



Vehicle Voucher Arrangement Application

Vouchers are an easy way to accommodate your guest's vehicle entry permits. A company business card, flyer, or voucher (as shown below) will identify people who are with your party. Please limit the size of your vouchers to 3x5. Send the vouchers out with the invitations to your event or issue them at your place of business for a company picnic.

The following information will be collected: credit card information, cardholder name, and the estimated number of vehicles you are expecting. After your event, collected vouchers will be counted and charged to your credit card at the rate of \$6/voucher if it is within 10% of your estimated amount of vehicles. If it is more than 10% above the estimated amount, we will contact you before charging your card. After charges are made to your account a receipt will be provided.

Please provide a copy of the voucher to the Parks and Recreation office at least two weeks prior to the event via email at anokacountyparks@co.anoka.mn.us or mail to: Reservation Staff, Anoka County Parks, 550 Bunker Lake Blvd NW, Andover, MN 55304.

Please keep the top portion of this sheet for your files and send your voucher with the bottom portion. For any questions or concerns, call the Parks and Recreation reservation staff at 763-324-3300, Monday – Friday, 8 a.m. – 4:30 p.m..

After Labor Day the gate houses may not be staffed. In this case, all vouchers need to have an added note, "Please Place in Honor Box", in order to tally and charge correctly.

Sample Voucher

Include on the voucher:

- Company/Group name
- Date of Event
- Park Name and Pavilion Number
- "Vehicle Voucher"

The Smith/Anderson
Wedding

Saturday, July 5, 2014
Lake George #5
"Vehicle Voucher"

Park: _____ Pavilion/Shelter Name: _____

Contact Name: _____ Email Address: _____

Name of Organization (if applicable): _____

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

Address: _____ City: _____ Zip: _____

Estimated Number of Vehicles: _____ Date of Event: _____

(Charge of \$6/vehicle)

Credit Card Number: _____ Expiration: _____ CVC: _____

3 digits on the back of your card

Visa MasterCard Discover