



**Washington County Parks  
Indoor Facilities Request Form  
Parks Division**

Historic Courthouse  
(651)-275-7075

[historiccourthouse@co.washington.mn.us](mailto:historiccourthouse@co.washington.mn.us)

Nordic Center  
(651)-430-8370

[parks@co.washington.mn.us](mailto:parks@co.washington.mn.us)

Ravine Landing  
(651)-430-8226

[parks@co.washington.mn.us](mailto:parks@co.washington.mn.us)

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

**Facility Requested:**

Rates are per hour. Minimum rental of 3 hours after 4pm.

Rental Fees	Rate
<b>Historic Courthouse – Available Year Round</b>	
<input type="checkbox"/> Courtroom – Day Time Hours (9am-4pm)	\$60
<input type="checkbox"/> Courtroom – After Hours (4pm-10pm)	\$150
<input type="checkbox"/> Small Meeting Room – Day Time Hours (9am-4pm)	\$20
<input type="checkbox"/> Small Meeting Room – After Hours (4pm-10pm)	\$30
<b>Nordic Center &amp; Ravine Landing – Available April-October</b>	
<input type="checkbox"/> Nordic Center – Day Time Hours (9am-4pm)	\$50
<input type="checkbox"/> Nordic Center – After Hours (4pm-10pm)	\$125
<input type="checkbox"/> Ravine Landing Multi-Purpose Room – Day Time Hours (9am-4pm)	\$40
<input type="checkbox"/> Ravine Landing Multi-Purpose Room – After Hours (4pm-10pm)	\$95

Additional Fees (please check all that apply)	Rate*
<input checked="" type="checkbox"/> Refundable Damage Deposit (Required for All Rentals)	\$250
<input checked="" type="checkbox"/> Reservation Fee (Required for All Rentals)	\$8
<input type="checkbox"/> Security Fee (Paid to Deputy day of Rental – Minimum 4 hours)	\$50/hr
<input type="checkbox"/> Outdoor Space and Fire Pit Access <i>*Ravine Landing ONLY</i>	\$40
<input type="checkbox"/> Historic Jail Access <i>*Historic Courthouse ONLY</i>	\$50
<input type="checkbox"/> Vehicle Permits <i>*Required at Ravine Landing &amp; Nordic Center ONLY</i>	\$7/vehicle
View details in the <i>Planning Guide</i>	

**Amenities Requested:**

- Kitchen
- A/V System (Indoors Only)
- Courtyard/Patio
- Nordic Center Fire Pit

\*plus sales tax.

Will any fees be charged to participants or vendors?  Yes  No  
 Will alcohol be served?  Yes  No  
 Will food be served?  Yes  No Details: \_\_\_\_\_  
 Amplified sound or announcements?  Yes  No Details: \_\_\_\_\_  
 Request to place signage?  Yes  No Details: \_\_\_\_\_  
 Use of tents or structures?  Yes  No Size: \_\_\_\_\_ (restrictions apply)

**Alcohol Policy:** You must adhere to all state and local laws governing alcohol use. View Planning Guide for full details.

- Beer, wine, wine coolers and champagne are allowed with the presence of a Security Officer and a Certificate of Insurance.

**Washington County Parks assumes no liability for alcohol service or consumption. (See insurance guidelines for serving of alcohol.)**

- No hard liquor. Alcohol beverages are limited to wine, beer, and champagne only.

**\*Insurance:** May be required for events with certain criteria. Certificate of Insurance must be on file at least 2 weeks before event.

**Insurance Coverage for Special Events:** Insurance may be required for events including, but not limited to; music, dancing, food/beverage service, and/or events involving the addition or removal of furniture or equipment from outside the building. Staff reserves the right to make the final determination on the need for insurance; based on the individual event. If required, the client must provide the Washington County Parks with proof of insurance two weeks (14 days) prior to the event. **The event may not take place until proof of insurance is received.**

- The insurance policy must be in the name of the person signing the lease agreement with **Washington County**.
- We require Bodily Injury & Property Damage Liability with a minimum of \$500,000 per claimant and a minimum of \$1,000,000 single occurrence.
- Please list the **Washington County** as a **“Certificate Holder”** through the date of the event. Do NOT list the Washington County as “Additional Insured.”

Washington County  
14949 62<sup>nd</sup> Street N  
Stillwater, MN 55082

We recommend you contact your insurance agent to determine the amount of coverage you need to protect you and your assets. Acquiring appropriate insurance for your event protects you against claims and ensures you are covered in the event of an accident. If you have questions about our insurance requirements, please contact staff. Once completed your insurance agent may email proof of insurance to staff accordingly.

**Payment, Refunds and Cancellation:**

- Full payment is due upon reservation.
- 30-day notice is required by the renter to be reimbursed for a cancellation. No refunds for no shows.
- The Premises must be left in as good a condition as received, normal wear and tear accepted. The damage deposit fee will be refunded in total or in part after both parties agree that all conditions of this agreement have been satisfied. If damages exceed the amount of the damage deposit fee, additional charges shall be assessed.
- Washington County reserves the right to cancel this agreement due to unforeseen circumstances, with no liability. If enacted, a refund will be issued.

*I understand there may be special permit fees and insurance required depending on details of the event/rental. I understand that the request will be reviewed by the Parks staff/licensor. I have overviewed and agree to the Facility’s Planning Guide which outline all the facility rules and policies, payment/refunds/cancellation, and insurance coverage for special events form. I agree to follow current Park Ordinance.*

*I, the undersigned, agree to indemnify, defend, and hold harmless the County, its officers, employees, and agents for any and all claims arising out of renter’s use of the location rented under this Agreement, including any operations of the Renter. No other provision of this Agreement shall serve to limit in any way the obligations of the Renter to indemnify and defend the County under this clause. Nothing herein is intended to waive any provisions of Minnesota Statute Chapter 466.*

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Signature of Main Contact/Licensee

Date

### Facility Descriptions

**Courtroom:** This stately space is ideal for social events, meetings, seminars, and entertainment events.

**Amenities:** Food service kitchen for licensed offsite catering, large wall-mounted projection screen (projector not provided), sound system including speakers and wireless handheld microphone upon request, lectern, Wi-Fi, chairs for up to 175 auditorium style setup, 16-5' round tables, 6-8' long rectangle tables, 6-6' long rectangle tables, 2-9' (108"x41") Attorney tables (these must be used in your set-up), 1-6' tier bar table, 8-30" round cabaret tables (adjustable height)

**Small Meeting Rooms (2):** The Historic Courthouse has two small meeting rooms available with unique architectural features, vintage furnishings, rotating exhibits, and all the charm that only an historic site can offer. These spaces are perfect for meeting groups of 10-15 people.

**Amenities:** Amenities may vary depending on the room, however each include: Wi-Fi, tables, chairs, and a 40" monitor with DVD player available for rent. For specific details please refer to the Planning Guide or reach out to a staff member.

**Nordic Center:** Located in the Lake Elmo Park Reserve, this space is ideal for social events, meetings and small weddings. It serves as a delightful retreat accented by the natural beauty of the surrounding woods.

**Amenities:** Kitchenette, Fireplace, A/V hookup to large TV, sound w/microphone, lectern, Wi-Fi, chairs for up to 84 classroom style setup, 8-36" round tables, 12-30"x60" rectangle tables, coat rack, patio w/picnic tables, fire pit with bench seating. Indoor standing capacity is 88.

**Ravine Landing:** Located in the Cottage Grove Ravine Regional Park, this space is ideal for social events, meetings, and small gatherings. The Park consists of 500+ acres of hills and forested ravines. This facility offers wooded views and overlooks Ravine Lake while nestled amongst trails.

**Amenities:** Kitchenette, fireplace, A/V hookup to large projection screen, sound w/microphone, lectern, Wi-Fi, chairs for up to 45 classroom style setup, 10-30"x60" rectangle tables, coat rack, covered patio w/picnic tables, fire pit w/bench seating, nearby trails/playground/fishing pier. Indoor standing capacity is 80.

**Rental Hours:** 9am-10pm or by special request. Nordic Center and Ravine Landing are only available April through October.