your rental period. Your reservation receipt will act as your photography permit. Drone photography is not permitted. You are not allowed to drive on any of the trails, without prior authorization. If you would like to take photos at the Top of The Hill - please contact the event coordinator to discuss.
- Accessibility: Hyland Hills Chalet is fully ADA accessible. Each restroom area has a baby changing station, handicap accessible stall and dual height sinks. All entrance and exit doors meet ADA standard widths. There is an elevator in our building and a ramp going down to the great lawn.
- Smoking: Is prohibited within 25 feet of any building entrance. Designated smoking areas are the patio and the front outside entrance.
- Dogs in the Park: Dogs must be always attended to on a maximum of a 6' non-retractable leash. Pets are not allowed inside park buildings. Exceptions are made for marked service animals.
- Music/Amplification: Live bands and DJs are encouraged. Lighting and music sound levels must comply with Hyland Hills /Three River Park District Ordinance and building electrical capacity. Our building is equipped with standard 20-amp circuits. Amplified music is not allowed on the patio, apart from ceremony sound. *Note: Hyland Hills' in-house speakers are meant for toasts and speeches only and should not be relied upon for dance music. Excessive volume can damage our speakers and may result in additional fines.*
- Park Guidelines: We are a public park. There may be people walking, hiking or playing disc golf on the grounds. They do not have access to the Alpine & Ridgeview Rooms during private events.
- Preferred Vendors: Please refer to our Preferred Vendor List as a suggestion of vendors to help you with all of your wedding needs. Some vendor discounts available for Three Rivers guests.
- Alcohol: There is absolutely no outside alcohol allowed on the property. Violation of this policy could result in the loss of your damage deposit.
- Last Call: Last call will be served at 9:45pm. The bar will close at 10pm.
- Last Dance: Amplified music must end at 10:30pm to allow enough time to take down and pack up decorations. Guests must take out all personal belongings and décor by 11pm.
- Clean Up: Everything that entered your space for the event should leave Hyland Hills by 11pm. This includes your personal belongings, décor, guests, and vendors. Anything left by your party will be sent with the last person to leave Hyland Hills after clean-up. Excessive cleanup or staff being required to stay late may result in all or part of your damage deposit being withheld.

# Testimonials

We had an amazing time having our wedding ceremony and reception here. The staff was amazing and we had a great experience with everyone involved! And the space looked amazing!

*Morgan & Riley*  
Morgan Riley Photography



Aurora Pires Photography

Thank you so much! We had the PERFECT day! Thanks again to you and your team for a perfect wedding day we loved celebrating at Hyland!

*Alaina & Zach*  
Love Photography



We had our redo wedding reception at Hyland Hills and got lots of compliments on the venue! The chalet fit our needs perfectly and I would recommend it to anyone! Suzanne, the venue's coordinator, was very responsive, and the bar staff on hand the day of were helpful when we had questions or needs. I loved that this venue is on the lower side price-wise, can accommodate 300+ guests, and offers the flexibility to coordinate with any of the 20+ caterers on their approved list. On the big day, we could get in anytime after 10 am to decorate, but the ceiling and windows were so pretty that the space required minimal decoration! Guests had a great time on the outdoor patio as well. All in all a great experience.

*Becky & Joshua*  
Aurora Joy Photography



The staff at Hyland Hills were extremely poised and professional. You would never believe this venue is a ski chalet in the winter season. The space became completely transformed into an elegant space, inside and out.

*Makenzie H.*  
Alex Harvan Photography



Thank you so much for everything over the last year and a half! We had an incredible day and were so glad we were at Hyland. It was a perfect place for us and it could not have been more beautiful! Thank you!

*Sam & Jake*  
Mind of Me Photography



Charise Healy Photography

Thank you so much We loved this venue from the start. Great views and fun times are easy to have in this location. We didn't need to decorate a lot, the views from inside of the venue were fantastic. Loved having the ability for guests to go outside and enjoy the views and get some fresh air. We received lots of compliments from our guests about how beautiful the wedding venue was. We were so happy to have our wedding in this venue. A special thanks to Suzanne for helping make our wedding such a special day in your venue! for everything over the last year and a half! We had an incredible day and were so glad we were at Hyland. It was a perfect place for us and it could not have been more beautiful! Thank you!

*Pat's Lauren*





# Top of the Hill Ceremony Guidelines

Top of the Hill Ceremonies are not available in 2023 due to ongoing hill improvement projects.

We will accept 2024 bookings starting in January 2023.

Rate: \$1500

- Top of Hill ceremonies are available June 1 to the 1st Sunday in October.
- Hyland Hills reserves the right to block out dates for hill and lift maintenance.
- The chair lift will run for a maximum of 3 hours.
- All members of the Rental Party, invitees, guests, and vendors must be off the chair lifts and top of hill area by dusk.
- The Rental Party are responsible for acquiring outdoor ceremony chairs from a third-party vendor.
- Transportation to and from the top of the hill for the ceremony must be in authorized Hyland shuttles only. No personal vehicles are allowed without prior approval.



Layne White House Photography

## Top of Hill Cancellation Policy

- A full refund will be issued if a top of hill ceremony is cancelled no later than 48 hours prior to reservation start time (10am).
- A 50% refund will be given if notice is received between 24-48 hours.
- No refunds are issued, full or partial, for cancellations less than 24 hours prior.
- On the event that the chair lift is not operable, the ceremony will need to be moved to the Great Lawn or indoors with a full refund of the Top of Center Hill ceremony fee.

## Things To Note

- Riding the chair lift will take some extra time, approximately 7 minutes from bottom to top. Please plan accordingly & invite guests 30-50 minutes before your ceremony start time.
- There are no restrooms at the top of the hill.
- Hyland Hills Chalet has an outdoor PA system with 2 speakers and a microphone available for a rental fee of \$150.



Elizabeth Kappel Photography