

Hartley Nature Center Special Event Permit Application



3001 Woodland Avenue
Duluth, MN 55803
218.724.6735
www.hartleynature.org

Contact Name: _____		Phone: _____	
Street Address: _____			
City, State, Zip: _____			
Date of Event: _____	Time Slot: _____	10am-3pm _____	4-9pm _____
Additional Rehearsal Date (if needed): _____		Time (up to 2 hrs.): _____	
# Attending: _____			

Permit Rules

- ◆ You must consult in person with a Hartley staff member and have a tour of the Amphitheater area before a permit will be issued.
- ◆ A Hartley staff member will be assigned to be on hand for your event.
- ◆ A permit allows for the exclusive use of the entire Amphitheater area (includes the amphitheater, yurt, nature playscape, and lean-to); all other areas of the park (including parking lot) remain open to the public.
- ◆ No structures within the Amphitheater area are to be altered in any way.
- ◆ Plan your event so that your ARRIVAL (set up) and DEPARTURE (tear down) are *within your allotted time slot*.
- ◆ Plan photos to be taken within your existing time slot.
- ◆ All reservations are final once permit has been issued. If you make changes to the reservation, you will be charged an additional \$25 fee.
- ◆ No fires allowed (includes the fire pit and yurt woodstove).
- ◆ No cooking devices of any kind allowed.
- ◆ The group or person reserving the Amphitheater area is responsible for the safe conduct of all participants attending event .
- ◆ The permitted area must be left in an orderly condition with all trash, decorating items and food waste disposed of properly in existing containers.
- ◆ All motorized vehicles must remain in the parking lot and are not allowed on any off-road areas such as park pathways, grass, fields, etc.
- ◆ Dogs are not allowed in the Amphitheater area.
- ◆ No alcohol allowed.

IMPORTANT INFORMATION

- Reservations for special events are scheduled from May 15 through October 15.
- Seasonal construction projects are performed by City of Duluth Park Maintenance during warmer months and are scheduled well in advance whenever possible. On occasion, unexpected or emergency maintenance is required. If these infrequent instances affect your permit, you will be notified.
- Parking spaces (approx. 40)
- Electrical service is available at the Amphitheater and Yurt.
- Composting toilets available

FEES: \$500 for event; \$50 for rehearsal

DEPOSIT: 50% of event fee due at time of permit issue. Deposit is non-refundable. All permits are non-transferable and non-refundable.

CANCELLATION POLICY: Your reservation will be canceled if remaining permit fee payment is not received by the due date on your application. Please call if you decide to cancel, 218.724.6735.

Liability Waiver: The signed and associated participants assume all liability for activities and have read and agreed to the above permit rules. Hartley Nature Center is released of all liability associated with this event rental.

Signature: _____

Date: _____

Office Use Only

Application Received: _____

Permit Issued: _____

Site Visit Date: _____

Deposit: _____ Date Received: _____

Staff: _____

Balance: _____ Date Due: _____

Notes: