



Large Event Regulations

Event Fees	Bunker Hills Regional Park	Coon Rapids Dam Regional Park
Maximum Capacities	1200 Guests	1200 guests
Costs (+tax)	\$150 minimum event fee	\$150 minimum event fee
Special use Permit	\$25	\$25
Pavilion/Parking Reservations	Varies by event size	Varies by event size
Vehicle Entrance Permit	\$6 per vehicle/\$15 per bus	\$6 per vehicle/\$15 per bus
Additional Fees/Requirements	Groups over 600 Guests	Groups over 400 guests
Parking Assistance	\$100 per hour (3 hr minimum)	\$100 per hour (3 hr minimum)
Maintenance Assistance	\$50 per hour (Length of event)	\$50 per hour (Length of event)
Portable Restrooms (Group provides)	1 per 100 people over 600	1 per 100 people over 400

1. Regional Park guests will be charged a \$6 entrance fee per vehicle if they do not have an annual permit for Anoka, Washington or Carver County. Fees will not be waived for coordinators, volunteers, or participants. A vehicle voucher process is available if groups would like to pay for their guests.
2. All events held on Anoka County park property must be approved by the Anoka County Parks and Recreation Department. This includes races that may start, end or use any portion of the Anoka County Parks Department system trails.
3. In order to have the event approved, please fill out a Special Use Permit. This permit application must be submitted to the Anoka County Parks Department no more than **30 days** after booking your reservation and at least **30 days** prior to your event. If permits are not received within the designated timeframe, the reservation will be cancelled.
4. The Special Use Permit must include but is not limited to the following:
 - A Detailed map showing the specific areas you will be utilizing.
 - An estimated number of participants.
 - First aid locations and emergency plan.
 - Dumpster or portable restroom locations (If applicable).
5. Groups are asked to pickup litter following the event within the reserved area. Releasing of materials (i.e.: balloons, lanterns, etc.) will not be permitted as they are not recoverable and able to be properly disposed of.
6. Persons requesting to host a event within selected Anoka County properties will be required to provide a minimum of \$1,000,000.00 combined single limit insurance of Bodily Injury and Property Damage which includes the County of Anoka, 2100-3rd Ave, Anoka, MN 55303 listed as additional insured. Certificate of Insurance may be faxed to 763-324-3301 or mailed to Anoka County Parks Department at 550 Bunker Lake Blvd. Andover, MN 55304.
7. Groups are responsible for securing equipment necessary to hold their event, including barriers, traffic cones, staging, etc.
8. You can receive up to an 80% refund on your event if it is cancelled 14 days or more before its scheduled date, otherwise no refund will be issued.



Event Insurance Requirements

Prior to issuing you a special permit for your planned event in the Anoka County Parks and Recreation System, Anoka County requires that you provide a Certificate of Insurance with the following conditions:

- Permit holders will maintain General Liability and, if necessary, umbrella insurance with a limit of not less than \$1,000,000 each occurrence.
- You must procure and maintain in full force and effect during the term of the permitted event, insurance coverage for injuries to persons or damages to property which may arise from or in connection with the performance of the Permit Event by you, your agents, representatives, employees or subcontractors. The insurance coverage shall satisfy the requirements set forth in the Exhibit, which is attached hereto and incorporated herein.
- You agree that you will hold harmless, indemnify, and defend Anoka County, its commissioners, officers, agents and employees against any and all claims, expenses (including attorney's fees), losses, damages or lawsuits for damages arising from or related to providing or failing to provide the Permit Event for which this special permit is issued, including but not limited to the negligence of you.
- Anoka County must be added as Additional Insured with language that must read as follows:
County of Anoka, and their agents, officers, directors, and employees are added as additional insured.
(the above language needs to be clearly stated in the "DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS" box located above the CERTIFICATE HOLDER box near the bottom of the Certificate) Anoka County at the 2100 3rd Ave Anoka, MN 55303 must be printed in the CERTIFICATE HOLDER box.
- A copy of the additional Insured endorsement is needed if the following statement is on the Certificate that reads: "if the certificate holder is an ADDITIONAL INSURED, the policy(s) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).
- Upon executing the above requirements, please mail the Certificate of Insurance to Anoka County Parks Department at 550 Bunker Lake Blvd. Andover, MN 55304 or fax to (763) 324-3301. In addition, other considerations of your requested special permit may require an on-site meeting to discuss the final details.

Thank you for considering the Anoka County Parks and Recreation Department for your special event. We look forward to working with you in making your event an enjoyable experience.