



101 West Pine Street
 Stillwater, MN 55082
 Parks Division

Special Use Permit Request
 Policy #: PKP199
 (651) 275-7075

Group/Agency _____ Date of Event _____
 Contact Name _____ Time IN _____
 Address _____ Event Start _____
 Email _____ Time OUT _____
 Phone _____ Est. Attendance _____

Park Location: Historic Courthouse

Describe your event and the location/facilities within the Historic Courthouse:

Rental Rates (Rates are per hour, please check all that apply)

Courtroom - During Public Hours (M-Fr) 9am-4pm (Sat-Sun) 10am-4pm (rate is per hour)	\$60	
Courtroom – After Hours 4pm-10pm (rate per hour, minimum 3 hours)	\$150	
North Lobby Meeting Room – During Public Hours (M-Fr) 9am-4pm (Sat-Sun) 10am-4pm (rate is per hour)	\$25	
North Lobby Meeting Room – After Hours 4pm-10pm (rate is per hour, minimum 3 hours)	\$30	
Register of Deeds Meeting Room (M-Fr) 9am-4pm (Sat-Sun) 10am-4pm (rate is per hour)	\$30	
Register of Deeds Meeting Room – After Hours 4pm-10pm (rate is per hour, minimum 3 hours)	\$30	

Additional Fees (Please check all that apply)

Refundable Kitchen Cleaning Fee	\$100	
Alcohol Fee	\$100	
Insurance (required for all events)	\$125/\$200	
Historic Jail Access (2 hour block)	\$100	
Custom Room Set Up	\$25	

Commercial Use (Please check all that apply)

Still Photography	\$150	
Video Photography	\$200	
Large or Unusual Video Photography	consult	

Direct Costs:

- Any costs not covered by the Special Use Fee, including extra hours of park staff time, vehicle permits, dumpsters, portable toilets. (*Groups over recommended occupancy may require special facilities such as portable toilets or dumpsters. Delivery/setup of the extra facilities will be arranged by park office and added to the Special Use Permit as a Direct Cost*)

Insurance:

- Certificate of Insurance must be on file at least 2 weeks before event.

Please complete fields below that apply:

		YES	NO
Alcohol Service*	Are you requesting to serve alcohol at your event?		
Details			
Food Service	Are you planning to serve food at your event?		
Details			
Merchandise	Are you planning to sell merchandise on-site?		
Amplified Sound	Are you requesting permission to use amplified sound of any kind?		
Details			
Tents/other structures	Are you requesting the use of tents/other structures? (please include on map)		
Event Signage	Are you requesting to place signage around the park property? (please include on map)		
Parking	Do you anticipate your event to require overflow parking? (see parking below)		

*Sheriff's Deputies are required for alcohol service and park road closures/traffic detail. All events are subject to the use of Deputies at Washington County Parks' discretion. 4-hour minimum for Deputies (\$50/hr in 2019).

Maps

Please include a room layout of your proposed event. Room diagrams can be obtained through the Historic Courthouse office.

Parking

The Historic Courthouse parking lot is located off of 4th Street and includes thirty (30) parking spaces, including two handicap spaces. On-street parking is available on Walnut and 4th Streets. A public parking lot is located across from the building on Pine Street for additional parking.

I understand there may be special fees and insurance required. I understand that the checklist will be reviewed by the Parks Supervisor or designee. I have read the Special Use Policy for Washington County Parks. I agree to follow the guidelines and Park Ordinance #174. I understand our group will be denied the Special Use if the policy is not followed.

Signature of Event Organizer

Date

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Office Use only

Use Permit # _____ Use Agreement: _____ Insurance Certificate: _____ Direct Costs: _____ Fee: