

SUBMITTING YOUR APPLICATION FOR FACILITY USE - MEMORIAL SERVICE

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.

<u>Facility</u>	<u>Location</u>	<u>Options</u>	<u>Capacity</u>	<u>Fee</u> <small>*3 hrs</small>
• Boom Island	Riverfront Plaza	chairs & amplification	200	\$538.88
• Central Riverfront	Riverfront	chairs & amplification	200	\$538.88
• Columbia Park	Manor	chairs & full service	250	building fee
• Lake of the Isles	Isles Point (Penn & Newton)	chairs, tent & amplification	200	\$538.88
• Loring Park	Loring Ouside Community Arts Center	chairs & amplification chairs & full service	100 100	\$538.88 building fee
• Lyndale Park	Rose Garden - Heffelfinger Fountain Rose Garden - Turtle Fountain Rock & Peace Garden	chairs chairs chairs	200 100 200	\$538.88 \$538.88 \$538.88
• Minnehaha Park	Longfellow Gardens Minnehaha Pergola Garden	chairs & amplification chairs, tent & amplification	200 200	\$538.88 \$538.88
• Minneapolis Sculpture Garden	Cowles Conservatory - Palm Room General Mills Sculpture Plaza Frederick Weisman Sculpture Plaza McKnight Foundation Sculpture Plaza Judy & Kenneth Dayton Sculpture Plaza Pergola Gazebo - <i>Prophecy of the Ancients</i>	chairs & full service chairs & amplification chairs & amplification chairs & amplification chairs & amplification chairs, tent & amplification chairs & amplification	100 200 100 200 100 200 100	building fee \$538.88 \$538.88 \$538.88 \$538.88 \$538.88 \$538.88
Note: All Sculpture Garden sites will be unavailable July 2015 thru 2016 for renovations.				
• Theodore Wirth	Chalet - Fireplace Room Pavilion	chairs, amplification & full service chairs, amplification & full service	136 100	building fee building fee
• Thomas Lowry Park	Seven Pools	chairs & amplification	200	\$538.88
• Water Power Park	Riverfront	amplification	200	\$538.88

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 incurred).

- A Park Board event site liaison will be on site for all memorial services.
- Memorial Service permit does not allow exclusive use of location for your event.
- Reservation time frame of 3 or 6 hours includes set-up, service and tear down.
- Any memorial service permitted on a national holiday will have an additional administrative fee.
- Full service allows food and beverage by approved caterers - food trucks not permitted.
- Usage of bus, truck, limo, carriages on parkways require additional permitting fees.
- Building fees vary depending on day of week - additional information to be provided after application is reviewed.

PROPOSAL PROCESS

1. Choose a Facility, Location and Date for your event. Please note that most facilities are permitted in 3 hour increments. Additional hours are available at an additional charge.
2. Complete all sections of this Facilities Use Application - Memorial Service (pages 2-4). 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 mail, delivery-in-person, or by fax 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 mail or fax a permit agreement to the Event Organizer with further instructions and contact information.

Approved Vendors:

Some memorial service locations have the option for applicant to use chairs, tents and amplification on site. Locations that permit such amenities need to be rented through the approved vendors - these are not included with the Facilities Use Memorial Service fee.

Apres

www.apresparty.com

Après Representative, Karla Vites

952-903-4241

Ultimate Events

www.us-mn.com

Ultimate Events Representative, Allison Munsell

952-358-6304

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FACILITIES USE - MEMORIAL SERVICE PERMIT APPLICATION

APPLICANT INFORMATION

Name of Event Organizer: _____

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

Address: _____ Apt/Suite: _____

City: _____ State: _____ Zip Code: _____

E-mail Address: _____

Daytime Phone: _____ Fax: _____ Cell: _____

Event Day On-Site Contact: _____ On-Site Phone: _____
(if different than the organizer)

MEMORIAL SERVICE EVENT INFORMATION

Date of Proposed Event	Expected Attendance	Proposed Booking Time <small>(permitted in 3 or 6 hour intervals)</small> <ul style="list-style-type: none"> <input type="checkbox"/> 6AM - 9AM <input type="checkbox"/> 9AM - 12PM <input type="checkbox"/> 3PM - 6PM <input type="checkbox"/> 12PM - 3PM <input type="checkbox"/> 6PM - 9PM
Proposed Location <i>(Examples: Minnehaha Pergola, Lyndale Park Rock and Peace Garden)</i>		
Name of person being recognized at memorial service		

EVENT FEATURES

1. Will you be using chairs? NO YES If yes, how many chairs? _____
Chairs must be rented through approved vendors (pg. 1)
 200 or more chairs requires 6 hour reservation.

2. Will you be using a microphone during the service? NO YES
Electricity is not provided; battery operated amplification would have to be rented through approved vendors (pg. 1)

3. Will you have amplified music during the service? NO YES
Electricity is not provided.

4. Will you have acoustic music during the service? NO YES

5. Will you be requesting to erect a tent/canopy? NO YES If yes, how many tents/canopies? _____
 Size of tent(s)/canopy(s)? _____
Tent(s)/canopy(s) must be rented through approved vendors (pg. 1)
 A minimum of 6 hour reservation is required.

6. Will you be using a limo, bus, truck or trolley day of service? NO YES If yes, what type of vehicle? _____
[Parkway Use Page](#) How many vehicles? _____

7. Please list additional amenities you are proposing to bring to the memorial service.

CONDITIONS OF USE

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.

In the event of an issue on the day of your event on-site, it is the event organizer's responsibility to contact the Event Site Liason (if an event site liason is assigned, the contact information will be on the permit) or the Minneapolis Park Police Department at 612-230-6550 for assistance.

During The Minnesota seasons, April, May, September and October, all gardens cannot be guaranteed flowers, or water in fountains (cold weather/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, Loring, Thomas Lowry and Sculpture Garden Arbor.

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 allowed. Any changes must be done ten (10) business days prior to original event date. Any questions to your event should be directed to the Minneapolis Parks & 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 application is reviewed. Please do not write card information or mail cash with this application)

Credit Card

- Visa
- Mastercard
- American Express
- Discover

Check

Cash

SIGNATURE

I affirm that all answers given and statements made on this application 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

For Office Use Only:	
_____ Date Application Received	_____ Permit #
_____ Staff Initials	_____ Receipt #

Date