

## Eastman Park- Lake George Special Events

Special events include walk/runs, tournaments, concerts or gatherings of 50 participants or more. All special events in Eastman Park must be approved through the Park Permit Application process. Information needed for application: date, time, proposed event name, amount of people, type of activities, etc. Special events over 400 people are subject to additional fees.

### Hours of Park Use

- Park hours available: 6:00am-10:00pm.

### Eastman Park Amenities

- Trail system around Lake George, trail system includes sidewalks, tar path, and pavers. Distance of Lake Trail .4 miles; distance of Outer Trail .75 miles.
- Performance Stage
- Splash pad (open late May- early September)
- Fishing pier
- Playground equipment
- Bike repair station
- Picnic tables
- Grill area

### Performance Stage

- Performance stage must be reserved prior to the special event. Additional fees will be charged for the usage of the performance stage.
- The City of St. Cloud does not provide any sound equipment. All additional equipment must be provided by the renter.
- Electrical box is available to use during special events. Key will need to be obtained in order to have access to the electrical box.
- Any events with amplified noise must obtain a Special Event Permit through City Hall prior to the event.

### Eastman Park Rules

- Swimming is not allowed in Lake George.
- No stakes should be used in the ground anywhere in Eastman Park. Only small signage with small wires may be placed no more than 2 inches into the ground.
- For delivery and set up purposes, vehicles may only be driven on the paths of the outer loop of the park. No vehicles are allowed on the inner loop around the lake, grass areas, deck or fishing pier.
- No paint or chalk paint is allowed on the trail system around Lake George. Suggestions for directional markers include cones, sidewalk chalk, small signs or volunteers. Renter will be charged an additional fee if paint or permanent marks are placed on the trail system.
- All dogs must be on leashes in the park. Dog clean up bags are located along the walking path.
- Usage of a personal grill in the park is allowed. The grill must be at least 15 feet away from the buildings.
- Alcoholic beverages may not be consumed, possessed or dispensed in the Lake George Complex or anywhere on Eastman Park grounds except as pursuant to a temporary on-sale liquor license. Individuals found with alcohol will be charged with a \$1000 fine or sentenced up to 90 days in jail.

**Contracts & Guidelines**

- After contract has been sent, the renter has five business days to return the signed contract and provide full payment. If no contract and payment is received, it will be assumed that the renter is no longer interested and rental will be removed from the schedule.
- All renters who are non-residents of the City of St. Cloud will be charged an additional fee of 20% per rental.
- A certificate of Liability Insurance is a requirement to host a special event. Renters must provide a minimum of \$1,000,000 of general liability coverage for each occurrence and shall name the City of St. Cloud as an additional insured.
- The renter is responsible for any excess garbage and/or damages to the park and/or equipment. Renter will be charged an additional fee of \$100.00 per hour if the park requires extensive cleaning/repairs.
- Vendors are allowed in the park with an issued Park Permit. Food trucks/vendors must have proper license from the Health Department.
- Park Maintenance staff are not on site during events unless the renter requests to have staff on site; additional charges for staff will apply. If the event exceeds 400 people, park staff will be required to be on site during the event.
- If your event exceeds 400 people, has amplified music or if you are planning any activities that include areas outside of park boundaries, you will need to obtain a Special Event Permit through City Hall. Examples would be large concerts, parades, blocking off streets, walk/run on the streets, etc. For more information about the permit process, contact the City Clerk at 255-7210 or visit City Hall.

**Cancellations**

- Special events cancelled 30 or more calendar days before the event, total fee will be refunded, minus the \$16.00 administrative fee.
- Cancellations less than 30 calendar days before scheduled event, renter will only be refunded 50% of the total fee, minus the \$16.00 administrative fee.
- No refunds will be given on or after the day of the scheduled special event for any reason.
- In the event that poor weather conditions cause the cancellation of a special event, a full refund, minus a \$16.00 administrative fee, will be given, provided that Park and Recreation staff has been notified of the cancellation at least one hour before the start time of the reservation. To notify Park and Recreation staff, call 320-583-7295 and leave a message stating the name of your party, the date and time of event.

I understand the rules and guidelines of Eastman Park and will abide by them. Additional charges may be added after the event if policies and rules are not followed.

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Signature of Responsible Party

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Date