



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

THIS PERMIT APPLICATION IS REQUIRED TO BE SUBMITTED FOR ALL OUTDOOR CAMPUS AND YURT RENTALS. 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 pavilion, composting toilets, amphitheater with small stage and nature playscape. *\$100/hr*
- **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.** *\$150/hr*

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.**

IMPORTANT INFORMATION

- Events within the Hartley Nature Center Outdoor Campus do not require additional permits from the city.
- A Hartley staff member will be assigned to be on hand for your event.
- 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 except during the winter months.

Contact Name: _____ Phone: _____

Street Address: _____ Email: _____

City, State, Zip: _____

Type of Rental (please check): Yurt Outdoor Campus Park Event (Non-Exclusive)

Event Date: _____ Event Time _____ Expected Attendance _____

Description of Event: _____

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 in the fire pit.
- ◆ 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: _____

<p>Office Use Only</p> <p>Application Received: _____ Permit Issued: _____</p> <p>Site Visit Date: _____ Deposit: _____ Date Received: _____</p> <p>Staff: _____ Balance: _____ Date Due: _____</p>	<p>Notes:</p>
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