



## ***Kelley's Landing*** ***2024 Application for Kelley's Landing, Saint Paul***

*Please note that rates, service fees and insurance coverage amounts may increase without notice.*

*2024 Reservations will be accepted the first business day in January 2024 for St. Paul residents via lottery. Reservations will be accepted the first business day in February 2024 for non-St. Paul residents via email.*

*\*Please note the maximum capacity for the shelter on Kelley's Landing is 80*

*\*\*Reservations must be made at least 7 days in advance of the event date.*

*\*\*\*Availability subject to Harriet Island events.*

### **Reservation Process:**

In order to reserve the Kelley's Landing Picnic Shelter we require the completed permit application and rental fee. The first opportunity to rent 2024 dates is via our lottery process. City of Saint Paul residents may apply for our lottery process for any available 2024 date beginning on December 1, 2023, until December 20, 2023. The lottery will take place virtually on January 2, 2024. Residency is proven with a valid MN State driver's license or license plus current utility bill. Non-resident rentals will be accepted starting on the first business day of February 2024 (February 1, 2024) by email. Our lottery process will be virtual this year. For information on entering the lottery, please visit our website for information at (<https://www.stpaul.gov/departments/parks-recreation/harriet-island/harriet-island-rentals-and-reservations>). Once a permit is granted it may not be transferred to another person or organization, there is a non-refundable \$25.00 fee when you change the date from the one listed on the application. You may only change the date one time and the new date must be within the same calendar year.

**Applications** are available at:

- [www.stpaul.gov/harrietisland](http://www.stpaul.gov/harrietisland)
- or by email [harrietisland@ci.stpaul.mn.us](mailto:harrietisland@ci.stpaul.mn.us)

**Completed** applications can be sent via email: [harrietisland@ci.stpaul.mn.us](mailto:harrietisland@ci.stpaul.mn.us)

**Payment of the total rental fee** is required to hold the date for all events.

**\*Once your application has been received, we will call you for the credit card payment.**

### **Cancellation Policy:**

If you choose to cancel the permit more than 180 days (more than 6 months) prior to your event you will forfeit 50% of your deposit. Any deposit paid in excess of original amount deposited will be refunded. If you cancel your permit less than 180 days (less than 6 months) prior to your event you will forfeit your entire original deposit amount. Once a permit is granted it may not be transferred to another person, organization or calendar year.



## **Kelley's Landing Rental Rates**

Below are the rental rates for events held in the year 2024. All events are subject to review by the Parks Event Coordinator and other Park Staff to determine what tier your event is in by the following factors: impact to the park, number of guests, the length of event, space/facilities required, and planned activities. Rental rates are guaranteed for the year your event is held only; this permit does not specify the correct rental rates for events beyond 2024. Full payment of the permit fee is due at the time of reservation. Reservations must be made at least seven days in advance of the event date. We do not hold wedding receptions at Kelley's Landing.

***\*\*Please note that rates, service fees and insurance coverage amounts may increase without notice***

**You may rent this space between 8:00 A.M. until 8:00 P.M.**

**TIER 1 RATES** Sunday – Saturday (events under 80 people) Park hours are 8:00 a.m. – 8:00 p.m. All set-up, event timing and clean up must be completed within this time frame and should reflect your hourly rental period.

**Includes:** Use of the shelter and the green space. Use of shelter area does NOT include parking, event or maintenance staff (*i.e. small picnics, wedding ceremonies, school lunch groups, and may include others which are determined by Parks Staff on an individual basis*)

<b>Permit Season: May 6 – October 6</b>	
<b>One Session (4 Hour Rental)</b>	<b>Rental Rate</b>
	\$175.00 plus tax
<b>Additional Timing (Per Hour)</b>	<b>Rental Rate</b>
	\$50.00 plus tax

*\*If your organization has tax exemption status, please email your proof of exemption documentation.*

**WALK/RUN RATE ADD ON** Sunday-Saturday 6:00 a.m. – 1:00 p.m. only (up to 500 people)

**Includes:** Non-exclusive use of the path indicated on the attached application.

<b>Permit Season: May 6 – October 6</b>	
<b>Walk/Run Rental Rate</b>	<b>Rental Rate</b>
	\$150.00 plus tax

**For events over 80 people and/or public events please contact the Parks Event Coordinator for a large event proposal at [harrietisland@ci.stpaul.mn.us](mailto:harrietisland@ci.stpaul.mn.us).**

Events with food vendors, alcohol, amplified sound, event activities that significantly impact the park, multiple day events and may include others which are determined by Parks Staff on an individual basis. **\*\* Please note:** light towers, additional permits and licensing, additional portable restrooms and staff may be required. These items are dependent on event details and number of people (at the expense of the event).

**Additional Fees and Services:** (*\*All fees are subject to increase*)

- Saint Paul Police Officer(s) may be required for your event depending on the event details. Rates start at \$108.38/hr. per officer.
- \$125.00 per hour Clean up Fee will be charged when cleanup time goes beyond your maximum allotted time or if client fails to leave the park in the condition it was found.
- \$500.00 Locate Fee for any staked tents, games or inflatables in the lawn. (*example: large tents, giant slides, jumpers – which may also require additional insurance.*)



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### **Rental Information:**

- Parking for Kelley's Landing is very limited and cannot be guaranteed, for events over **80** a parking plan approved by the Parks Event Coordinator is required.
- **There is NO driving allowed on the grounds (grass and sidewalks) of Kelley's Landing!** Load-in for all vendors must be pre-arranged with the Parks Event Coordinator. If damage occurs to park grounds the name on the application will be charged for the repairs.
- **There is no potable water for event use at Kelley's Landing.**
- **Amplified music is not allowed on Kelley's Landing due to its close proximity to residential dwellings.**
- **No dunk tanks are allowed at Kelley's Landing.**
- **Kelley's Landing picnic shelter has very limited power (4 outlets on 1 - 20-amp circuit).**
- **Portable restrooms are on site. There are no indoor restrooms included in this rental.**

### **Tents:**

Tents are highly discouraged due to the extremely windy conditions in the park. Tents may be erected if prior approval is given by the Harriet Island Event Coordinator. Tents/canopies on park land require a permit. Contact the Department of Safety and Inspections at 651-266-8989 for permit information. Tents must be weighted. If damage occurs to park grounds the name on the application is charged for repairs. There is no staking permitted at Kelley's Landing.

### **Rental Equipment:**

All rental equipment and supplies can be delivered only on the day of the event and must be removed on the same day. The City of Saint Paul, Department of Parks and Recreation, is not responsible for personal or rental items brought onto the property. Load-in for all providers must be arranged with the Parks Event Coordinator at least fourteen (14) days prior to the event. Rental chairs and tables may be brought onto the grounds, Department of Parks and Recreation does not supply tables or chairs for the event. Renters are responsible for both setup and cleanup, unless pre-arranged with city staff.

### **Generators:**

The use of generators for additional power requires a permit through the Department of Licensing and Inspections at 651-266-9036. If your generator requires grounding, a City of Saint Paul electrician will need to be scheduled to do a private utility locate for a grounding rod or to ground into a light pole. This should only be administered by a City of Saint Paul electrician and the permit holder will be assessed a fee for electrical services. To schedule an electrician please email the Parks Event Coordinator at [harrietisland@ci.stpaul.mn.us](mailto:harrietisland@ci.stpaul.mn.us) a minimum of 14 days before the event.

### **Catering:**

The City of Saint Paul, Department of Parks and Recreation, reserves the right to approve caterers and all other vendors for the event based on past experiences. Name and contact person for all client vendors must be supplied to Parks Event Coordinator. There is not a potable water location on site and gray water must be disposed of off-site.

### **Recycling**

If beverages are sold or provided in plastic or glass bottles or aluminum cans you must use designated recycling containers. DO NOT place in trash cans. Recycling of cardboard and boxboard (pop/beer carton, non-frozen food boxes) is encouraged. Please flatten boxes and stack near recycling or trash containers.

### **Security:**

An on-duty Saint Paul Police officer may be required for private events. The rate is to be determined based on your event details but there is a minimum of four hours. An officer must be on site the entire duration of



your event, beginning when your guests arrive to when they leave. Additional security may be required depending on the nature of the event, amount of people attending, etc. The Parks Event Coordinator will arrange coverage with on-duty officers; you may not use family or friends for this position.

**Walk/Run Information:**

- All walk/runs must provide a copy of proof of liability insurance no later than 14 days prior to your event. See below for requirements.
- Only chalk, cones or flags may be used on paths. Spray paint of any kind is prohibited. Staking signs of any kind along the path is not permitted.
- If the planned route requires road closures, a block permit must be obtained by contacting the Saint Paul Police Community Services office at 651-266-5485.
- If the event is advertised to the public and food and/or beverage are served, a food license may be required. Licenses can be obtained by calling the State of MN at 651-201-3987.
- Depending on the planned route, on duty Saint Paul Police officers may need to be hired. See security section for more information.
- All parking within the park system is on a first come, first served basis and cannot be reserved.
- Exclusive use of the paths cannot be granted. The public always maintains access and use.
- Upon request, Parks will list your walk/run on our City of Saint Paul/Harriet Island website and Facebook page.
- All foot races/walks are subject to a per participant fee. If the run/walk has 500 participants or less the per participant fee is \$1.50 while if the run/walk has 501 participants or more the per participant fee is \$2.00. The event organizer is responsible for submitting a verified roster 7 days prior to the event. Parks will invoice the event upon receipt of the roster. Any falsifying of documents or participant numbers will result immediate termination of the current permit and future denial of permits within the City of Saint Paul.

**Insurance Requirements:**

For all Tier 2 events, public events and/or walk runs liability insurance in the amount of \$1,500,000 per occurrence, and \$3,000,000 aggregate (***limits may increase without notice***) must be obtained. The permit holder will have to show proof of their insurance.

- To indemnify the City of Saint Paul, Department of Parks and Recreation, and hold them harmless from any liability to any person resulting from any damage or injury occurring in connection with the permitted event proximately caused by the action of the applicant, its officers, employees or agents or guests or any person under the applicant's control, and shall further include the City of Saint Paul, Department of Parks and Recreation, 400 City Hall Annex, 25 West Fourth Street, Saint Paul, MN 55102, as additional insured on the policy. The insurance certificate must include the event name, date and location.
- A certificate must be sent to us *14 days prior to event*.

**Please see the City of Saint Paul Insurance Requirements for additional instances in which insurance is required.**

**\*\*Please Note:** If you need additional information, please email [harrietisland@ci.stpaul.mn.us](mailto:harrietisland@ci.stpaul.mn.us).



## 2024 Application for Kelley's Landing

***Please mail or email the application to:***

Harriet Island Event Coordinator  
85 West Water Street  
Saint Paul, MN 55107

Email: harrietisland@ci.stpaul.mn.us

**For office use only:**

Date Application Received: \_\_\_\_\_

Rental Fee Amount: \_\_\_\_\_

Date Rental Fee Received: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Proposed **2024** Date of Event \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Home/Work Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Event website: \_\_\_\_\_

If this is a wedding:

\_\_\_\_\_  
Name of individuals getting married

\_\_\_\_\_  
Address (Address, City, State and Zip)

\_\_\_\_\_  
Phone number/Email Address

Type of Event: \_\_\_\_\_ Picnic \_\_\_\_\_ Wedding Ceremony  
\_\_\_\_\_ Corporate Event \_\_\_\_\_ Community Celebration  
\_\_\_\_\_ Walk/Run \_\_\_\_\_ Other (please describe) \_\_\_\_\_

Facilities to be used for event: \_\_\_\_\_ Lawn area \_\_\_\_\_ Picnic Shelter \_\_\_\_\_ Lilydale Path  
\_\_\_\_\_ Levee Path \_\_\_\_\_ Harriet Island Paths

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

Rental Hours (this includes set-up, event and takedown): \_\_\_\_\_

Describe the event: \_\_\_\_\_



Please check all items that will be brought on grounds:

\_\_\_\_\_ Tent/Canopy      \_\_\_\_\_ Stage/Flooring      \_\_\_\_\_ Sound System (*DJ, Mic, Speakers, etc.*)  
\_\_\_\_\_ Decorations      \_\_\_\_\_ Lighting      \_\_\_\_\_ Large equipment (*lift, fork lift, etc.*)  
\_\_\_\_\_ Other \_\_\_\_\_

Will you be charging admission to your event? \_\_\_\_\_ No      \_\_\_\_\_ Yes (How much? \_\_\_\_\_)

Will you be selling:

Food	_____ No	_____ Yes
Non-alcoholic beverages	_____ No	_____ Yes
Alcoholic Beverages	_____ No	_____ Yes
Merchandise	_____ No	_____ Yes

Will you be giving away:

Food	_____ No	_____ Yes
Non-alcoholic beverages	_____ No	_____ Yes
Merchandise	_____ No	_____ Yes

Will you be using a caterer? \_\_\_\_\_ No \_\_\_\_\_ Yes - If Yes, provide company name: \_\_\_\_\_

Will alcoholic beverages be served? \_\_\_\_\_ No \_\_\_\_\_ Yes - If Yes, provide company name: \_\_\_\_\_

Rental Rate: \_\_\_\_\_ Tier 1 \_\_\_\_\_ Walk/Run

*(Rental Rate is subject to change by Parks Event Coordinator, when/after event details are determined.)*

The undersigned applicant agrees:

- To bear all costs of policing, cleaning and restoring park property used pursuant to the permit.
- Permit holder, liquor provider and/or caterer will indemnify the City of Saint Paul, Department of Parks and Recreation, and hold them harmless from any liability to any person resulting from any damage or injury occurring in connection with the permitted event proximately caused by the action of the applicant, its officers, employees or agents or guests or any person under the applicant's control. Such insurance shall be at a minimum of \$1,500,000 per occurrence, and \$3,000,000 in aggregate, and shall further include the City of Saint Paul, Department of Parks and Recreation, 400 City Hall Annex, 25 West Fourth Street, Saint Paul, MN 55102, and must be named Department of Parks and Recreation, as additional insured on the policy and a certificate must be sent to us 14 days prior to event. A copy of the insurance certificate must include the event name, date and location. A copy can be emailed to [harrietisland@ci.stpaul.mn.us](mailto:harrietisland@ci.stpaul.mn.us).
- The undersigned gives permission for the City of Saint Paul or its authorized employee, agent or contractor, to take photographs of this event for the purpose of publishing them on City media resources. Photographs will only be used for the City's publicity efforts in promoting or describing City facilities and resources. This grant of permission is effective for one year from the event date for the purpose of allowing such publication. It is understood that if the photograph is used in the manner by that date, that any distribution after that date is permitted.
  - Please check one: ☐ Yes, I give my permission ☐ No thank you
- To limit all activities conducted on Park property to the terms of the permit. The failure to abide by the terms of the permit or any other applicable laws, rules or regulations may result in the revocation of the permit, retention of all or a portion of the damage deposit, fines, civil liability or criminal prosecution.
- That the City of Saint Paul is not liable for any damages resulting from acts of God, including, but not limited to floods. **Please Note: Kelley's Landing is located in a flood plain.** If the park is not available because of a flood we will refund your entire deposit. We will check on availability within our Parks system for a potential alternate location. You would be notified in writing if this were to occur.
- The event holder is responsible for procuring the appropriate permits and licensing. Failure to procure the appropriate permits and licensing will result in additional fees and fines that will be billed to the permit holder.
- By signing this permit you are acknowledging that the information on this application is true and accurate. If any of the information on this application may change it is the permit holder's responsibility to contact the appropriate City representatives including but not limited to Harriet Island Event Coordinator, Saint Paul Fire Department and the Department of Safety and Inspections.

***YOUR APPLICATION IS NOT COMPLETE AND THE DATES ARE CONFIRMED UNTIL YOU HAVE  
RECEIVED AN ELECTRONIC CONFIRMATION FROM OUR OFFICE.***

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_