

Special Use Permit: INFORMATION SHEET

Special use permits are required for the following activities:

- **Music** • **Dunk tank** • **Games/carnival activities** • **Inflatables** • **Race/walk/bike events**

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.

- Generators, balloons, or auxiliary tents are not permitted in Brooklyn Park parks.
- An administrative fee is required for each Special Use Permit: \$35 for music and \$25 for all others.
- A certificate of liability insurance is required for any inflatable devices: dunk tank, large tent or race/walk/bike permits issued. Minimum insurance requirements include, but are not limited to, general liability of at least \$2,000,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 food product liability per occurrence (if applicable) and fire/property damage in the amount of \$300,000 per occurrence. The required insurance certificate must name City of Brooklyn Park, its officials, agents, employees and volunteers as additional insured. A copy of the Certificate of Insurance that verifies such insurance is in full force throughout the term of the permit must be submitted to the City of Brooklyn Park Recreation Department office two weeks (14 days) prior to the scheduled event. Permit holder shall furnish the City with Certificate of Insurance. 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 attached application form and fax or mail to:

City of Brooklyn Park Recreation Department
Attn: Special Use Permit for Park Shelters
5600 - 85th Avenue North
Brooklyn Park, MN 55443
Fax: 763-493-8253

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

Please note: Special Use Permit approval letters will not be processed without facility reservation fee and Special Use Permit fee(s). Please enclose payment or indicate a credit card payment with special use permit application. For your convenience, we accept Visa, MasterCard, Discover or American Express.

2022 Special Use Permit: APPLICATION

PLEASE PRINT CLEARLY

Name of Organization, if applicable _____

Picnic Shelter and/or building renting _____

Date of event _____

Purpose of Event _____

Your name _____

Address _____ City _____ Zip _____

Email _____

Phone (_____) _____ Cell (_____) _____

Special use includes: ____ Inflatables ____ Dunk Tank* ____ Music (only at Oak Grove with both shelters using City sound system)

Please describe your special use activity in detail (if you are doing a carnival/run/bike event/race, additional information will be required):

Specific time that the **Special Use Permit** will take place in the park: From _____ To _____

Does Activity require electrical hook-up? No _____ Yes _____

(Electrical NOT available at Edinbrook, Orchard Trail, Pinebrook, Willows of Aspen, or Village Creek)

Does activity require water hook-up? No _____ *Yes _____

(Parks with water hook-up include: Central, Hamilton, Hartkopf, Lakeland, Oak Grove, River N, River S, and Willowstone)

*Customers bringing in a dunk tank will need a water spigot handle to turn on the water outside of the restroom building (which you will need to pick up at the office). A \$25 key deposit is required for water spigot handle. We do not provide water hoses to fill dunk tanks.

For office use only:

Activity #999015

Notes/Messages _____

_____ Received Certificate of Liability Insurance

_____ Emailed SUP to client

_____ Emailed SUPs to group

_____ Other _____