



**Nordic Center and Ravine Landing  
Facility Use Request  
1515 Keats Ave N  
Lake Elmo, MN 55042  
Parks Division**

[parks@co.washington.mn.us](mailto:parks@co.washington.mn.us)  
(651) 430-8370

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

**Facility Requested:**  Nordic Center (Lake Elmo Park Reserve)  Ravine Landing (Cottage Grove Ravine Regional Park)  
 Hours: Rentals are available by request between 9am-10pm, April through October

Days and Times	Rate*
<input type="checkbox"/> Up to 4 Hours- Monday-Thursday, between 9am-4pm Fridays	\$200
<input type="checkbox"/> 4+ Hours- Monday-Thursday, between 9am-4pm Fridays	\$300
<input type="checkbox"/> Fridays after 4 pm, Saturdays, Sundays, Holidays	\$600

\*plus 7.125% sales tax and \$8 reservation fee

**Amenities Requested:**  Kitchenette  Fire Pit  Patio Area  A/V system

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: \_\_\_\_\_ (provide location map)

**Maps:** If applicable, please include a site map of your proposed event and/or route within the park.  
 Maps can be obtained at [www.co.washington.mn.us/parks](http://www.co.washington.mn.us/parks)

**\*Insurance:**

- May be required for events with certain criteria. Certificate of Insurance must be on file at least 2 weeks before event. See Insurance Coverage for Special Events form.

**Payment, Refunds and Cancellation:**

- Full payment due upon reservation
- 30 day notice is required by the renter to be reimbursed for a cancellation. No refunds for no shows.
- 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 read 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 renters 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.*

Signature of Main Contact/Licensee \_\_\_\_\_ Date \_\_\_\_\_

**Office Use only**

Use Permit # (if applicable): \_\_\_\_\_ Insurance Certificate:  Fee: \_\_\_\_\_ Notes: \_\_\_\_\_

## Facility Rules and Policies

### Alcohol

- Beer and wine service only, no kegs. Insurance and Sheriff's Deputy at hourly rate required.
- Deputies must be present from start of alcohol service to the end of the event.
- Subject to the use of Deputies at Washington County Parks' discretion. 4-hour minimum for Deputies.
- The main contact for the rental must provide the alcohol and is responsible for adhering to regulations.
- No compensation may be exchanged and service is only to persons attending the rental event.
- Service must cease no less than 30 minutes prior to the conclusion of the rental end time.
- Rental must conclude at the pre-arranged time to avoid additional fees for the deputy and building.

### General Rules

- Room setup can be arranged with staff. Alterations at time of event are responsibility of the renter.
- Washington County is not responsible for items lost, stolen or left behind.
- Reservations should be requested at least 2 weeks in advance of rental date.
- Rentals outside of normal operating hours are by request.
- All rentals are to include setup, event and takedown time in the total rental time period. No early entry.
- Smoking is prohibited in the building and on the grounds.
- Renters should bring their own equipment (hdmi cable, aux cable, food service items, etc)
- The renter is responsible for the condition of the area used and for the supervision of participants.
- Renter must leave the facility in the condition it was found.
- Storing equipment before or after the rental is not permitted.
- Food and beverage may be brought in by the renter or a licensed caterer. No on site cooking/grilling.
- All rental guests entering the park are required to have a valid vehicle permit.

### Decorations

- Permitted within guidelines or by permission only. Failure to follow will result in fees.  
Encouraged: Free standing items, center pieces, balloons, signage on easels.  
Prohibited: Tape, glue, staples, tacks, candles, glitter, confetti, sand, silly string, rice, flower petals, adhered items or hooks on walls/ceilings/fixtures.

## Facility Descriptions

**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, wifi, 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.

**Rental Hours:** 9am-10pm, April through October or by special request

**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, wifi, chairs for up to 45 classroom style setup, 10-30"x60" rectangle tables, coat rack, covered patio w picnic tables, fire pit with bench seating, nearby trails/playground/fishing pier. Indoor standing capacity is 80.

**Rental Hours:** Primary hours are 10am-6pm or by special request 9am-10pm, April through October

## Insurance Coverage For Special Events

**Insurance:** 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 at (651)-430-8370. Your agent may e-mail proof of insurance to [parks@co.washington.mn.us](mailto:parks@co.washington.mn.us).