

Park & Recreation

Proposed event name: _____ Proposed location: _____

Date(s) of the event: _____ Time(s) of event: _____

Group name or organization: _____ Contact Name: _____

Address: _____ City: _____ Zip: _____

Email: _____ Phone Number: _____

Type of organization (please circle one): *For Profit* *Non-Profit* *Charity*

Estimate the number of participants you expect to attend the event: _____

Event Description: _____

Please circle all activities that apply:

Tents/Canopy Inflatables Vendors Food Trucks Alcohol Amplified Music Performance Stage

Policy: All applicants for special events, programs, sporting events and permits must supply the following information before a valid permit can be obtained.

1. Proof of liability insurance that names the City of St. Cloud as additional insured meeting all of the minimum tort claim limits for the special event, program, sporting event or activity.
2. Articles of incorporation or certified business status documents (for profit, non-profit or charity) for the organization making application.
3. List of current Board Members or Chair-Persons or Executive Committee Members or Leader(s) of the organization and their contact information.

Security Deposit: All permits are subject to a security deposit. The deposit will be reasonably determined by the Park & Recreation Director pursuant to City Ordinance Section 236.21. No application will be considered unless the applicant has paid the required security deposit.

Fee: No application will be considered unless the applicant has paid the required fee pursuant to City Ordinance Section 236.00.

See back side for guidelines and information.

Guidelines for Park Events

St. Cloud Park & Recreation Park Permits

Park permits are required to conduct special events. Special events include walk/runs, tournaments, concerts or gatherings of 50 participants or more in St. Cloud Park and Trails. Below is a list of permits that may be required for your event, please review carefully.

Certificate of Liability Insurance: A certificate of Liability Insurance is a requirement to host a special event. Renters must provide a minimum of \$1,000,000 of general liability coverage for each occurrence and shall name the City of St. Cloud as an additional insured. Based on special event activities, some events may be required to obtain additional coverage. Contact your organization or private insurance company to obtain liability insurance. If you don't have private insurance or your organization does not have insurance, you may obtain insurance through the League of MN Cities Tenant User Liability Insurance Program (TULIP). Information on TULIP is located online at: <http://www.lmc.org/page/1/Tenant-User-Liability-Insurance-Program.jsp>. City of St. Cloud code for the TULIP program: 0501-B4Y.

Food Handling/Selling: If selling food or handing out food to the public you must have a permit. For permit information contact the City of St. Cloud Health Department, call 255-7214 or go online at www.ci.stcloud.mn.us.

Alcohol: Alcoholic beverages may not be consumed, possessed, dispensed, transported or carried in any of the City parks with the exception of the following. Beer and wine packaged only in its original glass free container will be allowed in Wilson, Lion and Riverside Parks. Keg Beer is allowed in Wilson and Riverside Parks when permitted. Keg Beer is not allowed in Lions Park. Within the grounds of the Lake George Complex or anywhere on Eastman Park, alcohol will only be allowed as pursuant to a temporary on-sale liquor license that has been granted. Alcoholic beverages served pursuant to a temporary license may not be consumed or possessed outside of a service area as defined by the Parks & Recreation Director. Individuals found with alcohol will be charged with a \$1000 fine or sentenced up to 90 days in jail.

Garbage: Depending on the size of the event and the number of participants may be required to provide own garbage containers and pick up.

Sanitary Restrooms: Depending on the size of the event and the number of participants may be required to provide own sanitary restrooms.

Directional Markers: No paint or chalk paint should be used as directional markers on the trail systems in the parks. Suggestions for directional markers include cones, sidewalk chalk, small signs or volunteers. Renter will be charged an additional fee if paint or permanent marks are placed on the trail system.

Additional Permits: If your event exceeds 400 people, has amplified music or if you are planning any activities that include areas outside of park boundaries, you will need to obtain a Special Event Permit through City Hall. Examples would be large concerts, parades, blocking off streets, walk/run on the streets, etc. For more information about the permit process, contact the City Clerk at 255-7210 or visit City Hall.

Contract Agreement: The renter will abide by all rules governed in City Ordinances and all Park & Recreation Department policies. The renter also understands that failure to abide by these rules and regulations could result in additional fees or denial of facility use.

Signature

Updated 9/21/2018

Date