

## SUBMITTING YOUR APPLICATION FOR FACILITY USE - PICNIC PERMIT

The review and approval of a Facility Use Application is coordinated through the appropriate office of the Minneapolis Park & Recreation Board (hereinafter "Park Board"). Completed applications must be sent to the Customer Service Department.

**Picnics: Half Day - (9 a.m. to 3 p.m. or 4 p.m. to 10 p.m.)      Full Day - (9 a.m. to 10 p.m.)**

Facility	Location	Capacity	Fees W/O Tax	Total W/ Tax
<b>Beard's Plaisance</b> 4525 Upton Ave S., Minneapolis, MN 55410	Main Shelter	80	\$185 / \$345	\$201.71 / \$376.15
<b>Columbia</b> 800 Columbia Parkway, Minneapolis, MN 55418	Main Shelter	125	\$140 / \$255	\$152.64 / \$278.03
<b>Xcel Field</b> 2900 Marshall St NE., Minneapolis, MN 55418	Main Shelter	50	\$140 / \$255	\$152.64 / \$278.03
<b>North Mississippi Regional Park</b> 5116 North Mississippi Drive, Minneapolis, MN 55412	Main Shelter C	150	\$250 / \$475	\$272.58 / \$517.89
	Shelter A	50	\$140 / \$255	\$152.64 / \$278.03
	Shelter B	50	\$140 / \$255	\$152.64 / \$278.03
<b>Boom Island - Call 612-230-6400 if interested</b> 724 Sibley St. NE., Minneapolis, MN 55413	Shelter A	45	\$140 / \$255	\$152.64 / \$278.03
	Shelter B	45	\$140 / \$255	\$152.64 / \$278.03
	Shelter C	45	\$140 / \$255	\$152.64 / \$278.03
<b>Minnehaha Park</b> Main Minnehaha: 4801 S. Minnehaha Drive, Minneapolis, MN 55417 Wabun: 4655 46th Ave S, Minneapolis, MN 55406	* Minnehaha Picnic Area 2	80	\$75 / \$125	\$81.77 / \$136.29
	Wabun Shelter A	60	\$140 / \$255	\$152.64 / \$278.03
	Wabun Shelter B	60	\$140 / \$255	\$152.64 / \$278.03
	Wabun Shelter C	230	\$250 / \$475	\$272.58 / \$517.89
	Wabun Shelter D	230	\$250 / \$475	\$272.58 / \$517.89
	* Wabun Picnic Area E	60	\$75 / \$125	\$81.77 / \$136.29
	Wabun Shelter F	60	\$140 / \$255	\$152.64 / \$278.03
*Non-Shelter Areas (no roof)	Wabun Shelter G	60	\$140 / \$255	\$152.64 / \$278.03

### PROPOSAL PROCESS

1. Choose a Facility, Location and Date for your event. Please note that most facilities are permitted in 6 hour or 12 hour increments.
2. Complete all sections of this Picnic Permit Application (pages 3-4). This form is for informational purposes and is required to create an accurate cost estimate. Completion of form does not constitute permission to use the Facility.
3. Submit your application by email, 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. Alternatively, [reserve online](#) - no paper applications required.  
Note: Tax exempt organizations are required to submit a paper application along with their certificate of exemption form to qualify for the tax-exempt rate.
4. Payment is required to guarantee the reservation of the facility and varies depending on the facility being requested. 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 email, mail or fax a permit agreement and receipt to the permitted customer.

### PICNIC FREQUENTLY ASKED QUESTIONS

1. Can I bring a grill to a Minneapolis park? **Answer:** Yes, grills are allowed; we ask that charcoal not be disposed of in garbage can or on the ground.
2. Are dogs allowed in picnic areas? **Answer:** Yes, your dog must be leashed at all times; please pick up after your pet.
3. Can I have alcohol at my picnic? **Answer:** Only 3.2% beer in cans (no glass) is permitted with picnic permit. (No open containers, kegs, hard liquors or wine).
4. Can I have an inflatable "bounce house" at my picnic? **Answer:** Inflatable "bounce houses" are not permitted at Beard's Plaisance or Columbia Park. Wabun and North Mississippi Regional Parks do allow bounce houses for an additional fee, if reserved as an Exclusive Use. Boom Island and Xcel Field Park do not require an Exclusive Use permit; however, additional fees do apply. Call 612-230-6400 for Exclusive Use permit details before booking.
5. Is live music or a D.J. allowed at my picnic? **Answer:** Amplified sound is not allowed in picnic areas. Acoustic music is fine.
6. If I get a picnic permit, do my guests still have to pay for parking? **Answer:** Yes, all parking is subject to posted payment and restrictions. Parking fees are not included in the price of a picnic permit.
7. What if the weather is bad, can I cancel my permit? **Answer:** No, picnic permits are not subject to cancellations or refunds. A one-time change can be made for a picnic permit, pending availability. The change must be made at least 10 days prior to the original scheduled event. The fee for a change is \$80.
8. Are bathrooms available? **Answer:** Yes, bathroom buildings/facilities are made available during permitted times.

**PICNIC FREQUENTLY ASKED QUESTIONS CONTINUED**

9. Can I use stakes? **Answer:** No, everything must be weighted or tied off.

10. Do I have access to electricity? **Answer:** All of our reservable sheltered areas have electrical outlets available for use. Electric outlets onsite are for only small appliances such as radios, crockpots, coffee makers, etc. They cannot support larger appliances that require a higher amp capacity. Plugging in larger appliances will likely result in tripping the reset. Not all outlets have a reset button and would require the breaker to be reset, which is not available for public use. We ask that you please be mindful when utilizing the electrical outlets to avoid any inconvenience or interruptions during your event.

11. What if there is a problem when I get to my reserved area? Whom do I call? **Answer:** In the event of an issue that needs staff attention, call Customer Service (Mon-Fri, 8am - 4:30pm) at 612-230-6400 or Non-Emergency Park Police at 612-230-6550 during non-customer service open hours.

12. How do I know which shelter is mine? **Answer:** Your permit will indicate the shelter that you have reserved. Shelters are marked with letters (A, B, C...) to differentiate amongst the shelters. Shelters will be marked as "Reserved" for you and your group with a red sign. Applicant must retain permit on site.

13. Can I set up additional structures (tents, canopies, tables, dunk tanks, staging, etc.?) **Answer:** No, these options are only permitted for an Exclusive Use (Wabun, North Mississippi & Boom Island). Additional permitting required. Call 612-230-6400 for details before booking.

14. Can I have my picnic catered? **Answer:** Yes, parking is subject to posted payment and restrictions. No driving or parking on the grass. All deliveries must be made from the parking lot or curbside.

15. Are there any food catering restrictions for picnic permits? **Answer:** Customers may use any caterer or bring in their own food.

- If you are serving food to the public, additional permits and or licenses are required.
  - If you have a private event with a food truck, you can have one food truck as catering (no selling/serving to the public).
  - If you plan on having a food truck for a public event, a food truck permit is required and only allowed at Boom Island, Wabun & North Mississippi; food trucks are not allowed at other sites for public events.
- For further details, call 612-230-6400.

16. Is fire allowed? **Answer:** No fire sources except for the use of designated grills for culinary purposes will be allowed on-site during picnic reservation.

17. Can the tables be rearranged? **Answer:** No, tables cannot be rearranged/moved. Tables are affixed or locked in place.

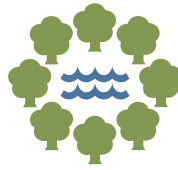
18. Can I bring additional seating? **Answer:** Yes, lawn chairs are okay to bring.

19. How do others know that I have reserved a site? **Answer:** The site will have a sign the day of your event that says "RESERVED" instead of open. Your name is not posted; you should have your permit with you the day of on a smart device or printed.

20. How many tables and outlets are available? **Answer:** See table below for approximate numbers of tables and electrical outlets.

Note that these table and electrical outlet numbers are not guaranteed.

Facility	Location	General Tables	Other Tables	Electrical Outlets
Beard's Plaisance	Main Shelter	15 (Seven Foot Tables)		4
Columbia	Main Shelter	14 (Eight Foot Tables)		10
Xcel Field	Main Shelter	8 (Nine Foot Tables)		6
North Mississippi Regional Park	Main Shelter C	24 (Seven Foot Tables)	2 Adult Round & 2 Child Round Tables	8
	Shelter A	8 (Nine Foot Tables)	2 Child Round Tables	4
	Shelter B	8 (Nine Foot Tables)	2 Child Round Tables	4
Boom Island	Shelter A	6 (Six Foot Tables)		8
	Shelter B	6 (Six Foot Tables)		8
	Shelter C	6 (Six Foot Tables)		8
Minnehaha Park	* Minnehaha Picnic Area 2	11 (Seven Foot Tables)		0
	Wabun Shelter A	7 (Nine Foot Tables)	2 Child Round, 2 Convertible Bench, 2 (Eight Ft.) Banquet Tables	16
	Wabun Shelter B	7 (Nine Foot Tables)	2 Child Round, 2 Convertible Bench, 2 (Eight Ft.) Banquet Tables	16
	Wabun Shelter C	19 (Nine Foot Tables)	2 Child Round, 3 Convertible Bench, 2 (Eight Ft.) Banquet Tables	16
	Wabun Shelter D	19 (Nine Foot Tables)	2 Child Round, 4 Convertible Bench, 2 (Eight Ft.) Banquet Tables	16
	* Wabun Picnic Area E	12 (Seven Foot Tables)		0
	Wabun Shelter F	7 (Nine Foot Tables)	2 Child Round, 2 Convertible Bench, 2 (Eight Ft.) Banquet Tables	8
*Non-Shelter Areas (no roof)	Wabun Shelter G	7 (Nine Foot Tables)	2 Child Round, 2 Convertible Bench, 2 (Eight Ft.) Banquet Tables	8



## PICNIC PERMIT APPLICATION

### APPLICANT INFORMATION

Name of Event Organizer: \_\_\_\_\_

Organization / Production Company: \_\_\_\_\_ Federal Tax ID or 501(c) (3) #: \_\_\_\_\_  
(required to attached current verification of 501 (c) (3) status)

Address: \_\_\_\_\_ Apt/Unit/Suite: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax : \_\_\_\_\_

Event Day On-Site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
(if different than the organizer)

### EVENT INFORMATION

**1. For what type of reservation(s) are you applying?** (mark all that apply)  
 Meeting     Reception     Family Reunion     Company Picnic     Graduation Party     Birthday  
 Other (please explain) \_\_\_\_\_

**2. Proposed Date(s):** First Date: \_\_\_\_\_ Second Date: \_\_\_\_\_

**3. Proposed Location(s)** First Location: \_\_\_\_\_ Second Location: \_\_\_\_\_

**4. Proposed Booking Times:** (check one preset time)  
 Half Day: 9am - 3pm     Half Day: 4pm - 10pm     Full Day: 9am - 10pm

**5. Number of Guests:** Approximate #: \_\_\_\_\_ Note: A permit will not be processed without a number of estimated guests.

**6. How will your event be attended?**  
 By Invite Only     Free to the public  
 Tickets for purchase     Other (please explain) \_\_\_\_\_

**7. Will you be serving food?**  Yes     No  
No catering restrictions, food trucks would require additional permitting. Call 612-230-6400 for details.

**8. Will you be serving 3.2% beer in cans?**  Yes     No  
Only 3.2% beer in cans (no glass) is permitted with picnic permit. (No open containers, kegs, hard liquors or wine).

**9. Will you use any of the following vehicles for transportation?**  No     Carriage     Bus     Limo  
If yes, completed Parkway Use Application required to be attached. Additional fee(s) may be applied.  
 Other (please explain) \_\_\_\_\_

**10. Are you selling products/services or accepting donations on premises?**  Yes     No  
If yes, further details and permits will be required. Call 612-230-6400 for details.

**EVENT INFORMATION CONTINUED**

**11. Are you having commercial or promotional product sampling?**

If yes, further details and permits will be required. Call 612-230-6400 for details.

Yes  No

**12. Are you having any corporate, sponsor or event signage?**

If yes, signage is only permitted inside the picnic shelter.

Yes  No

**13. I understand that there are no cancellations or refunds for picnic permits; this includes weather related concerns.**

One-time date change is allowed with Administrative Fee (\$80) and 10 or more days' notice from original booking date.

Yes  No

**14. Please list any additional equipment you plan on bringing to the site:** \_\_\_\_\_

No amplified sound, tents, bounce houses, DJ's, microphones, or tables allowed with picnic rentals.

**CONDITIONS OF USE**

**Picnics**

All Picnic Permit Applications are taken on a first paid, first served basis. Returning customers may reserve the same picnic shelter the next year up to 335 days in advance and new customers may submit a permit application for a picnic shelter beginning 365 days in advance. 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. Amplified sound is not allowed in picnic areas. Acoustic music is fine. Fires permitted in grills only. 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.

Note: The Minneapolis Park & Recreation Board has a "No Refund Policy." A change fee of \$80 will be assessed for a change of date. Only one change of date is allowed. Any changes must be done ten (10) 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.

**PAYMENT**

**YOU WILL BE CONTACTED AFTER APPLICATION IS REVIEWED FOR FURTHER PROCESSING**

(Final Fees will be determined after applications are reviewed. Please do not write card information or mail cash with this application)

**SIGNATURE**

*I affirm that all answers given, and statements 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.*

\_\_\_\_\_  
*Name of Applicant*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

**For Office Use Only:**

\_\_\_\_\_  
*Date Application Received*

\_\_\_\_\_  
*Permit #*

\_\_\_\_\_  
*Staff Initials*

\_\_\_\_\_  
*Receipt #*