

SUBMITTING YOUR APPLICATION FOR FACILITY USE

The review and approval of a Facility Use Application is coordinated through the appropriate office of the Minneapolis Park & Recreation Board (hereinafter "Park Board"). Please consult below to determine where to send your proposal.

<u>Facility</u>	<u>Location</u>	<u>Options</u>	<u>Fee</u>	
Weddings *3 hour bookings				
• Boom Island - <i>not available for 2011 season</i>	Riverfront Plaza	chairs & amplification	\$500	
• Cowles Conservatory	Palm Room	n/a	\$500	
• Father Hennepin Bluffs	Bandstand	chairs, tent & amplification	\$500	
• Minnehaha Park	Longfellow Gardens	chairs & amplification	\$500	
	Minnehaha Falls Area	n/a	\$500	
	Minnehaha Pergola Garden	chairs, tent & amplification	\$500	
	Song of Hiawatha Fountain	chairs	\$500	
	Minnehaha Bandstand	amplification (MPRB)	\$800	
• Lake Harriet	Lake Harriet Bandshell	amplification (MPRB)	\$800	
• Lyndale Park	Rose Garden - Heffelfinger Fountain	chairs	\$500	
	Rose Garden - Turtle Fountain	chairs	\$500	
	Rock & Peace Garden	chairs	\$500	
• Minneapolis Sculpture Garden	General Mills Sculpture Plaza	chairs & amplification	\$500	
	Frederick Weisman Sculpture Plaza	chairs & amplification	\$500	
	McKnight Foundation Sculpture Plaza	chairs & amplification	\$500	
	Judy & Kenneth Dayton Sculpture Plaza	chairs & amplification	\$500	
	Pergola	chairs, tent & amplification	\$500	
	Gazebo - <i>Prophecy of the Ancients</i>	chairs & amplification	\$500	
	• Thomas Lowry Park	Seven Pools	chairs & amplification	\$500
• Theodore Wirth Park	Wedding Hill	chairs, tent & amplification	\$500	
• Central Riverfront Park	West River Parkway at South of Plymouth Ave	chairs, tent & amplification	\$500	
• Water Power Park	Riverfront	amplification	\$500	
• Demming Heights	Norwegian Hill	chairs & amplification	\$500	
Picnics *Half Day - 6 hour bookings (9 a.m. to 3 p.m. or 4 p.m. to 10 p.m.)				
• Beard's Plaisance - APRIL 15 - JUNE 15 ONLY	Main Shelter	80 person capacity	\$150	
• Columbia Park	Main Shelter	200 person capacity	\$100	
• North Mississippi Regional Park	Main Shelter - C	200 person capacity	\$200	
	Shelter A	50 person capacity	\$100	
	Shelter B	50 person capacity	\$100	
• Boom Island - <i>not available for 2011 season</i>	Shelter A	50 person capacity	\$100	
	Shelter B	50 person capacity	\$100	
	Shelter C	50 person capacity	\$100	
• Theodore Wirth Park	Picnic Pavilion Building	100 person capacity	\$250	
• Minnehaha Park	Non-sheltered areas	Minnehaha Picnic Area 2	80 person capacity	\$50
	Sheltered areas	Minnehaha Main Pavilion	300 person capacity	\$250
		Wabun Shelter A	62 adult capacity	\$100
		Wabun Shelter B	62 adult capacity	\$100
		Wabun Shelter C	188 adult capacity	\$200
		Wabun Shelter D	188 adult capacity	\$200
		Wabun Area E	132 adult capacity	\$50
		Wabun Shelter F	62 adult capacity	\$100

REVISED 12.28.2010

Still Photography / Filming

- All locations throughout the Minneapolis Park & Recreation Board System require a permit

PROPOSAL PROCESS

1. Choose a Facility, Location and Date for your event. Please note that most facilities are permitted in 3 hour and 6 hour increments. Additional hours are available at an additional charge.
2. Complete all sections of this Facilities Use Application (pages 2-4). This form is for informational purposes and is required to create an accurate cost estimate. It does not constitute permission to use the Facility.
3. Submit your application by mail, delivery-in-person, or by facsimile to the Minneapolis Park & Recreation Board Customer Service. All applications, proposed activities, and event features are subject to review and approval of the Park Board.
4. Payment is required to guarantee the reservation of the facility and varies depending on the facility being requested (a minimum of \$50). You will be notified if the proposal is not approved or the facility is not available.
5. Once payment is received, the Park Board will mail or fax a permit agreement to the Event Organizer with further instructions and contact information.



FACILITIES USE PERMIT APPLICATION

APPLICANT INFORMATION

Name of Event Organizer: _____
Organization / Production Company: _____ Federal Tax ID or 501(c) (3) #: _____
(attached current verification of 501 (c) (3) status)
Address: _____ Apt/Unit/Suite _____
City: _____ State: _____ Zip Code: _____
E-mail Address: _____
Daytime Phone: _____ Fax: _____ Cell: _____
Event Day On-Site Contact: _____ Phone: _____ Cell: _____
(if different than the organizer)

EVENT INFORMATION

Event Type: Wedding Picnic Photography

Location (See Page 1 for list of possible locations): _____

Date

Set-up and Teardown

1st Choice _____ Set-Up Time: _____ to _____

2nd Choice _____ Teardown Time _____ to _____

Event Day

Expected Attendance: _____

Start Time: _____ Finish Time _____

Event Description: _____

How will your event be attended? *(Please check all that apply)*

Free to the Public By Invitation Only Tickets for Purchase Other

EVENT FEATURES

Check all information appropriate to your event. Some event features may require additional permits from the Minneapolis Park & Recreation Board (including but not limited to tents, stages and alcohol).

Will you be serving 3.2 % alcohol at your event? (Allowed at picnics ONLY)

NO YES → *If YES, Minneapolis Park & Recreation Board alcohol policy will govern the use of alcohol for your event*

Are you serving food at your event? (Allowed at picnics ONLY)

NO YES

Do you plan on having any commercial or promotional product sampling? (Special Permission Required)

NO YES

Will your event have any corporate, sponsor, or event signage?

NO YES

Tents and Canopies

If you are planning to erect tents or canopies, describe and give the quantity of tents and/or canopies, along with the sizes of each. A separate sheet with this information may be attached. Please note that all tents and canopies must be installed by one of the Minneapolis Park & Recreation Board's Preferred Party Rental Vendors.

Amplified Sound

Amplified sound must comply with City of Minneapolis and Minneapolis Park & Recreation Board policy. All amplified sound equipment must be rented and operated by the Minneapolis Park & Recreation Board's Exclusive Party Rental Vendor. Describe the plans for amplified sound, including hours of sound. A separate sheet with this information may be attached.

SIGNATURE

NOTE: The Minneapolis Park & Recreation Board has a "No Refund Policy." A change fee of \$50 will be assessed for a change of date. Only one change of date is allowed. Any changes must be done ten (10) business days prior to the original event date. Any questions or changes to your event should be directed to Minneapolis Park & Recreation Board Customer Service Department at 612-230-6400.

Conditions of Use

Picnics

All picnic permit applications are taken on a first paid, first served basis. Picnic facilities use applications are accepted beginning the first working day in January for the upcoming season. A completed application must be submitted and appropriate fee must be paid before a site and date will be reserved or a permit issued. In the event of an issue on the day of your event on-site, it is the event organizer's responsibility to contact the Minneapolis Park Police Department at 612-230-6550 for assistance. No alcohol stronger than 3.2 beer allowed. Fires permitted in grills only.

Weddings

A permit is required to schedule a wedding in the park system. All wedding permit applications are accepted beginning the first working day in January for the following year and the next calendar year. A completed application must be submitted and appropriate fee must be paid before a site and date will be reserved or a permit issued. No refunds will be given once a wedding permit has been issued. Wedding permits are issued for 3 hour time blocks only. Your permit guarantees that no other wedding or event is scheduled at the same time in the same location as yours. A permit does not guarantee exclusive use of the park area for your event. There will be other people using the park, but they are usually considerate of your needs and move out of the area. Parking fees are not included in the cost of the wedding permit. If your guests do not already have a Mpls Patron Pass (annual parking permit), you have the option to purchase hourly parking for your guests. To purchase hourly parking, please contact the Customer Service Department at 612-230-6400. Transportation to wedding sites using parkways by limosuine or bus require a parkway use permit. In the event of an issue on the day of your event on-site, it is the event organizer's responsibility to contact either the Event Site Liason (if an event site liason is assigned, the contact information will be on the permit) or the Minneapolis Park Police Department at 612-230-6550 for assistance.

Still Photo / Filming

Facility Rental Fee must be paid in full to be issued a Facilities Use Permit for Photography or Filming. All activities (set-up, photos, filming, teardown, etc.) must take place within the time block indicated on the permit. Fires permitted in grills only. No driving or parking on the grass. No staking into the ground. Props allowed only through the Minneapolis Park & Recreation Board Exclusive Party Rental Vendor. All parking subject to posted restrictions.

General Conditions

Applicant agrees: to bear all costs of policing; cleaning and restoring park property used pursuant to the permit, to reimburse the Park Board of all such costs incurred by the Park Board; to indemnify the Park Board and hold the Park Board harmless from any liability to any person resulting from damage or injury occurring in connection with the permitted event proximity caused by the action of the applicant, its officers, employees, or agents or any person under applicant's control; to limit all activities conducted on Park Board property to the terms of the permit; and that failure to abide by the terms of the permit or any other applicable laws, rules or regulations may result in revocation of the permit, retention of all or a portion of the damage deposit, fines, or result in revocation of the permit.

I affirm that all answers given and statements made on this application made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and the Minneapolis Park & Recreation Board policies and agree to abide by them.

For Office Use Only:
Insurance Received _____ Date Application Received _____

Name of Applicant

Signature of Applicant

Date

PAYMENT

Credit Card (Please Circle) VISA MASTERCARD AMERICAN EXPRESS

Credit Card Number

Expiration Date

Cash Check **Amount:** _____