

RULES AND REGULATIONS

Booking Policy

Tentative dates requested by permit holder are held for ten (10) days, after which time Ramsey County reserves the right to book another event on those dates. Upon receipt of deposit payment, tentative dates change to “firm” status.

The permit and deposit must be returned to Ramsey County within fifteen (15) days of the date issued. If they are not received by the date, Ramsey County reserves the right to book another event on those dates. If additional time is needed, requests must be made to Ramsey County, in writing, before the end of the initial fifteen (15) days. Ramsey County reserves the right to accept or reject such requests. All deposits are non-refundable.

Alcoholic Beverages

All arrangements regarding alcoholic beverages must be pre-approved by the Director of Ramsey County Parks and Recreation. Permits or licenses to sell alcoholic beverages must be acquired from the City of Maplewood in advance of the event.

Permit holder must show proof of Dram shop insurance in the amount of \$600,000. A copy of the insurance certificate must be submitted to the Ramsey County Parks and Recreation office at least ten (10) days prior to the event. **Any deviation from this insurance requirement must be approved by Ramsey County Risk Management.**

Event Settlement

All permit fees, less booking deposit and equipment charges, are due and payable at least 30 days before the date of event(s). Any miscellaneous charges not covered in permit or deposit fee must be paid within five days after event.

Commissions on Sales

Ramsey County reserves the right when souvenirs, novelties, records, tapes, etc. are sold during events by the permit holder and/or event performers, to receive a commission of these sales, in accordance with the permit. These arrangements and the settlement of the charges will be coordinated by the Ramsey County Parks and Recreation Department.

Technical Assistance

The operation of technical equipment such as sound, lighting or other stage equipment, as well as moving in, setting up, tearing down, moving out, rigging, and truck loading/unloading is the responsibility of the permit holder.

Copyright fees

Any and all ASCAP, BMI, SESAC or other copyright fees applicable to any event will be the full responsibility of the permit holder. Payment of the fees shall be made by the permit holder directly to the applicable copyright agency.