



WHERE THE FOREST MEETS THE PRAIRIE  
**Todd County**  
MINNESOTA • EST. 1855

Courthouse Annex  
212 2nd Ave S  
Long Prairie, MN 56347  
Phone: 320-732-4500  
Fax: 320-732-4540

Branch Office  
200 1st St NE, Suite 1  
Staples, MN 56479  
Phone: 218-894-6300  
Fax: 218-894-2878

**2021  
SPECIAL EVENT  
CAMPING AREA APPLICATION  
Special Event Camping Area License**

**\$44.00 Base Fee      \$20.00 Late Fee if not submitted 2 weeks prior to event**

**Per site fee:**

5-25	\$ 39.00	76-100	\$170.00	
26-50	\$ 85.00	101-200	\$270.00	
51-75	\$111.00	201 and up	\$508.00	Maximum fee \$508.00

\_\_\_\_\_  
(Sponsoring Organization) Phone

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Person in Charge Phone

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Name of Event

\_\_\_\_\_  
Location Day, Dates Time

Number of Camping Sites: \_\_\_\_\_

Number of Square Feet per Camping Site: \_\_\_\_\_

If 50 or more camping sites, provide the name of the responsible attendant or caretaker:

\_\_\_\_\_

Type of toilet facility provided: \_\_\_\_\_

Number of toilet facilities provided: \_\_\_\_\_ Distance from toilet to site: \_\_\_\_\_

Distance from toilet to farthest site: \_\_\_\_\_

Will there be a central shower building? \_\_\_\_\_

If so, how many showers will be provided? \_\_\_\_\_

**SPECIAL EVENT CAMPING AREA APPLICATION**

How is water going to be provided? \_\_\_\_\_

Dump station provided? \_\_\_\_\_

Water source:

Municipal      Other, Please Explain \_\_\_\_\_

Describe methods of liquid and solid waste disposal.

\_\_\_\_\_  
\_\_\_\_\_

This application is approved only for operation as specified above;  
Additional approval is required for any changes.

The license fee is good for two (2) special event camping area licenses  
annually not to exceed fourteen (14) consecutive days of operation.

Make checks payable to: **TODD COUNTY HEALTH AND HUMAN SERVICES**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Person in charge of Special Event Camping

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**Date Received:** \_\_\_\_\_ **Check#** \_\_\_\_\_ **Amount\$** \_\_\_\_\_

**Approved** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**SPECIAL EVENT CAMPING AREA APPLICATION**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_