



**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 follow the proposal process below and complete the application in its entirety.

**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 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 Event Coordinator with further instructions and contact information.

**Outdoor Weddings**

Facility	Location	Capacity	Options	Fee
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
Deming Heights (Norwegian Hill)	1115 St. Anthony Parkway Minneapolis, MN 55418	200	Chairs	\$538.88 / 3hrs
Gluek's Park	2000 Marshall St. NE	150	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 (specified areas only)	\$538.88 / 3 hrs
	Minnehaha Pergola Garden	200	Chairs, amplification	\$538.88 / 3 hrs
Minneapolis Sculpture Garden***	CURRENTLY CLOSED	200	Chairs	\$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
Orvin "Ole" Olson Park	2325 West River Rd N. Minneapolis, MN 55411	100	Chairs, amplification	\$538.88 / 3 hrs

**Indoor Weddings**

Facility	Location	Capacity	Options	Fee
Cowles Conservatory*** (Only 9 am - Noon or Noon - 3 pm)	CURRENTLY CLOSED	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 (Reservations are offered through Mintahoe Hospitality Group)	40 Power St	400 +	Chairs, Tables (Included)	Full Day Facility Rate

## 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).

1. 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.
2. A Park Board event site attendant will be on site for all wedding reservations.
3. Reservation time frame of 3 or 6 hours includes set-up, ceremony and tear down.
4. We cannot guarantee your rehearsal time. We will work around the events scheduled the day or week before your wedding to try & coordinate your rehearsal.
5. AMPLIFICATION IS BATTERY POWERED (NO ELECTRICITY AVAILABLE) - MUST RENT FROM OUR [PREFERRED PARTY RENTAL VENDORS](#)

## 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. Water Power Park - location is only available [May 15th](#) - [October 15th](#). Long haul fees for rentals apply. (Dates can vary because of weather)

### Approved Party Rental Vendors

#### Rental Options:

Chairs	Wedding Accessories	Arches
Microphones	Battery Application Systems	

#### Ultimate Events

952-358-6304

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

#### Aprés

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)*

9:00am - 12:00pm

12:00pm - 3:00pm

3:00pm - 6:00pm\*

6:00pm - 9:00pm\*

*\*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. 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 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).*
  
7. Are you planning on having amplified sound?  Yes  No  
  
If Yes, describe the system that will be used. All amplified sound must adhere to MPRB ordinances: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
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 Website](#) for more information.
  
7. Please list any additional equipment you plan on bringing to the site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONDITIONS OF USE**

**Weddings**

A permit is required to schedule a wedding in the park system. All wedding permit applications are accepted 11 months 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. 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. An event attendant will do their best to guide/assist the families and their guests. 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. In the event of an issue on the day of your event on-site, it's the event organizer's responsibility to contact either the Event Site Attendant (if an event site attendant is assigned, the contact information will be on the permit) or the Minneapolis Park Police Department at 612-230-6550 for assistance. 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, or fines.

**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**

**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 #