DEPARTMENT OF PARKS AND RECREATION
OPERATION

CITY OF SAINT PAUL
Mayor Christopher B. Coleman

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PARK PERMITS: 651-632-5111
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1100 Hamline Avenue North
Saint Paul, Minnesota 55108
www.stpaul.gov/parks

2013 HIGHLAND PARK PICNIC RESERVATION RATES AND INFORMATION

Montreal between Edgcumbe Road and Lexington Pkwy., 55116

PERMIT SESSIONS: The day is divided into two sessions. If you would like to reserve the entire day, you are required to pay for two sessions. All applications must be made at least seven business days prior to the event.

Note: Groups of 1000 or more, please see Large Events and Community Festival Reservations

- **ONE SESSION (AM SESSION) 7:30 A.M. - 2:00 P.M.**
  (PM SESSION) 3:30 P.M. - 9:30 P.M.
- **TWO SESSIONS (ALL DAY) 7:30 A.M. - 9:30 P.M.**

SHELTER - 1227 Montreal Ave, 55116

*Seats approximately 50 people. *Electricity Available *Alcohol allowed	**General Rate**	Non-Profit or Tax exempt
1 SESSION	**$60.00**	$55.75
2 SESIONS	**$120.00**	$111.50

BOOYA SHED (Next to Pavilion)

*Includes two day use of Pavilion *Electricity Available * Alcohol allowed	**General Rate**	Non-Profit or Tax exempt
	$792.00	$735.89
	Include any applicable large group fee (s). See below	

PAVILION (Entire) - 1200 Montreal Ave, 55116

*Seats approximately 200 people. *Electricity Available * Alcohol allowed	**General Rate**	Non-Profit or Tax exempt
1 SESSION	**$230.00**	$213.70
2 SESIONS	**$460.00**	$427.41

Alcohol - The possession and consumption of non-intoxicating malt liquor (containing not more than 3.2% alcohol by weight) is permitted from 8:00 a.m. to 8:00 p.m. within designated picnic areas. Glass beverage containers are not allowed.

CHANGES TO PERMITS: There will be a $25.00 charge each time you alter your picnic permit *(session change, date change, location change)*. Changes to permit will be accepted up to 7 business days prior to the reservation date.

CHARGE FOR VIEWING FACILITIES PRIOR TO EVENT: There will be a $25 charge for persons requesting to view the facilities before the event. You must contact the permit office at least 7 business days prior to your permit so arrangements can be made for a staff person to show you the facility.

REFUNDS: No refunds will be issued for cancellations less than 30-days prior to the reservation date. Permits under $150 will **"NOT"** receive a refund. Permits over $150 will receive 50% of the permit cost. No refunds are given due to weather conditions. If a permit is issued less than 30-days of an event, and the permit is canceled, the permit fee will be non refundable.

As a reminder: there is no reserved parking in any Saint Paul park.

CAPRA Accreditation

AA-ADA-EEO Employer

National Gold Medal Award

FEES LISTED BELOW MAY APPLY TO YOUR EVENT, IN ADDITION TO THE RATES LISTED ABOVE

LARGE GROUP FEES (100-999): An additional fee will be charged for large groups of 100 -999 people to cover the cost of extra trash removal and clean up.

Number of People:	100 - 250	251 - 500	501-750	751 - 999
Basic Rate	$100	$150	$300	$550
Tax Exempt Rate	*$92.92*	*$139.37*	*$278.75*	*$511.03*

(Optional) SITE FEES FOR RIDES, LARGE GAMES, PONY RIDES AND PETTING ZOO

	STAKED FEE RATE		WEIGHTED OR NON-STAKED FEE RATE	
	First	Each Additional	First	Each Additional
BASIC RENTAL FEE	$155.00	$30.00	$55.00	$30.00
Tax Exempt Rate	*$144.02*	*$27.87*	*$51.10*	*$27.87*

- The Parks Permits office must be notified of and approve all rides, large games, pony rides and petting zoo areas.
- Liability insurance is required and a copy must be submitted to permits office no later that 15 business days prior to event.
- The Permit Office will determine location.

Note: If the game requires staking, the Permit Office must be notified at least seven (7) days prior to an event by calling 651-632-5111. *Staked tent locations MUST be located for underground utilities before installation*.

(Optional) SITE FEES FOR TENTS (Weighted or Staked)

	STAKED FEE RATE		WEIGHTED OR NON-STAKED FEE RATE	
	First	Each Additional	First	Each Additional
BASIC RENTAL FEE	$155.00	$30.00	$55.00	$30.00
Tax Exempt Rate	*$144.02*	*$27.87*	*$51.10*	*$27.87*

- The Permit Office will determine location.

Note: If the tent requires staking, the Permit Office must be notified at least seven (7) days prior to an event by calling 651-632-5111. *Staked tent locations MUST be located for underground utilities before installation*.

RENTAL AND RATE INFORMATION:

- Prices include Minnesota sales tax in the amount of 7.625%.
- Non-Profit/Tax Exempt rates are available on facility rental fees as listed below to groups who provide proper documentation of such status **at the time the permit is issued.** The large group, tent, large game and inflatable fee prices are not discounted except for the reduction of fees due to tax exempt status.
- For groups that are non-profit but not tax exempt, sales tax will be added back into non-profit/tax exempt fees listed.
- The rates listed are for groups of 99 or less. If the rental is for a group of 100 or more, there are additional fees (refer to the large group fees).

ADDITIONAL DEPARTMENT OF PARKS & RECREATION FACILITIES AVAILABLE FOR RENTAL

CLARENCE W. WIGINGTON PAVILION ON HARRIET ISLAND

200 Justus Ohage Boulevard, 55107

The pavilion is located on Harriet Island across the Mississippi River from downtown Saint Paul. It is a beautiful 5,000 sq. ft., heated, accessible building with free parking. The pavilion is a year-round rental facility. Reservations are taken from City of Saint Paul residents the first business day of the month 13 months in advance of the event date and non-residents may apply the first business day of the month 12 months in advance.
For information on this facility, please call 651-632-5111 or visit our web site at www.stpaul.gov/parks.

COMO LAKESIDE PAVILION – BLACK BEAR CROSSINGS

1360 No. Lexington Parkway, 55108

This rental facility consists of two areas: a mezzanine level that overlooks the main floor and a 3rd floor banquet/meeting hall. The mezzanine level seats approximately 50 people; the 3rd floor banquet hall seats 160-200 depending on seating set-up. Tables and chairs are included with the rental of these two rooms. A promenade area is also available for rental.
For more information on this facility, rental fees, and availability, please call 651-488-4920.

COMO ZOO PICNIC PAVILION - LANCER CATERING

This picnic pavilion is available from May through September, seven days per week. All events at this picnic pavilion are catered by Lancer Catering. Located directly within Como Zoo, the picnic pavilion offers a private setting for group events for up to 500 people, and allows you to get right back to the action when you have completed your picnic. **For more information on this facility, rental fees, and availability, please contact Lancer Catering at 651-487-8282.**

OUTDOOR WEDDING SITES

The City of Saint Paul has many park locations to choose from for outdoor wedding ceremony sites. The most popular sites are: Irvine, Kellogg, Mears, Phalen, Rice, Summit Overlook to name a few.
For more information, please call 651-632-5111 or visit our web site at www.stpaul.gov/parks.
For information on weddings at the Marjorie McNeely Conservatory and Japanese Garden at Como Park, please call 651-487-8250.

PHALEN PARK CLUBHOUSE - BANQUET ROOM

1615 Phalen Drive, 55106

This cozy banquet room seats 225. It has carpeted floors, wood paneling on walls, and windows that overlook the golf course. Amenities include a dance floor, wet bar with cooler, and A/V equipment (microphone, TV, VCR, overhead, screen, and a flip chart). **For more information on this facility, please call 651-774-9456 or visit our web site at www.stpaul.gov/parks.**

RECREATION CENTER MEETING ROOMS

Several recreation centers throughout the City of Saint Paul have meeting rooms available for rental. **For recreation center locations and telephone numbers, please call Parks Administration at 651-266-6400** or visit our web site at **www.stpaul.gov/parks.**

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