

# SUBMITTING YOUR APPLICATION FOR FACILITY USE - WEDDING 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 ELECTRICITY AVAILABLE) - MUST RENT FROM ONE OF OUR [PREFERRED PARTY RENTAL VENDORS](#)**

Facility	Location	Capacity	Options	Fee
<b>Outdoor Weddings</b>				
• 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	150	Chairs, amplification	\$538.88 / 3 hrs
	Rose Garden - Turtle Fountain	100	Chairs, amplification	\$538.88 / 3 hrs
	Rock & Peace Garden	200	Chairs, amplification	\$538.88 / 3 hrs
• Minnehaha Park	Longfellow Gardens	200	Chairs (Chairs in specified areas only)	\$538.88 / 3 hrs
	Minnehaha Pergola Garden	200	Chairs, tent, amplification	\$538.88 / 3 hrs
	Song of Hiawatha Fountain	100	Chairs, amplification	\$538.88 / 3 hrs
• Minneapolis Sculpture Garden*	General Mills Sculpture Plaza	200	Chairs	\$538.88 / 3 hrs
	Frederick Weisman Sculpture Plaza	200	Chairs	\$538.88 / 3 hrs
	McKnight Foundation Sculpture Plaza	200	Chairs	\$538.88 / 3 hrs
	Judy & Kenneth Dayton Sculpture Plaza	200	Chairs	\$538.88 / 3 hrs
	Pergola - Arbor	200	Chairs, tent, amplification	\$538.88 / 3 hrs
	Gazebo - <i>Prophecy of the Ancients</i>	200	Chairs, amplification	\$538.88 / 3 hrs
• Theodore Wirth Park	Wedding Hill	200	Chairs, tent, amplification (Need to provide guests with transportation 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 FOR [COMPLETE RENOVATION](#)**

## Indoor Weddings

• Cowles Conservatory*	Palm Room	100	Chairs, Tables (Rental Required)	\$538.88 / 3 hrs
<i>(Only 9 am - Noon or Noon - 3 pm)</i>				
• 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
<i>(Reservations are offered through Mintahoe Hospitality Group)</i>				

## ITEMS TO KEEP IN MIND

**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

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 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.
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.
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. Amplification 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. Frequently 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 guests 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 vary because of weather)

### Approved Party Rental Vendors

#### Rental Options:

Chairs

Microphones

Battery Application Systems

Arches

Wedding Accessories

#### Ultimate Events (formerly Aarcee)

Allison Munsell

Ultimate Events Representative

952-358-6304

[www.ue-mn.com](http://www.ue-mn.com)

#### Aprés

Karla Vitez

Apré's Representative

952-903-4241

[www.apresparty.com](http://www.apresparty.com)





## WEDDING CEREMONY PERMIT APPLICATION

### APPLICANT INFORMATION

Name of Bride (s): \_\_\_\_\_

Name of Groom (s): \_\_\_\_\_

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

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

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:**

(Please check one)

6:00 a.m. - 9:00 a.m.     9:00 a.m. - 12:00 p.m.     12:00 p.m. - 3:00 p.m.  
 \*3:00 p.m. - 6:00 p.m.     \*6:00 p.m. - 9:00 p.m.

\* (The Cowles Conservatory cannot be booked from 3:00 p.m. - 9:00 p.m. on Saturdays)

### EVENT FEATURES

Check all information appropriate to your event. Some event features may require additional permits from the Minneapolis Park & Recreation Board.

1. Number of guests attending: \_\_\_\_\_

(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 and with a professional photographer?  Yes  No

3. Are you planning to rent chairs?  Yes  No

(Please see the exclusive rental companies contracted for our city parks).

If Yes, how many chairs? \_\_\_\_\_

(Wedding over 200 with chairs requires a permit for 6 hour time slot).

4. Are you planning on renting a tent?  Yes  No

If Yes, what size tent? \_\_\_\_\_

(Six hour permit is required for setup and takedown of the tent and chairs. The vendor will contact our office for approval).

6. Will you be chartering a limo, bus, carriage, truck or trolley on the parkway?  Yes  No

If Yes, vehicle(s) require additional permitting. Please visit our "[Parkway Use Page](#)" for more information.

### EVENT FEATURES CONTINUED

7. Please list any additional equipment you plan on bringing to the site:

