



Commercial Use Application

Businesses or Individuals that would like to conduct business, hold a class or any other “for profit” or any type of business activity on City of Woodbury property (hereinafter referred to as “Permit holder,” are required to have a Commercial Use Permit. **Application, required documents and applicable fees are due a minimum of twenty one (21) business days prior to the event date. Businesses or Individuals conducting business on-site, without a permit, will be asked to cease such activity and leave the premises.** The City of Woodbury reserves the right to accept or deny any Commercial Use Application request.

Event Date _____ Application Date _____

Contact Information

Name of Business _____ Contact person _____

Address _____ Phone _____

City, State, Zip _____ Email _____

Federal Tax ID _____

Woodbury Park Site

_____ **Ojibway Park** _____ **MHFV Sports Center** _____ **Carver Lake Park** _____ **Colby Lake Park**
_____ **Edgewater Park** _____ **Powers Lake Park** _____ **Other (identify location):** _____

Required Documents

 (Due at least twenty-one (21) business days prior to the event. *Required by all.)

_____ * Fee see below (payable to the City of Woodbury) _____ * Certificate of Insurance

Fees:

- Resident: \$30/hour plus applicable sales tax (1.5 hour minimum)
- Non-resident: \$50/hour plus applicable sales tax (1.5 hour minimum)
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Description of Service Provided (Please include equipment, hours on-site, expected participation and identify areas you will be using.)



City of Woodbury Rules/Expectations

- Permit holder must provide a **Certificate of Insurance** in the amount of \$1,000,000 per person per occurrence as well as a \$2,000,000 aggregate. The City of Woodbury must be named as additionally insured. Permit holder agrees to indemnify and hold harmless the City of Woodbury, its officers and employees for any and all claims arising out of the Permit holder's activities related to the services provided under this application.
- Alcoholic beverages are prohibited from being sold or consumed during events.
- There will be no refunds for Permit holder due to weather conditions.
- Permit holder is responsible for supplying all items necessary for their operation such as tables, chairs, extension cords and generators.
- Permit holder agrees to abide by all park rules and regulations, as well as expectations explained within the Special Event Guide or event taking place, such as recycling and compost expectations.
- The City of Woodbury reserves the right to determine where and when you will be allowed to set-up.

Application, required documents and fee must be submitted to:

City of Woodbury - Attn: Commercial Use Application
8301 Valley Creek Road
Woodbury, MN 55125

Or email to reconline@woodburymn.gov

Rules and Regulations

I have read and understand the responsibilities of the renter and agree to abide by all rules and regulations of the use of the facilities.

Yes No

Printed Name

Date

Signature

Date