

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

Park Location:

- | | |
|------------------------------------|--------------------------------|
| Big Marine Park Reserve | Pine Point Regional Park |
| Cottage Grove Ravine Regional Park | Pt. Douglas Park |
| Hardwood Creek Trail | Pt. Douglas Regional Trail |
| Historic Courthouse | Square Lake Regional Park |
| Lake Elmo Park Reserve | St. Croix Bluffs Regional Park |

Describe your event and the location/facilities within Park you are requesting:

Type of Event (select all that apply):

	Special Use Permit (Run/Walk/Duathlons/Triathlons)*	Fee**
	Total Use:	
Total Use= # of people per visit Multiplied by # of visits	Up to 50 people.....	\$50
	51 to 250 people.....	\$125
	251 to 500 people.....	\$250
	Over 500 people.....	Consult
	Still Photography	\$50
	Video Photography	\$200
	Unusual Video Photography	Consult

* If the event leaves the park, contact the Office Specialist, Washington County Public Works, at 651-430-4313 for a road permit. Any event that takes place in a body of water will require an adequate number of certified lifeguards.

** Price does not include sales tax (7.125%)

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
Food Service	Are you planning to serve food at your event?		
<i>Details</i>			
Portable Toilets	Do you require portable toilets, if yes how many?		
Merchandise	Are you planning to sell merchandise on-site?		
Amplified Sound	Are you requesting permission to use amplified sound of any kind?		
<i>Details</i>			
Tents/other structures	Are you requesting the use of tents/other structures? (please include on map)		
Event Signage	Are you requesting to place signage along the park road or on trails? (please include on map)		
Parking	Do you anticipate your event to require overflow parking? (see table 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.

Maps: Please include a site map of your proposed event and/or route within the park. Maps can be obtained through the Lake Elmo Park Office or at www.co.washington.mn.us/parks

Parking:

Park	Big Marine	Cottage Grove Ravine	Lake Elmo				Point Douglas	St. Croix Bluffs	
	Pavilion	Trailhead	Eagle Point	Nordic Center	North Pavilion	South Pavilion	Trailhead	Hilltop	Eagle Ridge
Parking	65	91	104	93	168	135	115	100	30

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 current Park Ordinances. I understand our group will be denied the Special Use if the policy is not followed.

Signature of Event Organizer Date

Office Use only

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