



**In
Saint Paul**

DEPARTMENT OF PARKS AND RECREATION
PARK PERMITS: 651-632-5111
FAX: 651-632-5115
www.stpaul.gov/parks
parkspermits@ci.stpaul.mn.us

Application to Hold a Walk/Run

NEW FOR 2016 – Walk/Run Participant Fee
1 – 500 \$.50 per participant / 501 + \$1.00 per participant
Parks and Recreation staff will collect a final roster on the day of the event

- Applications are accepted for the current calendar year only.
- Submitting an application does not guarantee use of space requested.
- A response will be given within ten business days of receipt of the application.
- Once application is received, a permit will be issued as confirmation.
- If this 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 Minnesota – Public Health (contact 651-201-4500 or visit <http://www.health.state.mn.us/divs/eh/food/license/contactus.html>).
- Liability insurance is required for all walks and runs. (Insurance requirements will be provided when permit is issued.)
- Please submit applications to parkspermits@ci.stpaul.mn.us or fax to 651-632-5115.

Date of Application			
Contact Name		Organization	
Mailing Address			
Telephone Number ()		Email Address	
Website			
(1st choice) Date of Requested Use		(2nd choice) Date of Requested Use	
Park Location		<input type="checkbox"/> Paths Only <input type="checkbox"/> Shelter <input type="checkbox"/> Pavilion	
Time Frame Needed (include setup and takedown) From		<input type="checkbox"/> am <input type="checkbox"/> pm	To <input type="checkbox"/> am <input type="checkbox"/> pm
Estimated Number of Participants			
Tents or Canopies? (Please indicate weighted or staked)		If yes, how many?	
<input type="checkbox"/> Yes <input type="checkbox"/> No			