



SPECIAL USE PERMIT REGULATIONS

Special use permits are required for, and not limited to, the following activities in accordance with the Ordinances Regulating Parks in the Anoka County Park System:

- Food Trucks, Concessions, Grills
- Dunk Tank
- Game/Carnival Activities
- Canopies/Tents
- Sound Amplification
- Inflatable Devices
- Race/Walk/Bike Events
- Fishing Contest
- Orienteering Events
- Pony/Carriage/Hay Rides
- Fireworks
- Photography & Movie filming
- Open Flames
- Over Capacity
- Public Meetings
- Assemblies
- Worship Services
- Entertainment
- Parades
- Demonstrations
- Over Night Vehicle Parking

Notes:

These activities are only permitted at specific locations, not all sites can accommodate these activities. Please make sure that you obtain permission for specific activities in designated parks prior to booking your event.

- An administrative fee of \$25.00 (+tax) is required for processing each special use permit, once approved.
- Additional fees may be required for special use permits including, but not limited to, tents, maintenance or other special requests.
- State Statute 115A.151 requires all public park agencies to recycle. Containers are provided throughout the facilities for bottles, cans, and paper. Please encourage your guests to recycle.
- A certificate of liability insurance is required for all inflatable devices; dunk tank, race/walk/bike, pony/carriage/hay rides, game/carnival activities, fireworks and movie filming. Insurance requirements include, but are not limited to, comprehensive general liability in the minimum amount of \$1,000,000 per occurrence, \$1,000,000 general aggregate, \$1,000,000 food product liability per occurrence (if applicable) and fire/property damage in the amount of \$1,000,000 per occurrence. The required insurance certificate must name the County of Anoka, 2100-3rd Ave, Anoka, MN 55303, its officials, agents, employees and volunteers as additional insured's. A copy of the Certificate of Insurance that verifies such insurance is in full force throughout the term of permit, and must be submitted to the Anoka County Parks and Recreation Department administrative office two weeks (14 days) prior to the scheduled event. Failure to submit the Certificate of Insurance two weeks prior to the event will result in cancellation of the Special Use Permit, NO EXCEPTIONS.

To receive consideration and approval for a Special Use Permit, please complete the Special Use Permit Request Form, email or mail to:

Anoka County Parks and Recreation Department

550 Bunker Lake Blvd.

Andover, MN 55304

Email: anokacountyparks@co.anoka.mn.us

Please note:

Special Use Permit requests must be received at least two weeks prior to event date. You will be contacted regarding approval or denial within 7 days of receipt of request. Approval forms will not be authorized until all fees are paid in full. For your convenience we accept Visa, Master Card, or Discover. Permit requests not received within two weeks of the event may be assessed a \$25.00 late fee.



SPECIAL USE PERMIT REQUEST FORM

Today's Date: _____ Date of Event: _____ Arrival Time: _____ Departure Time: _____

Park: _____ Pavilion/Shelter/Meeting Room # or Name: _____

Name of Organization: _____

Address: _____ City: _____ Zip: _____

Contact Name: _____ Email Address: _____

Phone Number: Primary: (____) _____ Secondary: (____) _____

Number of People Attending your Event: _____

Requested Special Use Activity

Please describe special activity requested and location of activity as it relates to reserved shelter / pavilion / meeting room:

Specific Time Special Use Activity Will Take Place in Park: _____

Indicate Additional Set-Up and Take-Down Time (if beyond reservation hours): _____

Does Activity Require Electric Hook-Up? Yes No How many? _____

Does Activity Require Water Hook Up? Yes No

Office Use Only

- Approved
 Not Approved

Additional Fees

- Tent [\$25]
 Maintenance Fees [\$25 / hour]
 Other

Approved by: _____

Title: _____

Date: _____

Notes: