



1515 Keats Ave N  
 Lake Elmo, MN 55042  
 Parks Division

Special Use Permit Request  
 Policy #: PKP005  
 (651) 430-8370

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):

<b>Single Day Event</b> (Run/Walk/Duathlons/Triathlons)*	<b>Fee**</b>
Up to 100 people.....	\$100
100 to 300 people.....	\$300
300 to 500 people.....	\$500
Over 500 people.....	Consult
<b>Activity Package</b> (recurring dates, up to 15).....	\$200
<b>Still Photography</b> .....	\$150
<b>Video Photography</b> .....	\$200
<b>Unusual Video Photography</b> .....	Consult

**Vehicle Permits** - Required for all vehicles entering the park (including drop-offs).

- Purchased by event entrants
- Purchased by event organizer

Vehicle Permits Costs for Buses only:  
 Daily: \$20.00  
 Annual: \$100.00

*NOTE: Buses dropping off entrants must also have a vehicle permit, but may come and go as many times as needed.*

\* 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
<b>Food Service</b>	Are you planning to serve food at your event?		
	<i>Details</i>		
<b>Merchandise</b>	Are you planning to sell merchandise on-site?		
<b>Amplified Sound</b>	Are you requesting permission to use amplified sound of any kind?		
	<i>Details</i>		
<b>Tents/other structures</b>	Are you requesting the use of tents/other structures? (please include on map)		
<b>Event Signage</b>	Are you requesting to place signage along the park road or on trails? (please include on map)		
<b>Parking</b>	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](http://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
<b>Parking</b>	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 Park Ordinance #199. 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: \_\_\_\_\_