



# RUN Walk Walk RUN

## In Saint Paul

**PARKS AND RECREATION DEPARTMENT**

**PARK PERMITS:** 651-266-6400

**FAX:** 651-292-7311

[www.stpaul.gov/parks](http://www.stpaul.gov/parks)

[parkspermits@ci.stpaul.mn.us](mailto:parkspermits@ci.stpaul.mn.us)

## Application to Hold a Walk/Run in Saint Paul

- Standard fee and per participant fee (based on estimated size) will be collected up front at the time the permit is secured.
- 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](mailto:parkspermits@ci.stpaul.mn.us) or fax to 651-292-7311.

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