SUBMITTING YOUR APPLICATION FOR FACILITY USE - WEDDING CEREMONY 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"). Please consult below to determine where to send your proposal.

AMPLIFICATION IS BATTERY POWERED (NO ELECTRICTY AVAILABLE) - MUST RENT FROM ONE OF OUR PREFERRED PARTY RENTAL VENDORS

| Facility | Location | Capacity | <u>Options</u> | Fee |
|---|---|--|---|--|
| Outdoor Weddings | | | | |
| Boom Island | Riverfront Plaza | 200 | Chairs, tent, amplification | \$538.88 / 3 hrs |
| ■ BF Nelson | 5th Ave NE | 200 | Chairs, tent, amplification | \$538.88 / 3 hrs |
| Central Riverfront Park | West River Pkwy & 8th Ave. N. (just south of Plymouth) | 200 | Chairs, tent, amplification | \$538.88 / 3 hrs |
| Gluek's Park | 2000 Marshall St. NE | 150 | Chairs, amplification | \$538.88 / 3 hrs |
| Lake of the Isles | Point between Newton & Penn Avenues | 200 | Chairs, amplification | \$538.88 / 3 hrs |
| Loring Park | Loring Pond (In front of the Community Arts Center) | 100 | Chairs | \$538.88 / 3 hrs |
| Lyndale Park | Rose Garden - Heffelfinger Fountain Rose Garden - Turtle Fountain Rock & Peace Garden | 150 100 200 | Chairs, amplification Chairs, amplification Chairs, amplification | \$538.88 / 3 hrs \$538.88 / 3 hrs \$538.88 / 3 hrs |
| Minnehaha Park | Longfellow Gardens Minnehaha Pergola Garden | 200 200 | Chairs (Chairs in specified areas only) Chairs, tent, amplification | \$538.88 / 3 hrs \$538.88 / 3 hrs |
| | Song of Hiawatha Fountain | 100 | Chairs, amplification | \$538.88 / 3 hrs |
| Minneapolis Sculpture Garden* | General Mills Sculpture Plaza Frederick Weisman Sculpture Plaza McKnight Foundation Sculpture Plaza Judy & Kenneth Dayton Sculpture Plaza Pergola - Arbor Gazebo - Prophecy of the Ancients | 200 200 200 200 200 200 | Chairs Chairs Chairs Chairs Chairs Chairs, tent, amplification Chairs, amplification | \$538.88 / 3 hrs \$538.88 / 3 hrs |
| Theodore Wirth Park | Wedding Hill | 200 | Chairs, tent, amplification (Need to provide guests with transporation to and from site. See page 2 for more information) | \$538.88 / 3 hrs |
| Thomas Lowry Park | Seven Pools | 200 | Chairs, amplification | \$538.88 / 3 hrs |
| Water Power Park | Riverfront (Seasonal) | 200 | Chairs, amplification | \$538.88 / 3 hrs |
| * CLOSED JULY 2015 THRU 2016 FO | R COMPLETE RENOVATION | | | |
| Indoor Weddings | | | | |
| Cowles Conservatory* (Only 9 am - Noon or Noon - 3 pm) | Palm Room | 100 | Chairs, Tables (Rental Required) | \$538.88 / 3 hrs |
| Theodore Wirth Chalet | 1301 Theodore Wirth Parkway | 100 + | Chairs, Tables (Included) | Full Day Facility Rate |
| Theodore Wirth Pavilion | 3275 Glenwood Ave | 100 | Chairs, Tables (Included) | Full Day Facility Rate |
| Loring Park Community Arts Center | 1382 Willow St | 100 | Chairs, Tables (Included) | \$538.88 / 3 hrs |
| Columbia Manor | 3300 Central Ave NE | 200 + | Chairs, Tables (Included) | Full Day Facility Rate |
| Nicollet Island Pavilion | 40 Power St | 400 + | Chairs, Tables (Included) | Full Day Facility Rate |

ITEMS TO KEEP IN MIND

(Reservations are offered through Mintahoe Hospitality Group)

If you are interested in a Park Board location that is not listed above, please submit completed application with proposed location; non-listed sites will be reviewed and considered for permitting (additional fees may be applied).

- During the Minnesota seasons: April, May, September and October all Gardens cannot be guaranteed flowers, or water in fountains (cold/freezing). Gardens do not get planted until the end of May weather permitting. Specific garden sites: Minnehaha Longfellow and Pergola, Peace Garden, Turtle Fountain, Heffelfinger Fountain, Thomas Lowry and Sculpture Garden Arbor.
- A Park Board event site attendant will be on site for all wedding reservations.
- Reservation time frame of 3 or 6 hours includes set-up, ceremony and tear down.
- We cannot guarantee your rehearsal time. We will work around the events scheduled the day or week before your wedding to try and coordinate your rehearsal.

PROPOSAL PROCESS

- 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.
- Complete all sections of this Wedding Ceremony 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.
- 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.
- 4. Payment is required to guarantee the reservation of the facility and varies depending on the facility being requested. You will 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 Event Coordinator with further instructions and contact information.

RULES FOR ALL OUTDOOR WEDDING PERMITS

- 1. Wedding permits are issued for 3 or 6 hours only. This includes: set-up, rehearsal, photos, etc.
- 2. Food and receptions are not allowed at wedding sites. Permits are issued for wedding ceremonies only. (MPRB has sanctioned Reception Venues).
- 3. Sound amplification systems are allowed only in specified areas. Amplication systems are limited to: microphones, cds & iPod/MP3.
- 4. Chairs are only allowed in specified areas. Any chairs must be rented through the Minneapolis Park and Recreation Board's Preferred Party Rental Vendor.
- 5. Flowers or any other vegetation may not be moved, cut or removed from any park in the Minneapolis Park System. (Park Board Ordinance 2.2).
- 6. Littering is not permitted. Rice, confetti or birdseed is not permitted. Any flower boxes or other rubbish must be picked up by the permittee and disposed of properly. Frequetly there are numerous weddings scheduled consecutively at the same park area in one day. Clean up should not be left to the next group, the neighborhood residents or park keeper.
- 7. Tents or canopies are only allowed in specified areas. Any tents or canopies may only be rented through the Minneapolis Park and Recreation Board's Preferred Party Rental Vendor. If tents are being rented, a six hour permit is required
- 8. Hand held chuppahs or chuppahs that rest on the ground surface are permitted. Staking or pounding is not permitted due to potential damage to underground security, electric and irrigation systems.
- 9. Alcohol is not permitted. Ceremonies that normally use wine must substitute with a non-alcoholic beverage.
- 10. Parking Notice: The cost to park is not included in the cost of the wedding permit. If you do not already have a Minneapolis Park Board annual parking permit, you may purchase parking at the prevailing hourly rate wherever a parking station machine or an individual parking meter is located. Daily parking vouchers for pay parking lots can be purchased for your quests in advance through Customer Service at 612-230-6400.
- 11. Wedding Hill on Theodore Wirth Parkway: This site requires you to rent a bus, trolley car, or vans to bus your guests back and forth from the Chalet and requires a Parkway Use Permit. There is no parking available. Guests cannot park at the beach house on Glenwood, Eloise Butler Wildflower and Bird Sanctuary or the Quaking Bog.
- 12. Water Power Park location is only available 05/15 10/30. Long haul fees for rentals apply. (Dates can very because of weather)

Approved Party Rental Vendors

Rental Options:

Microphones **Battery Application Systems** Chairs Arches Wedding Accessories

Ultimate Events (formerly Aarcee)

<u>Aprés</u> Karla Vitez Allison Munsell Ultimate Events Representative Apre's Representative 952-358-6304 952-903-4241 ww.ue-mn.com www.apresparty.com



2117 West River Road North Minneapolis, MN 55411 (612) 230-6400 www.minneapolisparks.org



Customer Service Department (612) 230-6400 (phone) (612) 230-6513 (fax) permits@minneapolisparks.org

| WEDDING CEREMONY PERMIT APPLICATION | | | | | | |
|---|----------------|-------------------|-----------------|-----------------|-------------------------------|--|
| APPLICANT INFORMATION | | | | | | |
| Name of Bride (s): | | | | | | |
| Name of Groom (s): | | | | | | |
| Home Address: | | | | | Apt/Unit/Suite: | |
| City: | | | State: | | Zin Codo: | |
| E-mail Address: | | | | | | |
| Daytime Phone: | Fax: | | | Cell: | | |
| EVENT INFORMATION | | | | | | |
| Proposed Location (See Page 1 for list of possible locations): | | | | | | |
| 1st Choice: | | 2nd Choice: | | | | |
| Proposed Date | - | - | | | | |
| 1st Choice: | | 2nd Choice: | | | | |
| Proposed Booking Times: | - 6:00 a m | | | | □ 12:00 p.m 3 :00 p.m. | |
| (Please check one) | | □ *3:00 p.m. | - 6 :00 p.m. | □ *6:00 p.m | | |
| EVENT FEATURES | (The Cowie | es Conservatory C | annot be booked | a Irom 3.00 p.m | - 9.00 p.m. on Saturdays) | |
| | | | | | | |
| Check all information appropriate to your event. Some event fea | itures may req | quire additional | permits from | the Minneapo | olis Park & Recreation Board. | |
| Number of guests attending: (A permit will not be processed without a number of estimated guests). | - | | | | | |
| (A permit will not be processed without a number of estimated guests). | | | | | | |
| 2. Will you be taking photos before or after your 3 hour wedding | reservation an | nd with a profes | ssional photo | grapher? | □ Yes □ No | |
| 2. Are your planning to part aboving? | | | | | | |
| 3. Are you planning to rent chairs? □ Yes □ No (Please see the exclusive rental companies contracted for our city parks). | 1 | | | | | |
| If Yes, how many chairs? | | | | | | |
| 4. Are you planning on renting a tent? ☐ Yes ☐ No | ı | | | | | |
| If Yes, what size tent? | | | 0 | | | |
| (Six hour permit is required for setup and takedown of the tent and chairs. The | | | | | | |
| 6. Will you be chartering a limo, bus, carriage, truck or trolley on the parkway? | | | | | | |
| If Yes, vehicle(s) require additional permitting. Please visit our "F | Parkway Use | Page" for mor | e information | | | |
| | | | | | | |

Wedding Permit Application Page 3 of 4

EVENT FEATURES CONTINUED

| CONDITIONS OF USE | | | | | | | |
|---|--|--|---|--|--|--|--|
| Washings | | | | | | | |
| be submitted and appropriate fee must be issued. Wedding permits are issued for same location as yours. A permit does usually considerate of your needs and mot included in the cost of the wedding permits hourly parking for your guests. To purch of your event on-site, it is the event organish be on the permit) or the Minneapolis restoring park property used persuant to hold the Park Board harmless from any by the action of the applicant, its officers | be paid before a site and date will a hour time blocks only. Your pernot guarantee exclusive use of the nove out of the area. An event at permit. If your guests do not alread anizer's responsibility to contact elements are Park Police Department at 612-2 to the permit, to reimburse the Park liability to any person resulting from a person of the permit to abide by the terms of the permit at 612-2 to a bide by the terms of the permit to abide by the terms of the permit at 612-2 to a bide by the terms of the permit at 612-2 t | be reserved or a permit issued. No refurmit guarantees that no other wedding one park area for your event. There will be tendant will do their best to guide/assist dy have a Mpls Patron Pass (annual partet the Customer Service Department at ither the Event Site Attendant (if an ever 230-6550 for assistance. Applicant agreers R Board of all such costs incurred by the om damage or injury occuring in connect erson under applicant's control; to limit a it or any other applicable laws, rules or reserved. | months in advance. A completed application must unds will be given once a wedding permit has been a event is scheduled at the same time in the event of an interest of the families and their guests. Parking fees are the families and their guests. Parking fees are trking permit), you have the option to purchase 612-230-6400. In the event of an issue on the day not site attendant is assigned, the contact information are: to bear all costs of policing; cleaning and the Park Board; to indemnify the Park Board and the event proximity caused all activities conducted on Park Board property to regulations may result in revocation of the permit, | | | | |
| NOTE: The Minneapolis Park & Recreation Board has a "No Refund Policy." A change fee 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. | | | | | | | |
| PAYMENT | | | | | | | |
| (Please Check One) | ermined after applications are revi Credit Card Visa Mastercard American Express Discover | iewed. Please do not write card informat □ Check □ Cash | | | | | |
| SIGNATURE | | | | | | | |
| I affirm that all answers given and stater beliefs. I have read the terms and cond | | | | | | | |
| Name of Applicant | | Date Application Received | Permit # | | | | |
| Signature of Applicant | | Staff Intials | Receipt # | | | | |
| | | Date | | | | | |
| | | | Wedding Permit Application Page 4 of | | | | |