CITY OF SAINT PAUL
Mayor Christopher B. Coleman

OPERATIONS: 651-643-3473
PARK PERMITS: 651-632-5111
FORESTRY: 651-632-5129
FACSIMILE: 651-632-5115

1100 Hamline Avenue North
Saint Paul, Minnesota 55108
www.stpaul.gov/parks

2014 DOWNTOWN PARK RENTAL RATES

Rates listed include sales tax. Tax (7.625%) will be deducted from the fees listed for tax-exempt organizations providing proper documentation of such status.

DOWNTOWN PARKS RATES

*** EcoLab Plaza, Hamm's Plaza, Irvine, Kellogg, Landmark, Mears, Rice, Summit Overlook parks and Wacouta Commons.**

EVENT RATES: ***Tax exempt rates in italics***

# of People	2 Hrs (Minimum)	Each Add'l Hr
0 – 250	$150.00*($139.37)*	$75.00 (*$69.69)*
251 – 500	$250.00 *($232.29)*	$125.00*($116.14)*
501 – 999	$300.00 *($278.75)*	$150.00($139.37)
1000 +	Refer to fees on *Large Events App.*	

ADDITIONAL PARK RENTAL SPACE

Boyd, Carty, Cochran, Mattocks, Nathan Hale, Summit Monument, and Western parks.

Please note: Rentals are reserved in a session of 4 hours.

	1 Session (4 hrs)	Each Add'l Sessions
SMALL PARKS	$75.00* *($69.69)*	$75.00 *($69.69)*

** Small events such as wedding ceremonies, church services, etc.*
***Other event rates will be determined based on size and impact to park.*

ADDITIONAL INFORMATION

Portable Restrooms: All events lasting 2 hours or more are required to provide restrooms to accommodate the estimated attendance. The number of restrooms will be determined by Parks staff. Restroom rental cost is the responsibility of the permit holder.

Tents: Charge for one site is $55.00. Additional tents are $30.00 each. Note: Only weighted tents are allowed in the downtown parks. Staked tents may be erected in Landmark Plaza only if using permanent design features for tents. The Permit Office must be notified at least 7 days prior to an event.

Closing Market Street: The Department of Parks and Recreation may require closing Market Street (between 5th and 6th) with Landmark Plaza rentals.

Permit holder may request closure of Market Street (between 5th and 6th) with the approval of the Department of Parks and Recreation. The Department of Parks and Recreation's fee for closure of Market Street is $100.00 and requires 14 days advance notice. Permit holder must also contact Public Works (651-266-6151) at least 14 days in advance of event to obtain a permit for closing the street and to pay for the lost meter and per meter charges.

Alcohol: Please refer to *Alcohol Service in City Parks Policy and Procedure.*

Agreements: The Department may require a separate agreement for an event. The language in any agreement between the Department and a permittee may supersede the rates listed here.

CANCELLATIONS, CHANGES, & REFUNDS

Cancellation: No refunds will be issued less than 30 days prior to the permit. Permits under $150.00 will not receive a refund. Permits over $150.00 will receive 50% of the permit fee if the refund request is received 30 days prior to the event.

No refunds are given due to weather conditions.

Changes: Changes to a permit are accepted up to 7 business days in advance of an event. There will be a $25.00 charge each time a permit (time, date, and/or location change) is altered.

* THERE ARE NO GRILLS ALLOWED IN ANY DOWNTOWN PARK