



Hartley Nature Center Special Event Permit Application

<http://hartleynature.org/about/building-and-yurt-rentals/>

3001 Woodland Avenue
Duluth, MN 55803
218.724.6735
www.hartleynature.org
Hours: Mon-Fri 8am-4pm
Sat 10am-4pm

THIS PERMIT APPLICATION IS REQUIRED TO BE SUBMITTED FOR ALL OUTDOOR CAMPUS, YURT, AND FACILITY RENTALS. THIS PERMIT IS ALSO REQUIRED FOR CITY PERMITTED EVENTS THAT WILL OCCUR IN THE PARK DURING HARTLEY NATURE CENTER OPERATING HOURS. NO EVENT SHALL BE PERMITTED WITHOUT FIRST SUBMITTING THE APPLICATION AND RECEIVING APPROVAL FROM HARTLEY NATURE CENTER.

DESCRIPTION & FEES:

- **OUTDOOR CAMPUS:** The Outdoor Campus is a 3-acre enclosed area adjacent to the nature center building. Amenities include a 20x30 open-sided pavilion, composting toilets, amphitheater with small stage, nature playscape, and yurt. *\$500/4hrs (choose one of two time slots listed below); \$50 for rehearsal (if needed)*
- **YURT:** Unique and rustic rental space that measures 30' in diameter (approx 700 sq ft). The yurt is located a short walk from the nature center building. **Does NOT include the use of the pavilion, amphitheater, lean-to or playscape.** *\$300/3hrs (\$100 ea additional hr). A staffing fee of \$25/hr will be added for events outside operating hours.*
- **EXCLUSIVE FACILITY:** Use of 700 sq ft classroom space inside nature center building, along with exhibit hall. Exclusive facility rental is only available outside normal operating hours. *\$200/3hrs (\$100 ea additional hr). A staffing fee of \$25/hr is required.*
- **NON-EXCLUSIVE FACILITY:** Rental includes use of 700 sq ft classroom space inside nature center building. Non-exclusive use is only available during normal operating hours. *\$100/3hrs (\$50 ea additional hr)*
- **CITY PERMITTED PARK EVENT (during HNC operating hours):** If your event will take place in Hartley Park (outside of Hartley Nature Center or the HNC Outdoor Campus) during normal HNC operating hours, you may be required to submit this permit application and a fee of \$80 to HNC, even if you will not be using the building for your event. This permit is in addition to any permits required by the City of Duluth, and does not act as a substitute for any city permits required. Hartley Nature Center is not responsible for failure to obtain city permits. If you are in doubt if you need a HNC special event permit, contact us at 218-724-6735. Please contact the city for inquiries about city permits at 218-730-4305. *\$80*

DEPOSIT: 50% of event fee due at time of permit issue. Deposit is non-refundable. 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.**

Contact Name: _____		Phone: _____	
Street Address: _____		Email: _____	
City, State, Zip: _____			
Type of Rental (please check): <input type="checkbox"/> Exclusive Facility (Classroom & Exhibit Hall) <input type="checkbox"/> Non-Exclusive Facility (Classroom only)			
<input type="checkbox"/> Yurt <input type="checkbox"/> Outdoor Campus (includes Yurt) <input type="checkbox"/> Park Event (Non-Exclusive)			
Event Date: _____		Event Time (Outdoor Campus see below) _____	
Expected Attendance _____			
Description of Event: _____			
OUTDOOR CAMPUS EVENTS ONLY			
Time Slot: <input type="checkbox"/> 10am-2pm <input type="checkbox"/> 3pm-7pm (both time slots can be reserved, but it will double the cost).			
Additional Rehearsal Date (if needed): _____		Time (up to 2 hrs, after 4pm): _____	

IMPORTANT INFORMATION

- Outdoor Campus and Yurt events are scheduled from **May 15 through October 15**, all other rentals/events are available year-round at the discretion of HNC (and may have additional fees).
- Events within Hartley Nature Center and the Outdoor Campus do not require additional permits from the city.
- If renting the outdoor campus you must consult in person with a Hartley staff member and have a tour before a permit will be issued.
- A Hartley staff member will be assigned to be on hand for your event if outside operating hours, and will come at an additional cost.
- Hartley Park (including the nature center and leased areas) is open to the public; all locations outside of the permitted area will remain open to the public (including the parking lot).
- Seasonal construction projects are performed by the City of Duluth Park Maintenance during warmer months and are scheduled well in advance whenever possible. On occasion, unexpected or emergency maintenance of the park and/or park buildings is required. If these infrequent instances affect your permit, you will be notified. Hartley Nature Center reserves the right to cancel an event if deemed necessary for safety of event participants.
- Parking spaces (approx 60).
- Limited electrical service is available in the Outdoor Campus and Yurt.
- Composting toilets available for use with Outdoor Campus and Yurt rental.

PERMIT RULES

- ◆ A permit can only be used for the event described in the approved permit. All other uses are prohibited.
- ◆ Permit holders will have exclusive access to the space described on the approved permit. However, all other areas of the park and/or leased property (including the parking lot) remain open to the public.
- ◆ No structures within the permitted area are to be altered in any way.
- ◆ Plan your event so that your ARRIVAL (set up) and DEPARTURE (tear down) are *within your scheduled 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 permitted 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.
- ◆ Animals are not allowed in the permitted area.
- ◆ No alcohol allowed.

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: