



CITY OF SAINT PAUL  
Mayor Christopher B. Coleman

400 City Hall Annex  
25 W. 4<sup>th</sup> Street  
Saint Paul, Minnesota 55102  
www.stpaul.gov/parks

Telephone: 651-266-6400  
Facsimile: 651-292-7405

## 2016 Application for Recreation Center Facility Rental Permit

**A \$10.00 NON-REFUNDABLE ADMINISTRATIVE FEE WHICH APPLIES TO APPLICANT'S DEPOSIT MUST ACCOMPANY THIS APPLICATION**

**Application for use of space operated by the City of St. Paul; Department of Parks and Recreation constitutes the applicant's agreement with the Private Event Permit Terms and Conditions and Schedule of Fees and Charges.**

**Applicant Information:**

Name of Applicant: \_\_\_\_\_

Contact Name if Applicant is Organization: \_\_\_\_\_

Phone Day: \_\_\_\_\_

Phone Evening: \_\_\_\_\_

\_\_\_\_\_ Address City State Zip

E-mail: \_\_\_\_\_

Fax:( ) \_\_\_\_\_

**Event Information:**

Recreation Center: \_\_\_\_\_ Space(s): \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time of Event \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Estimated Daily Attendance: \_\_\_\_\_

Yes  No Is your organization registered as non-profit? If so, proof must be provided

Yes  No Is your organization registered as tax exempt, non-profit? MN Tax I.D. # \_\_\_\_\_

Yes  No Does this rental constitute multiple dates? How many? \_\_\_\_\_

Yes  No Does the proposed event require set-up prior to date of event?

Yes  No Does the proposed event include food and beverage vendors? How many? \_\_\_\_\_

Yes  No Does the proposed event include merchandise vendors? How many? \_\_\_\_\_

Yes  No Does the proposed event anticipate alcohol sales?

Yes  No Does the proposed event include amplified sound/music?

Yes  No Does the proposed event include any form of publicity?

**Total All Rental Charges, as determined by Recreation Center Facility Rental Cost Worksheet:**

*(Checks are to be made payable to City of Saint Paul)*

Signature of Applicant: \_\_\_\_\_

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

Parks and Recreation Approval by: \_\_\_\_\_

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