

# STEARNS COUNTY PARKS

1802 County Road 137, Waite Park, MN 56387;  
Ph. 320/255-6172; fax: 255-6177; email: [parkinfo@co.stearns.mn.us](mailto:parkinfo@co.stearns.mn.us)

## Event Application

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Event Location: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time (include set-up & tear down): From: \_\_\_\_\_ To: \_\_\_\_\_

Event Name: \_\_\_\_\_

Number of participants: \_\_\_\_\_

General purpose of organization: \_\_\_\_\_

Goal of Event: \_\_\_\_\_

Registration charged? Y  N:  If so, how much? \_\_\_\_\_

For Profit:  \*25% of registration proceeds must be paid to Stearns County Parks within 5 days of the event. (Not to exceed \$150.00)

Non-Profit:  \*5% of the registration proceeds must be paid to Stearns County Parks within 5 days of the event. (Not to exceed \$150.00)

No Registration:

Organization's Non-Profit identification number, (indicate NONE, if you don't have one): \_\_\_\_\_

Describe activity: \_\_\_\_\_

What level of general liability does your organization currently have? \_\_\_\_\_

### Terms & Conditions *Office use only.*

- Organization/Individual must sign Organization Liability Waiver and submit before permit is approved.
- Participants must sign a liability waiver (these must be turned into the Parks Office within 5 days following the event).
- A Certificate of Insurance (General Liability) in the amount of **\$500,000 per person, / \$1,000,000 per occurrence, and naming the County as an "additional insured"** may be required for the event, especially for commercial events, and must be delivered 30 days before the event to the Parks Office before the permit can be issued.
- If vendor booths are included in the event Parks has a \$50/ booth fee. This fee must be paid before the permit is issued.
- Rental of shelters and nature center will be at the regular rates for the time of the event with all reservation fees and damage deposits due before the permit is approved. The applicant will need to estimate the number of participants. The damage deposit is \$0.50/person, which is returned if facilities are in good condition upon event completion.
  - Organizer must comply with all local, state & federal regulations governing such activities.
  - The organizer is responsible for any additional costs beyond regular operational cost of the park.
  - The park or trail will remain open to the general public during the setup, operation and close down of the event.