



CITY OF SAINT PAUL

Mayor Melvin W. Carter III

PARK PERMITS: 651-266-6400  
FAX: 651-292-731125 West 4<sup>th</sup> Street, Suite 400  
Saint Paul, Minnesota 55102  
[www.stpaul.gov/parkpermits](http://www.stpaul.gov/parkpermits)

## 2018 PICNIC RESERVATION RATES AND INFORMATION (FOR GROUPS UP TO 999 PEOPLE)

(For groups of 1,000 or more, please see Large Event and Community Festival Reservations)

THE PICNIC SEASON RUNS FROM May 5<sup>th</sup>, 2018 THROUGH OCTOBER 7<sup>th</sup>, 2018  
(Some facilities may close earlier in October depending on weather)

Residents and businesses of the City of Saint Paul proper may apply for permits beginning Wednesday, January 3<sup>rd</sup>, 2018. Non residents and businesses may apply beginning Thursday, February 1, 2018. Only one permit application will be accepted per day from any group, individual, or organization.

**Reservations for the Newell Building, Irvine Park and the Como Streetcar Station ONLY:** City of Saint Paul residents and businesses may apply for a permit the first business day of the month, 13 months in advance of their desired event date. Nonresidents and businesses may apply beginning the first business day of the month, 12 months in advance of their desired event date.

All applications must be made at least seven days prior to the event.

**PERMIT SESSIONS:** The day is divided into two sessions. If you would like to reserve the entire day, you are required to pay for two sessions. **TIME SESSIONS AVAILABLE:**

**ONE SESSION: 7:30 A.M. until 2:00 P.M. OR 3:30 P.M until 9:30 P.M.**

**TWO SESSIONS (ALL DAY): 7:30 A.M. until 9:30 P.M.**

*Please Note: Setup and Cleanup times need to be included in your rental time.*

**CHANGES TO PERMITS:** Changes to date or location of a permit will be accepted up to 7 business days prior to the scheduled date of the event. There will be a \$25.00 charge each time you alter your picnic permit (time session change, date change, location change).

**CHARGE FOR VIEWING SITE FACILITIES PRIOR TO EVENT:** There will be a \$25 charge for persons requesting to view the facilities before the event. You must contact the permit office at least 7 days prior to your permit so arrangements can be made for a staff person to show you the facility.

**REFUNDS:** No refunds will be issued less than 30 days prior to the permit. Permits under \$150 will not receive a refund. Permits over \$150 will receive 50% of the permit cost if the refund request is received 30 days prior to the event. No refunds are given due to weather conditions. If a permit is issued less than 30 days of an event, and the permit is canceled, the permit fee is non-refundable.

**As a reminder: there is no reserved parking in any Saint Paul park.**



CAPRA Accreditation

AA-ADA-EEO Employer



National Gold Medal Award

***In addition to the rates listed for the specific shelter or pavilion, the fees listed below could apply to your event:***

**LARGE GROUP FEES:** An additional fee will be charged for large groups of 100 or more people to cover the cost of extra trash removal and clean up.

Number of People:	100 - 250	251 - 500	501-750	751 - 999
<b>Basic Rate</b>	<b>\$100</b>	<b>\$150</b>	<b>\$300</b>	<b>\$550</b>
<b>Tax Exempt Rate</b>	<i>\$92.92</i>	<i>\$139.37</i>	<i>\$278.75</i>	<i>\$511.03</i>

**LARGE GAMES AND TENTS**

**Site Fees for Rides, Large Games, Pony Rides and Petting Zoos:**

	STAKED FEE RATE		WEIGHTED OR NON-STAKED FEE RATE	
	First	Each Additional	First	Each Additional
<b>BASIC RENTAL FEE</b>	<b>\$155.00</b>	<b>\$30.00</b>	<b>\$55.00</b>	<b>\$30.00</b>
<b>Tax Exempt Rate</b>	<i>\$144.02</i>	<i>\$27.87</i>	<i>\$51.10</i>	<i>\$27.87</i>

The Park Permit Office must be notified of and give approval for all rides, large games, pony rides and petting zoos.

- If any rides or large games require staking, the Permit Office must be notified at least 7 days prior to an event.
- Liability insurance is required and must be submitted to the Permit Office 15 business days prior to the event.
- Please Note: Some rides, large games, and petting zoos are not allowed in Como Park. Contact the Permit Office for additional information.

**Staked ride or large game locations MUST be located for underground utilities before setup.**

**Site Fees for Tents:**

	STAKED FEE RATE		WEIGHTED OR NON-STAKED FEE RATE	
	First	Each Additional	First	Each Additional
<b>BASIC RENTAL FEE</b>	<b>\$155.00</b>	<b>\$30.00</b>	<b>\$55.00</b>	<b>\$30.00</b>
<b>Tax Exempt Rate</b>	<i>\$144.02</i>	<i>\$27.87</i>	<i>\$51.10</i>	<i>\$27.87</i>

- The Permit Office will determine location.
- If the tent requires staking, the Permit Office must be notified at least seven 7 days prior to an event by calling 651-266-6400.

**Staked tent locations MUST be located for underground utilities before installation.**

**RENTAL AND RATE INFORMATION:**

- Prices include Minnesota sales tax in the amount of 7.625%.
- Non-Profit/Tax Exempt rates are available on facility rental fees as listed below to groups who provide proper documentation of such status **at the time the permit is issued**. The large group, tent, large game and inflatable fee prices are not discounted except for the reduction of fees due to tax exempt status.
- For groups that are non-profit but not tax exempt, sales tax will be added back into non-profit/tax exempt fees listed.
- The rates listed below are for groups of 99 or less. If the rental is for a group of 100 or more, there are additional fees (refer to the large group fees).

**CHEROKEE REGIONAL PARK**

**Cherokee Boulevard between Annapolis and Baker Streets, 55107**

**Available:**

2 picnic shelters, restroom building, tot lot, 1 backstop on Annapolis and Chippewa, 1 basketball court, 2 tennis courts on Baker and Cherokee, barbecue grills, and 2 scenic overlooks.

**Alcohol** - The possession and consumption of non-intoxicating malt liquor (containing not more than 3.2% alcohol by weight) is permitted from 8:00 a.m. to 8:00 p.m. within the designated picnic areas. Glass beverage containers are not allowed.

**Large Shelter** - Seats approximately 100 people. Electricity is available.

<b>1 SESSION: \$80.00</b>	<b>2 SESSIONS: \$160.00</b>
<i>Non-Profit/Tax Exempt Rate: \$74.33</i>	<i>Non-Profit/Tax Exempt Rate: \$148.66</i>

**Small Shelter** - Seats approximately 60 people. Electricity is available.

<b>1 SESSION: \$70.00</b>	<b>2 SESSIONS: \$140.00</b>
<i>Non-Profit/Tax Exempt Rate: \$65.04</i>	<i>Non-Profit/Tax Exempt Rate: \$130.08</i>

**COMO REGIONAL PARK**

**Hamline Avenue and Midway Parkway, 55108**

**Available:** 1 picnic shelter, 1 picnic pavilion, 2 restroom buildings, tot lot, ball fields, barbecue grills, 3 fire rings, main and wading pools, golf course, Como Zoo (Lancer Catering operates a picnic pavilion within the zoo grounds, call 651-290-9864 for more information), Conservatory, Cafejian’s Carousel, amusement rides (please note: the ride area is open spring and summer through Labor Day), miniature golf, fishing pier, paddleboat rental and paved trails.

**Alcohol** - The possession and consumption of non-intoxicating malt liquor (containing not more than 3.2% alcohol by weight) is permitted from 8:00 a.m. to 8:00 p.m. within the designated picnic areas. Glass beverage containers are not allowed.

**Como Park Midway Picnic Pavilion - 1199 Midway Parkway, 55108 (Horton and Midway Parkway) (East Picnic Grounds)** - open sided with wrought iron fencing, adjoining picnic pavilions that can be rented separately or as one. Each side seats approximately 125 people. Both sides have a kitchen with a gas stove (no oven), sinks, electricity and a serving counter. The south side has a walk-in cooler (no freezer) and the north side has a commercial size refrigerator with a freezer. Each side has a large barbeque grill located behind the kitchen area. There is also a separate restroom building at the site. *Please Note: Groups with an estimated attendance of more than 150 people will be required to reserve the entire pavilion.*

	1 SESSION		2 SESSIONS	
	½ PAVILION	ENTIRE PAVILION	½ PAVILION	ENTIRE PAVILION
<b>BASIC RENTAL RATE</b>	<b>\$195.00</b>	<b>\$300.00</b>	<b>\$390.00</b>	<b>\$600.00</b>
<i>Non-Profit/Tax Exempt Rate</i>	<i>\$181.18</i>	<i>\$278.75</i>	<i>\$362.37</i>	<i>\$557.49</i>

**Como Park Picnic Shelter - Midway Parkway near Hamline Avenue, 55108 (West Picnic Grounds)** - seats approximately 50 people. The shelter has electricity and a large double grill. A restroom, play area and drinking fountain are nearby. *Note: The maximum size group that picnic permits will be issued to for this shelter is 99 people. No tents are allowed in the West Picnic Grounds.*

<b>1 SESSION: \$80.00</b>	<b>2 SESSIONS: \$160.00</b>
<i>Non-Profit/Tax Exempt Rate: \$74.33</i>	<i>Non-Profit/Tax Exempt Rate: \$148.66</i>

**Como Streetcar Station - 1224 North Lexington Parkway, 55103.** The Streetcar Station is a heated and air-conditioned facility available for year-round rental. *The building is not available for rentals on Sundays from 10:30 a.m. until 5:30 p.m. as it is open to the public every Sunday as a Streetcar Museum from 12:00 p.m. (noon) to 4:00 p.m. during permit season, and the first Sunday of the Month from November through April.* The building is equipped with tables and chairs.

The setup of tables and chairs is the responsibility of the permit holder. Take down of the tables and chairs will be done by Parks staff after rental is completed.

**Reservations for the Como Streetcar Station ONLY:** City of Saint Paul residents and businesses may apply for a permit the first business day of the month, 13 months in advance of their desired event date. Nonresidents and businesses may apply beginning the first business day of the month, 12 months in advance of their desired event date.

**Building capacity** is a maximum of 75 people. Please take note of the following:

- The space has a maximum setup capacity for 50 people using tables and chairs. This does not include space for display/serving tables.
- Auditorium style-seated events (with chairs only) have a maximum setup capacity of 75 people. This does not include space for display/serving tables.

	<b>3 HOURS (Minimum)</b>	<b>Each Additional hour</b>
<b>BASIC RENTAL RATE</b>	<b>\$160.00</b>	<b>\$50.00</b>
<i>Non-Profit/Tax Exempt Rate</i>	<i>\$148.66</i>	<i>\$46.46</i>

**Alcohol** - The possession or consumption of alcohol is prohibited at this facility.

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## CROSBY FARM REGIONAL PARK

2595 Crosby Farm Road, 55116

**Available:** 1 picnic shelter, 1 fire pit, 1 barbeque grill, restroom building, drinking fountain, Watergate Marina, fishing in Upper Lake, Crosby Lake and the Mississippi River. **Alcohol** - The possession or consumption of alcohol is prohibited in this park.

**Shelter** - Seats approximately 50 people. Electricity is available.

<b>1 SESSION: \$70.00</b>	<b>2 SESSIONS: \$140.00</b>
<i>Non-Profit/Tax Exempt Rate: \$65.04</i>	<i>Non-Profit/Tax Exempt Rate: \$130.08</i>

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## EASTSIDE HERITAGE PARK

735 Phalen Blvd, 55106

**Available:** 1 picnic shelter, restroom building, fire pit under shelter.

**Alcohol** - The possession or consumption of alcohol is prohibited in this park.

**Shelter** - Seats approximately 24 people. Electricity is available. No grills

<b>SESSION: \$70.00</b>	<b>2 SESSIONS: \$140.00</b>
<i>Non-Profit/Tax Exempt Rate: \$65.04</i>	<i>Non-Profit/Tax Exempt Rate: \$130.08</i>

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## HIDDEN FALLS REGIONAL PARK

1313 Hidden Falls Drive (Mississippi River Boulevard and Magoffin), 55116

**Available:** 1 picnic shelter, restroom building, boat launch, barbecue grills, 2 fire rings, paved trails.

**Alcohol** - The possession or consumption of alcohol is prohibited in this park.

**Shelter** - Seats approximately 60 people. Electricity is available.

<b>SESSION: \$70.00</b>	<b>2 SESSIONS: \$140.00</b>
<i>Non-Profit/Tax Exempt Rate: \$65.04</i>	<i>Non-Profit/Tax Exempt Rate: \$130.08</i>

## HIGHLAND PARK

**Montreal between Edgumbe Road and Lexington Parkway, 55116**

**Available:** 1 picnic pavilion, 1 picnic shelter, booya shed, barbecue grills, horseshoe pits, 9 hole disc golf, 4 tennis courts, main and wading pools, 9 hole and 18 hole golf courses.

**Alcohol** - The possession and consumption of non-intoxicating malt liquor (containing not more than 3.2% alcohol by weight) is permitted from 8:00 a.m. to 8:00 p.m. within the designated picnic areas. Glass beverage containers are not allowed.

**Highland Picnic Pavilion - 1200 Montreal Avenue, 55116** - Seats approximately 200 people, fireplace, kitchen facilities including sinks, stoves, walk-in cooler and hot plates.

	<b>1 SESSION</b>	<b>2 SESSIONS</b>
<b>BASIC RENTAL RATE</b>	<b>\$240.00</b>	<b>\$480.00</b>
<i>Non-Profit/Tax Exempt Rate</i>	<i>\$223.00</i>	<i>\$445.99</i>

**Highland Booya Shed** (next to pavilion) includes 1 kitchen, 5 kettles, refrigerator, trough, tables, and roll up doors for serving.

**Rental for a booya is \$802.00** plus the applicable large group fee. This includes a two-day use of the Highland Pavilion and Booya Shed.

*Non-Profit/Tax Exempt Rate: \$745.18*

**Highland Shelter 1227 Montreal Avenue, 55116.** **Available:** 1 picnic shelter and restroom building nearby, seats approximately 50 people. Electricity is available.

<b>SESSION: \$70.00</b>	<b>2 SESSIONS: \$140.00</b>
<i>Non-Profit/Tax Exempt Rate: \$65.04</i>	<i>Non-Profit/Tax Exempt Rate: \$130.08</i>

## INDIAN MOUNDS PARK

**10 Mounds Blvd, 55106 (Earl Street and Mounds Boulevard).** **Available:** 2 picnic shelters, restroom building, paved trails, tot lot, 1 ball field, 2 tennis courts, grills, scenic overlook, sacred burial mounds.

**Alcohol** - The possession or consumption of alcohol is prohibited in this park.

**Large Shelter** - Seats approximately 80 people. Electricity is available.

<b>1 SESSION: \$80.00</b>	<b>2 SESSIONS: \$160.00</b>
<i>Non-Profit/Tax Exempt Rate: \$74.33</i>	<i>Non-Profit/Tax Exempt Rate: \$148.66</i>

**Indian Mounds Small Shelter** - Seats approximately 30 people. Electricity is available.

1 SESSION: \$70.00	2 SESSIONS: \$140.00
<i>Non-Profit/Tax Exempt Rate: \$65.04</i>	<i>Non-Profit/Tax Exempt Rate: \$130.08</i>

## NEWELL PARK

**Fairview Ave. & Pierce Butler Route, 55102**

**Available:** 1 building, 1 double shelter, tot lot, 1 ball field, 1 basketball court, 2 tennis courts, 1 fire ring, 1 volleyball court. **Alcohol** - The possession or consumption of alcohol is prohibited in this park.

**Newell Building - 900 N. Fairview, 55102.** Accommodates a maximum of 100 people, has a kitchen area with a stove (no oven), refrigerator, sink, serving window, tables, and chairs. The building is equipped with tables and chairs for 100 people. The setup of tables and chairs is the responsibility of the permit holder. Take down of the tables and chairs will be done by Parks staff after rental is completed. ***The building is heated and is available for rental year-round, however, this building does not have air conditioning.*** Please contact the Park Permit Office at 651-266-6400 for information on how to reserve the building outside of the picnic season.

**Reservations for the Newell Building ONLY:** City of Saint Paul residents and businesses may apply for a permit the first business day of the month, 13 months in advance of their desired event date. Non-residents and businesses may apply beginning the first business day of the month, 12 months in advance of their desired event date.

	<b>3 HOURS (Minimum)</b>	<b>Each Additional hour</b>
<b>BASIC RENTAL RATE</b>	<b>\$160.00</b>	<b>\$50.00</b>
<i>Non-Profit/Tax Exempt Rate</i>	<i>\$148.66</i>	<i>\$46.46</i>

***Please Note: Groups renting the building with an estimated attendance of more than 100 people are required to also rent the shelter (maximum number is 300 people for a combined rental). Only one large group fee will be charged.***

**Newell Shelter** - Includes both covered areas which seats approximately 60 people. Electricity is available.

1 SESSION: \$70.00	2 SESSIONS: \$140.00
<i>Non-Profit/Tax Exempt Rate: \$65.04</i>	<i>Non-Profit/Tax Exempt Rate: \$130.08</i>

## PHALEN REGIONAL PARK

**Arcade Street and Wheelock Parkway, 55106. Available:** 1 picnic pavilion picnic shelter, paved trails, tot lot, barbeque grills, 1 fire ring on island, swimming beach, 18 hole golf course, Lakeside Activities Center, 2 sand volleyball courts near beach area, clubhouse/banquet facility, amphitheater, tennis courts and racquetball courts at Maryland and Johnson Parkway. **Alcohol** - The possession and consumption of non-intoxicating malt liquor (containing not more than 3.2% alcohol by weight) is permitted from 8:00 a.m. to 8:00 p.m. within the designated picnic areas. Glass beverage containers are not allowed.

**Phalen Picnic Pavilion - 1600 Phalen Drive, 55106** - Seats approximately 300 people, 2 kitchens with water, stove tops, coolers, electricity, serving counters, and fireplace (on the South side). Each side has a large barbeque grill on the patio area facing the lake. ***Please Note: Groups with an estimated attendance of more than 175 people will be required to reserve the entire pavilion.***

	<b>1 SESSION</b>		<b>2 SESSIONS</b>	
	<b>½ PAVILION</b>	<b>ENTIRE PAVILION</b>	<b>½ PAVILION</b>	<b>ENTIRE PAVILION</b>
<b>BASIC RENTAL RATE</b>	<b>\$155.00</b>	<b>\$240.00</b>	<b>\$310.00</b>	<b>\$480.00</b>

<b><i>Non-Profit/Tax Exempt Rate</i></b>	<i>\$144.02</i>	<i>\$223.00</i>	<i>\$288.04</i>	<i>\$445.99</i>
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**Phalen Picnic Shelter (on island)** - Seats approximately 50 people. No electricity is available. A drinking fountain is nearby. Please Note: Access to this shelter is by pedestrian bridge only so everything must be carried to the shelter.

<b>1 SESSION: \$70.00</b>	<b>2 SESSIONS: \$140.00</b>
<i>Non-Profit/Tax Exempt Rate: \$65.04</i>	<i>Non-Profit/Tax Exempt Rate: \$130.08</i>

**Phalen Amphitheater** - The amphitheater accommodates approximately 100 people. Electricity is available.

<b>BASIC RENTAL RATE: \$80.00 for 1.5 hour minimum, Each Additional \$50.00 per hour</b>
<i>Non-Profit/Tax Exempt Rate: \$74.33 for 1.5 hour minimum (\$46.46 per each additional hour)</i>

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## **ADDITIONAL DEPARTMENT OF PARKS & RECREATION FACILITIES AVAILABLE FOR RENTAL**

### **CLARENCE W. WIGINGTON PAVILION ON HARRIET ISLAND**

**200 Justus Ohage Boulevard, 55107**

The pavilion is located on Harriet Island across the Mississippi River from downtown Saint Paul. It is a beautiful 5,000 sq. ft., heated, accessible building with free parking. The pavilion is a year-round rental facility. Reservations are taken from City of Saint Paul residents the first business day of the month 13 months in advance of the event date and non-residents may apply the first business day of the month 12 months in advance.

**For information on this facility, please call 651-292-7010 or visit our web site at [www.stpaul.gov/parks](http://www.stpaul.gov/parks).**

### **COMO LAKESIDE PAVILION**

**1360 No. Lexington Parkway, 55108**

This rental facility consists of two areas: a mezzanine level that overlooks the main floor and a 3<sup>rd</sup> floor banquet/meeting hall. The mezzanine level seats approximately 50 people; the 3<sup>rd</sup> floor banquet hall seats 160-200 depending on seating set-up. Tables and chairs are included with the rental of these two rooms. A promenade area is also available for rental.

**For more information on this facility, rental fees, and availability, please visit [www.stpaul.gov/parks](http://www.stpaul.gov/parks)**

### **COMO ZOO PICNIC PAVILION - LANCER CATERING**

This picnic pavilion is available from May through September, seven days per week. All events at this picnic pavilion are catered by Lancer Catering. Located directly within Como Zoo, the picnic pavilion offers a private setting for group events for up to 500 people, and allows you to get right back to the action when you have completed your picnic. **For more information on this facility, rental fees, and availability, please contact Lancer Catering at 651-487-8282.**

### **OUTDOOR WEDDING SITES**

The City of Saint Paul has many park locations to choose from for outdoor wedding ceremony sites. The most popular sites are: Irvine, Kellogg, Mears, Phalen, Rice, Summit Overlook to name a few.

**For more information, please call 651-266-6400 or visit our web site at [www.stpaul.gov/parks](http://www.stpaul.gov/parks).**

For information on weddings at the Marjorie McNeely Conservatory and Japanese Garden at Como Park, please call 651-487-8250.

**PHALEN PARK CLUBHOUSE - BANQUET ROOM****1615 Phalen Drive, 55106**

This cozy banquet room seats 225. It has carpeted floors, wood paneling on walls, and windows that overlook the golf course. Amenities include a dance floor, wet bar with cooler, and A/V equipment (microphone, TV, VCR, overhead, screen, and a flip chart). **For more information on this facility, please call 651-778-0413 or visit our web site at <http://www.golfstpaul.org>.**

**RECREATION CENTER MEETING ROOMS**

Several recreation centers throughout the City of Saint Paul have meeting rooms available for rental. **For recreation center locations and telephone numbers, please call Parks Administration at 651-266-6400 or visit our web site at [www.stpaul.gov/parks](http://www.stpaul.gov/parks).**