



Anoka County Parks and Recreation

550 Bunker Lake Boulevard NW, Andover, MN 55304

SPECIAL USE PERMIT REGULATIONS

Special use permits are required for the following activities in accordance with the Ordinances Regulating Parks in the Anoka County Park System:

Pig Roast • 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

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 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.
- 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 Anoka County, 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 EXEPTIONS.**

To receive consideration and approval for a Special Use Permit, please complete the reverse side of this form and fax or mail to:

Special Use Permit
Anoka County Parks and Recreation Department
550 Bunker Lake Blvd.
Andover, MN 55304
Fax #763-755-0230

Special Use Permit requests must be received at least three weeks prior to event date. Special Use Permit approval or denial notice will be mailed or faxed to Permittee within 7 days of receipt of request. Permit requests not received within three weeks of the event may be assessed a \$25.00 late fee.

Please note: You will be contacted for payment after approval of your Special Use Permit. Approval forms **will not be authorized until all fees are paid in full.** For your convenience we accept Visa, Master Card, Discover, or American Express.

created 07/25/07 by dhs, revised 10/23/07 by md

OPEN SPACES IN NEARBY PLACES