



**Minneapolis
Park & Recreation Board**

Use and Event Permit Application

**MPRB USE AND EVENT PERMITS
2117 WEST RIVER ROAD N. MINNEAPOLIS, MN 55411**



Minneapolis Park & Recreation Board

Thank you for your interest in Minneapolis Parks. Below is a quick guide to ensure the application is completed correctly.

1. Before completing the application, read the Use & Event Guidelines, Policies and Procedures.
2. If you have questions that are not answered in the Guidelines, Policies and Procedures document contact MPRB for additional help.
3. Your application is a formal way of proposing an event. We will not guarantee availability until you receive an official permit or permit number.
4. If proposing a new event, please submit additional documents containing additional information regarding the event.
5. Please read each question in its entirety as it may require additional information or documents to fully answer the question.
6. All use and events require a certificate of insurance before the event date. To learn more about minimum requirements, please review the Use & Event Guidelines, Policies and Procedures document.

YOU MUST COMPLETE THE APPLICATION IN IT'S ENTIRETY.

**AN APPLICATION WITH INCOMPLETE OR BLANK RESPONSES
WILL NOT BE ACCEPTED.**

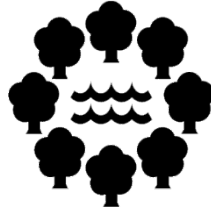
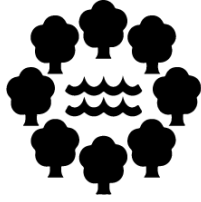


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Minneapolis Park & Recreation Board

PERMIT APPLICATION PROCEDURES, REGULATIONS AND GUIDELINES

PROCEDURES

1. Applicants should pick a specific Venue and date for the event. Applicants are encouraged to pick an alternative Venue and/or date in the event an applicant's first choice is not available. Events with 50 or more participants and/or events with special features or fundraising are required to secure a Use & Event Permit.
2. Applicants are required to complete all sections of this application. All proposed activities and events are subject to the approval of the Minneapolis Park & Recreation Board (herein after "MPRB"). The MPRB will not consider the application if it is incomplete. If you have questions, please email permits@minneapolisparks.org.
3. Applications may be found online at the MPRB website (www.minneapolisparks.org) or at the MPRB Headquarters, 2117 West River Road, Minneapolis, MN 55411. Submittal of the Use & Event Permit Application can be made online at the MPRB website, brought in person, or sent via email, mail, or faxed to 612-314-8675 to the MPRB Headquarters (2117 West River Road, Minneapolis, MN 55411). Submittal of a Use & Event application does not grant a permit or confirmation to conduct the event. The MPRB is not responsible for any inconveniences caused by advertising done before an Event Permit is granted. All applications are subject to review and are to be submitted at least 30 days prior to event date unless otherwise authorized under the MPRB policies.
4. The MPRB reserves the right to give priority to Returning Events for a particular time and Venue over new applications for the same time and Venue. Returning Events have thirty (30) days from the date of their last event to submit a written application for the following year to retain priority for the same time and Venue the event has been granted a permit in prior year(s).

If the MPRB receives more than one application for the same Venue and date, priority shall be given to the Returning Event that has been granted a permit for the greatest number of years. If the above priority fails to determine which applicant will be granted the permit, then the permit shall be granted to the applicant who submitted their application first. If this fails to determine the Permittee, the granting of the permit shall be decided by a flip of a coin where the applicants are invited to be present. The MPRB reserves the right to cancel or not issue permits due to construction and/or maintenance of MPRB Property.

5. All applications will be required to ensure the event is accessible to people with disabilities. In this case, the applicant agrees that reasonable modifications to conduct the event shall be provided at the expense of the applicant. When such is required, the applicant shall consult with MPRB staff regarding resources to provide the modification necessary. These include but are not limited to changes in rules and policies, providing extra staff and volunteers, providing auxiliary aids and services such as sign language interpreters, assistive listening systems, large print brochures/maps, removing architectural barriers at elements provided by the applicant and other related activities. The applicant may not impose a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the costs of measures, such as the provision of auxiliary aids or program accessibility.

The MPRB agrees that it shall maintain parking, exterior accessible routes, buildings, and other features already in existence so that these remain accessible. The applicant shall confirm that temporary venues such as concessions, exhibits, stages, portable toilets, other amenities and routes are installed and maintained to be accessible.

6. Upon receiving the completed application, the MPRB will contact the applicant to confirm the receipt of the application. The application will then be reviewed. The MPRB reserves the right to require additional information/documentation regarding the applicant, applicant's company, sponsoring company/organization, co-sponsors, event participants, event vendors, event activities or the event itself. The applicant will be notified of the application status within 14 business days. The MPRB may postpone approval of permit until receipt of additional requested information or documentation. Failure to submit requested information or documentation in 30 days prior to the Use & Event Permit date may be cause for denial of Use & Event Permit.

7. Applicants are required to submit a "Certificate of Insurance in the amount of \$1,500,000 for General Liability Coverage with the MINNEAPOLIS PARK AND RECREATION BOARD listed as an additional insured" for the event and date(s) of all preparation for such event occurring on MRPB property. Applicants assume all responsibility for and hereby agree to indemnify and hold harmless the MPRB against any losses, damages, liabilities, action suits, proceedings, costs or expenses that the MPRB may incur or sustain or for which it may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting or arising from the permitted event. The obligation to indemnify and hold harmless the MPRB will survive the termination or expiration of the Permit. This certification is not required at the initial time of application, as it takes time to proceed. The applicant must submit the certification 30 business days prior to the date of the event. A Use & Event permit will not be issued if the Certificate of Insurance has not been received.

8. Applicants are required to secure and submit to the MPRB any and all amendments to the original application 30 days prior to the event date.

9. Once all the MPRB's requirements have been fulfilled, including receipt of all requested documents (including those of all applicable City, State, and/or Federal agencies) and full payment, a Use & Event Permit may be issued.

10. All event and applicant's guests, vendors, concessionaires, and exhibitors are subject to, and must abide by all codes, rules, regulations, ordinances, statutes, and laws of the MPRB, the City of Minneapolis, the State of Minnesota, and the United States of America. Below is a summary of some of the MPRB Event Rules and Regulations.

11. Once the Use & Event Permit is issued, MPRB will notify the neighborhoods that are near the parkways that will be closed during events during the year with the following notifications:

- *E-Subscribe*: An online e-mail and texting service that any individual can sign up to get monthly, weekly, or daily notifications about parkway closures.
- *Website*: A posting of the year's parkway closures will be available as a link on the front page of the MPRB website.
- *Parkway Closure Signs*: Event Organizers will be required to use the MPRB contracted vendor to post parkway closure signs 4 days prior to the event date, along the designated route of the event.

EVENT GUIDELINES

Failure to adhere to the following rules and regulations may result in a fine and/or denial of the current or future permit requests.

AVAILABILITY

- ❖ Events that have occurred in the past years are considered “Annual” events. Annual events have first right of refusal on the corresponding date each year.
- ❖ Returning Events have 30 days from the date of their last event to submit a written application for the following year to retain priority for the same time and Venue the event has been granted a permit in prior year(s).

NUMBER OF EVENTS/IMPACT ON PROPERTY

- ❖ To preserve the parks and the purpose of being places of passive recreation, the MPRB will enforce a limit on the number of events with road closures per month. Each section of parkway will have no more than 2 road closures per month.
- ❖ Walks hosting 750 or more people per section of parkway will not be allowed to use pathways. Street closures must be used; additional fees apply.
- ❖ Walks/Runs that are NOT on roads may NOT be timed.

EVENT HOURS

- ❖ Events are restricted to hours of public use for MPRB property.
- ❖ If access to the park is necessary for set-up or tear-down either before or after public use hours, then the applicant will be charged a fee to cover all costs associated with the request, if approved.
- ❖ No setup before 6am.

FEES AND FEE DEADLINES

- ❖ All applicable fees (including, but not limited to, application, rental, security deposit, maintenance services, lifeguard services, and security services) and all requested documentation/information must be submitted no later than 30 days prior to the Event date.
- ❖ For events with per-participant fees (races and timed events), final numbers must be submitted within 7 business days after the event takes place to facilitate the generation of the final invoice and payment process within 30 days following the Use & Event Permit date. Final numbers must be submitted with proof of legitimacy. I.e. results web page, chip timing web page, etc.
- ❖ Event Organizers assume the risk of any and all costs and expenses incurred promoting and marketing events including but not limited to the denial of an event permit by the MPRB and any modifications by the MPRB of terms and conditions of the event permit after issuance.
- ❖ To raise money, event organizers may be permitted to sell merchandise and/or refreshments on MPRB property. The MPRB requires a payment of percentages of the gross income where sales of items on MPRB property occurred.
- ❖ See current fee schedule for more information.

ASSIGNMENT AND PERMIT INSPECTION

- ❖ Permit Applications and Permits are not assignable and are non-transferable.
- ❖ A copy of the Use & Event Permit must be present on-site for inspection.

CANCELLATION

- ❖ All cancellations must be submitted in writing to the MPRB.
- ❖ All fees are non-refundable and non-transferable unless MPRB determines otherwise.

INCLEMENT WEATHER

- ❖ The MPRB reserves the right to cancel or relocate an event due to poor weather or adverse property condition.
- ❖ No rain dates will be issued. Refunds will not be granted for inclement weather unless the event was cancelled by the MPRB.

AMENITIES

- ❖ The MPRB does NOT provide amenities such as portable toilets, sound systems, stages, tables, chairs, tents, canopies, fencing, barricades, or other equipment.
- ❖ Amenities and event features are provided at the sole expense and risk of Event Organizer.
- ❖ Costs incurred in acquiring necessary permits, certifications, plans, insurance, and all other documentation, as required by the MPRB, the City of Minneapolis, and the State of Minnesota, are at the sole expense and risk of the Event Organizer.

NO PROPERTY RIGHTS

- ❖ Unless expressly provided for in the permit, the Use & Event Permit does not grant the permit holder with any property rights to park property including but not limited to possessory rights, and the right to restrict access and use of any member of the general public on park property.

AMPLIFIED SOUND

- ❖ Absolutely **NO** amplified sound (including sound checks) before 8:00am, or after 10:00pm.
- ❖ All requests for amplified sound must be approved by the MPRB.
- ❖ Amplified sound must be directed away from residences and must comply with the City of Minneapolis regulations.
- ❖ Subject to the provisions of MPRB ordinance PB2-34, amplified sound is prohibited in parks without a permit. Permits shall limit the use of amplified sound between the hours of 8am and 10pm unless otherwise expressly authorized by the MPRB.
- ❖ The proposed location of the sound system, direction of sound and location of all speakers must be identified on the Site Map.

ALCOHOL

- ❖ A temporary Alcohol license must be obtained from the City of Minneapolis plus a certificate of insurance for liquor liability in the amount of \$300,000 with the MPRB named as an additional insured.
- ❖ Alcohol must be served within an MPRB approved, restricted, fenced off area during the event. The area should be clearly cited on the Site Map.
- ❖ A minimum of two (2) MPRB park police officers will be required on duty during the event hours of operation at the established hourly rate, per hour/per officer with a minimum of four (4) hours per assignment.
- ❖ This rule is not applicable to the venues identified in MPRB Ordinance PB2-17.

PARK POLICE

- ❖ All applicants must indicate whether or/not there will be the need for security or overnight security during/before the event.
- ❖ If requesting any security services, park police must be notified within 3 weeks prior to the event date. Any changes to the scheduled security services must be made 5 days prior to the event date.
- ❖ There is a limited amount of police personnel availability to cover Use & Event Permitted events. Therefore, the MPRB reserves the right to limit the number of events requiring security.
- ❖ Applicants should clearly state what security service is needed at the event (Examples, Alcohol Service, Road Closure, Risk Assessment, or Overnight Security).
- ❖ Events that require set-up or tear-down on days before or after the event occurs, must use an overnight security service. Event organizers may hire their own licensed and bonded security services, but any outside service is subject to the approval of the MPRB and must cooperate with MPRB police.

PARKWAY CLOSURE AND SPECIAL USE

- ❖ Any individual or group planning a public event can request a parkway closing by applying for facility use. The MPRB will consider parkway closing only in accordance with the rules, regulations, and procedures for all Use & Event permits.
- ❖ Any group wanting to use a parkway for dedicated use must submit an application for a Use & Event Permit. Those groups displacing the use of an area by the public are required to pay a participant fee, per section of the parkway.
- ❖ Companies and individuals wanting bus, limousine, trolley or horse and carriage services are required to get a parkway use permit to operate on MPRB property.

BARRICADES

- ❖ Applicants must obtain approval from the MPRB for the use of any barricades during the event. The MPRB require barricades for events involving road closures.
- ❖ All barricades authorized by the MPRB for an event shall be obtained through an MPRB approved contracted vendor subject to the direction and control of the MPRB.

VEHICLES

- ❖ Unless expressly provided in a permit, all motorized vehicles are prohibited on park property except on park roads and parkways designated for public transportation. This prohibition shall not apply to the use of motorized wheelchairs and scooters by handicapped individuals.
- ❖ Any vehicle pass that has been provided to the applicant must be clearly displayed on the dashboard of each vehicle in the designated area. Any vehicles not properly displaying the appropriate vehicle pass are prohibited and may result in the issuance of a warning and/or citation and/or towed from MPRB property.

GARBAGE/TRASH/RECYCLING CLEAN-UP

- ❖ All events are REQUIRED to recycle all recyclable waste.
- ❖ All events are required to provide trash/recycling removal services.
- ❖ All events must provide recycling containers for event attendees in a 1:1 ratio of recycling containers to garbage containers.
- ❖ If dumpsters are requested, they must be placed at locations designated by the MPRB.
- ❖ Sustainability is a priority for the Minneapolis Park and Recreation Board (MPRB) and very important to our visitors and participants. For this reason, we now offer Green Certification to events that want to adopt sustainable practices.
- ❖ Green Certification recognizes events that are working to lower their environmental impact by using environmentally conscious practices such as recycling, reducing paper usage, and conserving energy.
- ❖ Our Certified Green Event guidelines make it easier for event coordinators to produce environmentally sustainable events. For more detail, please visit www.minneapolisparcs.org.

PORTABLE TOILETS

- ❖ All portable toilets must be located on a hard surface, which may include asphalt, concrete, or plywood. All portable toilets must be clearly identified on the MPRB approved Site Map designating all locations prior to delivery.

TENTS AND CANOPIES

- ❖ All tents and/or canopies must be clearly identified on the Site Map with the location and size and dimensions of each tent.
- ❖ The event organizer is liable for any and all damage caused to MPRB property/facility and must obtain approval from the MPRB staff prior to installation.
- ❖ In locations where staking of tents or canopies are prohibited, the use of weights for stabilization is subject to the prior approval of the MPRB.
- ❖ The City of Minneapolis may require a conditional use permit based on the size of the tent or canopy.

WATERCRAFT

- ❖ All watercrafts being launched on city lakes must be identified on the permit.
- ❖ All boats, watercraft and watercraft equipment launching from the public boat launches on Bde Maka Ska, Lake Harriet and Lake Nokomis will require inspections for aquatic invasive species (AIS).
- ❖ Gas powered motors are NOT allowed on Minneapolis Lakes, unless expressly provided for in a permit. Only those applicants approved by the MPRB will be issued a pass.
- ❖ Watercraft passes issued must be clearly displayed on the watercraft in the designated area. Watercraft not displaying the appropriate pass are strictly prohibited; and may result in the issuance of a warning and/or citation and be removed from MPRB property.

INFLATABLES

- ❖ Use of inflatable rides/devices by minors must be supervised by an adult (18 years and older) at all times.
- ❖ No rides/devices are to be left unattended. Event organizers assume all risk and liability for the use of rides/devices.
- ❖ Inflatables must be included in the certificate of insurance.

SIGNAGE

- ❖ All Road Closures must be posted 4 days in advance, using the MPRB approved contract vendor for all "road closure" signs and subject to MPRB approval on the placement of signs.
- ❖ Fastening, stapling, or attaching any rope, sign, banner, flyer, or other object to MPRB property including but not limited to any tree, shrub, or park feature (including existing park signs) without approval expressly provided in a MPRB permit is strictly prohibited.
- ❖ All signage must be removed from MPRB property within 4 hours of the conclusion of the event. Any signs left on MPRB property after the event will subject to additional clean up fees and fines.
- ❖ The use of spray chalk or spray paint is prohibited on MPRB property, and any damage as a result of such use will result in additional fees to repair the damage in addition to any fines that may be imposed.

FIRE PROHIBITION

- ❖ Unless expressly provided in a permit and subject to the City of Minneapolis ordinances, open fires of any nature are prohibited on MPRB property.

SAFETY AND SECURITY PLAN

- ❖ [Special Events Safety and Security Plan Form – Over 2,500 Participants](#)
- ❖ Traffic control and parking plan – Transportation plan
 - Planning is a critical component for any successful event. The safety and security planning process involves considering potential threats or hazards and developing strategies to prevent or mitigate them from occurring. Safety and security planning also provides for contingencies in the event, despite best efforts, an emergency occurs.
 - Safety Plans are required for special events with an anticipated attendance of 2,500 or more. For MPRB city-wide events, Safety Plans should be submitted for review at least 30 days prior to the event.
 - Events with less than 2,500 people, but involve any of the following modifiers, shall also provide Safety and Security Plans 30 days prior to the event's planned occurrence: traffic closures, alcohol service, exemption to park hours, water activities (not including programs, like swimming lessons), or live music.
- ❖ Events or gatherings anticipating under 2,500 attendees must review and evaluate the following questions. No additional submission is required.
 1. Outline your event security plan. Who is responsible for security? How will they be identifiable? How will they communicate internally and externally?
 - a. Handling disruptive individuals
 - b. How will you engage with emergency services
 - c. Any known threats to the event or location
 - d. Active shooter/mass violence plan
 - e. Bomb threat or suspicious package plan
 2. Traffic control and parking plan – Transportation plan
 3. Physical security infrastructure – Park limitations
 4. Cash management plan (if applicable)
 5. Inclement weather evaluation (including hydration):

RECREATION CENTER SPECIFIC GUIDELINES

Failure to adhere to the following rules and regulations may result in a fine and/or denial of the current or future permit requests.

- To ensure equitable access to facilities, permits may be limited in scope and length as determined by MPRB staff.
- Use of park equipment should be requested at time of permit application. If the equipment is available and approved for use, it shall be listed on the permit.
- Recreation Centers are available for rentals between the hours of 6:00am and 12-midnight. In addition, any use of a Recreation Center beyond 12:00 midnight must be approved by the Superintendent of the Minneapolis Park and Recreation Board, or his/her authorized representative.
- Recreation Centers are not available for rentals on the following holidays: New Year's Day, Fourth of July, Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. *MPRB staff has final discretion.
- City of Minneapolis, Minneapolis Public Schools, Hennepin County, NRP Planning Committees, City of Minneapolis officially recognized Neighborhood Associations, and Activity/Park Councils are exempt from fees and charges as long as their purpose remains consistent with MPRB mission and goals.
- Elected government officials who wish to hold public meetings to conduct public business (i.e., nonelection campaign purpose) for Minneapolis constituents are not required to pay rental fees. Any required staffing fees remain applicable.
- The MPRB limits the fee for use of all park gymnasiums/auditoriums/multi-purpose rooms to \$25.00 per session for precinct caucuses held every even-numbered year on the fourth Tuesday in February or another date set by the County Auditor as set by law. Any staffing fees remain applicable. Other meetings set by Caucus groups are billed at the Board approved rates.
- Keys will not be issued to any individual or group. MPRB personnel must open and close the facility.
- Organizations may not deface any portion of the building in furtherance of their activity. All decorations must be cleared with the Minneapolis Park and Recreation Board staff in advance of the scheduled activity.
- The attachment of any objects, banners or material to trees, light poles or sculptures is prohibited. Also, digging or penetrating of ground or surface is prohibited, per molesting vegetation ordinance, unless noted on permit and utility lines are identified and located.
- Organizations sponsoring meetings, events, fund drives and other civic or community functions shall be allowed to post placards, notices, advertisements, or pamphlets, which invite the public to attend such events, on the bulletin board in recreation centers, provided that space is available and said action is approved by the appropriate Recreation staff person.

GENERAL DEFINITIONS

MPRB: Minneapolis Park & Recreation Board

Participant: Any individual who is identified by the event organizer, including but not limited to, a competitor, contestant, performer, exhibitor, invited guest, ticket holder, registrant, sponsor, and a participant entity's employees, agents, and volunteers who are present at the event, and the event organizer and his/her/its employees, agents, and volunteers present at the event.

Permittee: Any member of the public who has been issued a permit pursuant to the Regulations, or any person authorized by such permit to conduct permitted activities.

Returning Event: Any event that has been issued a permit for the same Venue and date for the previous year.

Route Map: For all Walks, Runs, and Races/Timed events Permittees are required to create a detailed map showing the location for the purposed route for their event along with the Site Map. This should include all streets and parkways that the route will be using on the event date.

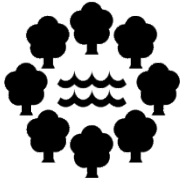
Segments of the Parkway:

- East River Parkway
- Kenwood Parkway
- Bde Maka Ska Parkway
- Lake Harriet Parkway
- Lake of the Isles and Dean Parkway
- Main Street
- Minnehaha Parkway
- Nokomis Parkway
- St. Anthony Parkway
- Theodore Wirth Parkway
- William Berry Parkway
- West River Parkway
- Victory Memorial Parkway

Site Map: A detailed map showing the locations, dimensions, and route of the event. The Site Map must clearly show the location of the Start/Finish area, the portable toilet, sound systems, and vendor locations, etc. for the event. The Site Map is a required attachment for the online or printable Use & Event Permit Application. (For Walks, Runs, and Races a Route Map is required in addition to the Site Map)

Special features: Any object brought onto MPRB property that is not natural to the area.

Venue: Any MPRB property available for use by a Member of the Public through a permit issued by the MPRB including pathways and park roads.



MINNEAPOLIS PARK & RECREATION BOARD

2026 USE & EVENT PERMITTING APPLICATION

2117 West River Road
 Minneapolis, MN 55411
 Phone: (612) 230-6400
 Fax: (612) 314-8675
 permits@minneapolisparcs.org

INSTRUCTIONS: Please carefully read the "Event Procedures & Guidelines" sections before completing this application. Incomplete applications and/or applications without the required application fee will not be processed.

APPLICANT INFORMATION

NAME OF APPLICANT _____

NAME OF EVENT ORGANIZER/PRODUCER _____

PRODUCTION COMPANY/ORGANIZATION _____ FEDERAL TAX ID or SOCIAL SECURITY # _____

STREET ADDRESS _____ APT/UNIT/SUITE _____

CITY _____ STATE _____ ZIP CODE _____

E-MAIL ADDRESS _____

DAYTIME PHONE _____ FAX _____ CELL PHONE _____

EVENT DAY ON-SITE CONTACT _____ DAYTIME PHONE _____ CELL PHONE _____

EVENT SPONSOR: Are you, the applicant, organizing this event on behalf of another organization?
 (Please check No or Yes Below)

No Yes **→** Name of Organization: _____

NAME OF SPONSORING ORGANIZATION CONTACT _____ SPONSORING ORG. CONTACT PHONE _____

ADDRESS OF SPONSORING ORGANIZATION _____ CITY _____ ZIP CODE _____

Additional Documentation Required: If you checked "Yes" above, please submit an endorsement letter from the organization (on their official Letterhead) on whose behalf you are organizing this event.

Is the sponsoring organization a 501(c) (3)?
 (Please check No or Yes below.)

No Yes **→** Please attach current verification of 501(c) (3) status

EVENT INFORMATION

EVENT NAME: _____

1ST CHOICE PARK LOCATION: _____ SPECIFIC ADDRESS: _____ DATE(S): _____

2ND CHOICE PARK LOCATION: _____ SPECIFIC ADDRESS: _____ DATE(S): _____

ACTUAL EVENT TIMES (NOT INCLUDING SETUP or TAKE DOWN)

Start Time: _____ Finish Time: _____

Additional Information Required: If your event includes multiple days and/or varying times, please attach a schedule.

SET-UP DATE(S)	SET-UP TIME(S) From: _____ To: _____
TEAR-DOWN DATE(S)	TEAR-DOWN TIME(S) From: _____ To: _____
EXPECTED NUMBER OF PARTICIPANTS (Mandatory):	EXPECTED NUMBER OF SPECTATORS:

If event is a re-occurring, please submit past number of participants below.

2025 NUMBER OF PARTICIPANTS:	2024 NUMBER OF PARTICIPANTS:
------------------------------	------------------------------

PREVIOUS YEAR DATE/LOCATION: Has this event been previously held?
(Please check No or Yes below.)

No Yes  Event Name: _____
 Location: _____ Date: _____

EVENT DESCRIPTION

Please check what type of event this is (Check all that apply) and write a brief description of your event.

- Walk/Fun Run (untimed) Race/Timed Run Sailing/Water Activity
- Art Fair/Festival Public Rally/March Concert/Performance/Service
- Bike Ride Cultural Event Other event, please describe: _____


Brief Description of Event: _____

Please provide a detailed description of your event. Document(s) with this information or other materials describing this event may be attached.

ADMISSION FEES, PARTICIPANT ENTRY FEES & SUGGESTED DONATIONS

Will you be collecting money in connection with this activity?
(Please check No or Yes below.)

No

Yes  If yes, describe the purpose of the collection, the place and manner in which you intend to collect the money, and from whom you will be collecting: _____

EVENT FEATURES

All event features are subject to the approval of the MPRB. Additionally, certain event features such as street closures and the separate permits from the City of Minneapolis. For information regarding City of Minneapolis Permits, please call 612-673-5755.

ALCOHOL SERVICE: Are you requesting to serve Alcohol at your event?
(Please check No or Yes below.)

No Yes  Hours: _____

Additional Information Required: If you checked "Yes" above, the MPRB reserves the right to collect a percentage of gross revenue for all sales. A Liquor Permit is required by the City of Minneapolis Department of Regulatory Services. A safety plan is required, please complete Safety Form.

POLICE OFFICERS: Are you requesting police officers at your event?

Mandatory officers included for road closures and beer gardens. Special requests for officers include money detail, overnight security, event security. Large scale events may require officers. All events subject to the use of officers at the MPRB discretion. (4-hour minimum on all officers)

(Please check No or Yes below.)

No Yes  Number of Officers: _____ Start Time: _____ Finish Time: _____

Additional Information Required: If you checked "Yes" above, please specify number of officers requested and duty officers needed for. You will be contacted prior to your event to confirm these requests.

FOOD AND NON-ALCOHOLIC BEVERAGES:

Are you requesting permission to serve and/or sample food and/or beverages?

(Please check the appropriate response.)

No Yes, to the participants only Yes, to the general public

Are you requesting permission to sell food and/or beverages?

(Please check the appropriate response.)

No Yes, to the participants only Yes, to the general public

Additional Information Required: If you checked "Yes" above, the MPRB reserves the right to collect a percentage of gross revenue for all sales of food/beverages. If you are planning to distribute food a Short-Term Permit is required from the City of Minneapolis Department of Regulatory Services.

MERCHANDISE

Are you requesting permission to give away/sample merchandise?

(Please check the appropriate response.)

No Yes, to participants only Yes, to the general public

Are you requesting permission to sell merchandise?

(Please check the appropriate response.)

No Yes, to participants only Yes, to the general public

If you checked "Yes" above, the Minneapolis Park and Recreation Board reserves the right to collect 20% of gross revenue for merchandise sold on park property.

AMPLIFIED SOUND

Are you requesting permission to have amplified sound? Amplified sound must be directed away from residence and must comply with MPRB codes; absolutely **NO** amplified sound before (including sound checks) 8:00 a.m. or after 10:00p.m.

(Please check No or Yes below.)

No Yes → Hours of Amplified Sound (including sound check): _____ To _____

Describe Sound System: _____
Please describe purpose and type of amplified sound and special needs such as a MPRB Sound Technician. (Sound Tech Required at Harriet Bandshell)

Additional Information Required: If you checked "Yes" above, please identify the proposed location of sound system, direction of sound and location of all speakers on your site map.

Will any speaker, entertainer, or other person/group be paid for services rendered during the event?

(Please check No or Yes below.)

No Yes → Description: _____

Additional Information Required: If you checked "Yes" above, please describe the artists/talent you plan to provide in the space provided above. Document(s) with this information may be attached.

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. All tents and/or canopies must be indicated on the Site Map. The event organizer is responsible for any damage caused to park property/facility and must consult MPRB staff prior to installation. Tents over 300 square feet in size require additional permitting from the Minneapolis Fire Department.

Will your event feature tents and/or canopies?

(Please check No or Yes below.)

No Yes → Number of Tents/Canopies: _____

Tent/Canopy Size(s): _____
(If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size.)

Additional Documentation Required: If you checked "Yes" above, please indicate the number of tents with the corresponding size. Document with this information may be attached. All tents and/or canopies must be indicated on the Site Map.

VEHICLES

Are you requesting permission to operate staff/supply vehicles on MPRB service roads for delivery of equipment and supplies?

No Yes → Number of Vehicles: _____

Vehicle Description(s): _____

Are you requesting permission to retain vehicles on-site for the duration of the event?

No Yes → Number of Vehicles: _____


Vehicle Description(s): _____

PARKING

Will you be requesting permission to purchase parking for volunteers, staff, and/or participants?


No Yes  Number of Vehicles: _____
Vehicle Description(s): _____

Will your event feature any promotional cars? The location of the promotional cars must be identified on your site map?

No Yes  Number of Vehicles: _____
Vehicle Description(s): _____

WATERCRAFT

Will you be bringing a watercraft(s) i.e. sailboat, canoe, rowboat, powerboat, etc?

No Yes  Number of Watercrafts: _____
Watercraft Description(s): _____

Are you requesting permission to operate a gas-powered boat in conjunction with this permit?

No Yes  Number of Watercrafts: _____
Watercraft Description(s): _____

EVENT LOGISTICS

If you are planning to erect, install, or use any of these structures, please describe below and identify the location of all structures on your Site Map. Include sizes and quantities of individual structures. If you are unsure of quantities, please feel free to email permits@minneapolisparcs.org with questions.

STAGES/PLATFORMS

Will your event include the installation of stages/platforms? The location of the stages/platforms must be approved by the MPRB.
(Please check No or Yes below.)

No Yes  Number of Stage(s): _____
Stage Description(s): _____

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of stages/platforms on the Site Map.

PORTABLE TOILETS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached. All portable toilets must be removed from MPRB property on within 48 hours of event (if event is on a Saturday or a Sunday, portable toilets must be removed that following Monday). The location must be approved by the MPRB.

No Yes  Number of Portable Toilets: _____ **AND** Number of Accessible ADA Portable Toilets: _____
Company/Description(s): _____

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of portable toilets on the Site Map

RECYCLING

In the course of your event, will recyclable waste be produced? (Please check No or Yes below)

No Yes  Number of Recycling Bins: _____
Company/Description(s): _____

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of recycling bins required

DUMPSTERS

Will your event include the use of dumpsters? The location of the dumpsters must be approved by the MPRB. (Please check No or Yes below.)

No Yes  Number of Dumpsters: _____ Description(s): _____

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of dumpsters on the site map.

FENCING

Will the event include the installation of fencing? The location of the fencing must be approved by the MPRB.

(Please check No or Yes below.)

No Yes → Description: _____

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of fencing on the site map.

BARRICADES

Will your event include the use of barricades? The location of the barricades must be approved by the MPRB. (Please check No or Yes below)

No Yes → Number of Barricades: _____
↓
Description(s) of location: _____
(Please indicate on Site Map)

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number and location of barricades on the site map/route map.

OTHER STRUCTURES

Will your event include other structures not identified above? The location of all other structures must be approved by the MPRB.

(Please check No or Yes below.)

No Yes → Number of Structures: _____
↓
Description(s): _____

Additional Information Required: If you checked "Yes" above, please indicate the location of all stages/platforms, portable toilets, dumpsters, fencing, barricades, and all other structures on the Site Map. Ordering of all equipment must be done by the Event Organizer.

STREET CLOSURES OR USE OF PUBLIC WAY

The MPRB only allows each location two road closures per month. If your event is requesting the closure of/use of a Minneapolis Parkway, an applicant must obtain approval and all necessary permits from the MPRB. All proposed routes are subject to the MPRB approval. The MPRB is not responsible for any costs associated with renting barricades or road closure signs. A an official traffic plan is required when closing roads.

Are you requesting to close off a Minneapolis Park and Recreation Board's Parkway for event?

No Yes → Description: _____

Additional Information Required: If you checked "Yes" above, please indicate the location clearly on the Site Map/Route Map.

EVENT MAPS

SITE MAP **(Required for ALL Applicants)**

Please attach a Site Map clearly indicating the set-up of the event. An example would be the Start/Finish of a walk, run, race event and/or the set-up area of a festival or cultural event. The Site Map should indicate the relative location of the following; all sources of amplified sound and direction of sound; tents and canopies with sizes, stages, promotional vehicles, inflatables, portable toilets, dumpsters, fencing, barricades, and other structures; proposed driving paths for all equipment and supply vehicles; location of vehicles you wish to retain on MPRB property during the event; locations of alcohol (in a fenced off area, food and merchandise service/sale; and proposed street closures. All site Maps are subject to the approval of MPRB.

ROUTE MAP **(Required for Runs, Walks, Bike Rides)**

All events that include a run, walk, or other activity in which participants will be following a course will be required to attach a Route Map and a written document of the proposed route of the event. All proposed Route Maps are subject to the MPRB approval. The use of any outside the Parkways or parks such as City streets must be approved by the City of Minneapolis. Additionally, the MPRB is not responsible for any costs associated with the denial of the proposed route. For a more detailed Route Map, please use mapmyrun.com (this is a free website), Bing maps or Google maps.

TRANSPORTATION

Please provide a transportation plan that explains how participants/spectators will get to and from the proposed event location. The MPRB recommends providing event participants/spectators with alternative modes of transportation that will help reduce traffic congestion such as the bus, light rail, bicycle, carpooling, shuttle, etc. For more information, you may use the Events Go Green document on the MPRB website or visit the City of Minneapolis website for bus schedules and bike routes in Minneapolis. Please describe how participants/spectators will be receiving travel recommendations to the event. Also, remember to provide sufficient time for registration if the event is a walk, run, or race. Parking is limited to designated parking spaces, unless specific permission is given by the MPRB.

Description: _____

APPLICANT SIGNATURE

Applicant will indemnify and defend the Park Board, its officials, agents and employees (the "Indemnities") against any losses, costs, damages, liabilities, claims, suits, actions, causes of action and expenses resulting from, arising out of, or relating to any negligence or intentional misconduct by the applicant of the sponsoring organization, its officers, employees, or any person under its control in connection with this permit.

I do solemnly swear (or 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 Code of Ordinances and agree to abide by them.

Unless expressly provided for in the permit, Use & Event Permits do not grant the permit holder with exclusive rights to park property including but not limited to any right to restrict access, use, and First Amendment activities of any person on park property open to the general public.

I agree to be bound by the above terms as a condition to the issuance of a Special Event Permit.

NAME OF APPLICANT

SIGNATURE OF APPLICANT

DATE

Thank you for completing your Special Use Permit Application. Before you submit your application to the Minneapolis Park and Recreation Board, please make sure that the following steps have been completed:

Have you?

- Signed and dated your application?
- Attached your event site map? (and route map if a walk, run or race event)
- Provided all documents and information as requested throughout the application?
- Sent in Certificate of Insurance (You may send in post application)
- Completed the Safety & Security Plan or Reviewed Questions Related to it?

Submit your completed application to:

Minneapolis Park and Recreation Board

Use & Event Permitting

2117 West River Road

Minneapolis, MN 55411

Phone: (612) 230-6400

Fax: (612) 314-8675

Email: permits@minneapolisparcs.org

*All payments are due 30 days prior to event date (Exception: Participant fees, which are due 30 days after the event).