Upper Landing Park

2014 Application for Upper Landing Park, Saint Paul

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

2014 Reservations will be accepted the first business day in January, 2014
**** Please note that there is no covered shelter at Upper Landing Park.***

Reservation Process:
Reservations are made on a first-come first-serve basis starting the first business day in January. Once a permit is granted it may not be transferred to another person or organization, there is a non-refundable $25.00 fee each time you change the date from the one listed on the application.

1. **Applications** are available at:
   - www.stpaul.gov/harrietisland
   - or by calling 651.292.7010

2. **Completed** applications can be sent via:

   Fax: 651.632.5115

   Mail: Harriet Island Event Coordinator
   400 City Hall Annex
   25 West Fourth Street
   Saint Paul, MN 55102

   In person: First business day in January, 2014
   Harriet Island Event Office
   1100 North Hamline
   Saint Paul, MN 55108

3. **Payment of the total rental fee** is required to hold the date for all events.
   ** Please make check payable to: City of Saint Paul

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.

Two weeks prior to your event please schedule a final meeting with the Parks Event Coordinator to discuss event details. The balance of estimated charges for your event is payable and due no later than 14 days in advance of your event or at the final meeting. Failure to pay the remaining estimated balance will cause your permit to be canceled and you will forfeit your entire deposit.

Upper Landing Park Rental Rates

Below are the rental rates for events held in the year 2014. 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 2014. 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 Upper Landing Park.

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

TIER 1 Sunday-Saturday (events under 250 people) Park hours 7:30 a.m.- 10:00 p.m.
All set up and clean up must be completed within a four hour time period.
Includes: Use of lawn 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)*

Season	Rental Rate (4hrs)	Tax Exempt Rate (4hrs)
May 3rd – October 5th	$250	$233

WALK/RUN RATES Sunday-Saturday (up to 250 people)
Includes: Non exclusive use of the path indicated on the attached application.

Season	Rental Rate (4hrs)	Tax Exempt Rate (4hrs)
May 3rd – October 5th	$100.00	$92.92

TIER 2 **These events require the 'Large Event Permit'. Please contact the Parks Event Coordinator for the permit at 651.292.7010.**
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 portapotties and staff may be required. These items are dependant on event details and number of people (at the expense of the event). We do not hold wedding receptions at Upper Landing Park.

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

- $45.00/hour for off-duty police officer (if required) ***(*subject to increase without notice)***
- $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.)*
- $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.

Rental Information:

- Parking on Upper Landing Park is very limited and cannot be guaranteed, for events over **20** a parking plan approved by the Parks Event Coordinator is required
- **There is NO driving on the grounds (grass and sidewalks) of Upper Landing Park!** Load-in for all providers must be pre-arranged with the Parks Event Coordinator. If damage occurs to park grounds the name on the application is charged for the repairs.
- **There is no power or potable water for event use at Upper Landing Park.**
- **No dunk tanks are allowed at Upper Landing Park.**

Tents
Tents are highly discouraged due to the extremely windy conditions in the park. Tents may be erected if the Parks Event Coordinator has been notified at least fourteen (14) days in advance of event. Tents/canopies on park land require a permit. Contact the Department of Safety and Inspections at 651-266-8949 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 Upper Landing Park.

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 call the Harriet Island Event Coordinator at 651-292-7010.

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. The Department of Parks and Recreation does not supply tables or chairs for events. The permit holder is responsible for both setup and cleanup, unless pre-arranged with city staff.

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 at the final meeting. There is not a potable water location at Upper Landing Park and gray water must be taken off site. There is not a usable power source in the park.

Serving Alcoholic Beverages:
- Saint Paul licensed bartenders and MN State Catering Licensed beverage service must be hired.
- No liquor may be brought to Upper Landing Park by the client or guests.
- Liquor may be hosted (open bar) or a cash bar may be used.
- No alcoholic beverages may be served before or after event hours.
- No alcoholic beverages may be served to anyone under the legal age of 21 and/or anyone who is obviously intoxicated.
- The permit holder must be on the actual premises at all times alcoholic beverages are being displayed, served or consumed.

If alcoholic beverages are being served/sold, the Saint Paul licensed provider must provide liquor liability coverage in the amount of $1,000,000 ***(limits may increase without notice).*** The beverage service will have to show proof of their liquor liability coverage, their MN State Catering License, and must agree to the following:
- 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* or brought with to the final meeting or a copy can be faxed to 651.632.5115

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.

Music:
Must comply with City noise ordinances. Some events may be required to obtain a sound variance permit; this will be determined by the Parks Event Coordinator and the licensing department.

Security:
An off duty Saint Paul Police officer may be required for private events. The rate is $45.00 per hour ***(*subject to increase without notice)*** with 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. At least one officer is required if liquor is being served. Additional security may be required depending on the nature of the event, amount of people attending and number of bar locations. The Parks Event Coordinator will arrange coverage with off 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 parade 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, off 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.

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* or brought with to the final meeting or a copy can be faxed to 651.632.5115

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

**Please Note: If you need additional information or you would like to set up an appointment to visit, please contact 651.292.7010 or email harrietisland@ci.stpaul.mn.us.

DEPARTMENT OF PARKS AND RECREATION

CITY OF SAINT PAUL

Chris Coleman, Mayor

400 City Hall Annex
25 West Fourth Street
St. Paul, Minnesota 55102
www.stpaul.gov/harrietisland

Telephone: 651-292-7010
Facsimile: 651.632.5115

2014 Application for Upper Landing Park

Please mail or fax the application to:
Harriet Island Event Coordinator
400 City Hall Annex
25 West Fourth Street
Saint Paul, MN 55102

Fax: 651.632.5115

For office use only:

Date Application Received: _____

Rental Fee Amount: _____

Date Rental Fee Received: _____

Permit Number:_____

Proposed **2014** 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 _____ Fireworks Launch Pad _____Sam Morgan Trail

Estimated Attendance: _____ Event Hours: _____
(Include set up and take down time)

Describe the event: _____

Please check all items that will be brought on grounds:

_____Tent/Canopy _____Stage/Flooring _ Sound System *(Band and/or DJ)*

_____Decorations _____Lighting _____ Large equipment *(lift, forklift ,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 _____ Tier 2 _____ Walk/Run

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

The undersigned applicant agrees:

1. To bear all costs of policing, cleaning and restoring park property used pursuant to the permit.

2. Permit holders, 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 faxed to 651.632.5115

3. 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

4. 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.

5. 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: Upper Landing Park is located in a flood plain**. If the park is not available because of a flood we will refund your entire deposit. We will also work with you to find an available alternate location within our park system, which may be a recreation center gymnasium. You would be notified in writing if this were to occur.

6. 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.

7. 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:**_____