



CITY OF SAINT PAUL
Mayor Christopher B. Coleman

400 City Hall Annex
25 W. 4th Street
Saint Paul, Minnesota 55102
www.stpaul.gov/parks

Telephone: 651-266-6400
Facsimile: 651-292-7405

2016 Application for Recreation Center Facility Rental Permit

**A \$10.00 NON-REFUNDABLE ADMINISTRATIVE FEE WHICH APPLIES TO APPLICANT'S DEPOSIT
MUST ACCOMPANY THIS APPLICATION**

Application for use of space operated by the City of St. Paul; Department of Parks and Recreation constitutes the applicant's agreement with the Private Event Permit Terms and Conditions and Schedule of Fees and Charges.

Applicant Information:

Name of Applicant: _____

Contact Name if Applicant is Organization: _____

Phone Day: _____ Phone Evening: _____

Address City State Zip

E-mail: _____ Fax: () _____

Event Information:

Recreation Center: _____ Space(s): _____

Date(s) of Event: _____ Time of Event: _____

Proposed Use: _____

Estimated Daily Attendance: _____

☐ Yes ☐ No Is your organization registered as non-profit? If so, proof must be provided

☐ Yes ☐ No Is your organization registered as tax exempt, non-profit? MN Tax I.D. # _____

☐ Yes ☐ No Does this rental constitute multiple dates? How many? _____

☐ Yes ☐ No Does the proposed event require set-up prior to date of event?

☐ Yes ☐ No Does the proposed event include food and beverage vendors? How many? _____

☐ Yes ☐ No Does the proposed event include merchandise vendors? How many? _____

☐ Yes ☐ No Does the proposed event anticipate alcohol sales?

☐ Yes ☐ No Does the proposed event include amplified sound/music?

☐ Yes ☐ No Does the proposed event include any form of publicity?

Total All Rental Charges, as determined by Recreation Center Facility Rental Cost Worksheet:

(Checks are to be made payable to City of Saint Paul)

Signature of Applicant: _____ Date: _____

Parks and Recreation Approval by: _____ Date: _____