

SUBMITTING YOUR APPLICATION FOR FACILITY USE - PICNIC PERMIT

The review and approval of a Picnic Permit Application is coordinated through the appropriate office of the Minneapolis Park & Recreation Board (hereinafter "Park Board"). Completed applications must be sent to the Customer Service Department.

Picnics: *Half Day - (9 a.m. to 3 p.m. or 4 p.m. to 10 p.m.)* *Full Day - (9 a.m. to 10 p.m.)*

Facility	Location	Capacity	Fees W/O Tax	Total W/Tax	
Beard's Plaisance	Main Shelter	80	\$175 / \$350	\$188.61 / \$377.21	
Columbia Park	Main Shelter	125	\$125 / \$250	\$134.72 / \$269.44	
Xcel Field	Main Shelter	50	\$125 / \$250	\$134.72 / \$269.44	
North Mississippi Regional Park	Main Shelter C	150	\$225 / \$450	\$242.49 / \$484.99	
	Shelter A	50	\$125 / \$250	\$134.72 / \$269.44	
	Shelter B	50	\$125 / \$250	\$134.72 / \$269.44	
Boom Island	Shelter A	45	\$125 / \$250	\$134.72 / \$269.44	
	Shelter B	45	\$125 / \$250	\$134.72 / \$269.44	
	Shelter C	45	\$125 / \$250	\$134.72 / \$269.44	
Minnehaha Park	Sheltered Areas	*Minnehaha Picnic Area 2	80	\$75 / \$150	\$80.83 / \$161.66
	*Non-Shelter Areas	Wabun Shelter A	60	\$125 / \$250	\$134.72 / \$269.44
		Wabun Shelter B	60	\$125 / \$250	\$134.72 / \$269.44
		Wabun Shelter C	230	\$225 / \$450	\$242.49 / \$484.99
		Wabun Shelter D	230	\$225 / \$450	\$242.49 / \$484.99
		*Wabun Shelter E	60	\$75 / \$150	\$80.83 / \$161.66
		Wabun Shelter F	60	\$125 / \$250	\$134.72 / \$269.44
		Wabun Shelter G	60	\$125 / \$250	\$134.72 / \$269.44

PROPOSAL PROCESS

1. Choose a Facility, Location and Date for your event. Please note that most facilities are permitted in 6 hour or 13 hour increments.
2. Complete all sections of this Picnic 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.
Alternatively, [reserve online](#) - no paper applications required. (Tax exempt organizations are required to submit a paper application)
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 to the Event Organizer with further instructions and contact information.

PICNIC FAQ

1. Can I bring a grill to a Minneapolis park?
Answer: Yes, grills are allowed; we ask that charcoal not be disposed of in garbage cans.
2. Are dogs allowed in picnic areas?
Answer: Yes, your dog must be leashed at all times; please pick up after your pet.
3. Can I have alcohol at my picnic?
Answer: Only 3.2% beer in cans (no glass) is permitted with picnic permit. (No open containers, kegs, hard liquors or wine).
4. Can I have an inflatable "bounce house" at my picnic?
Answer: Inflatable "bounce houses" are not permitted at Beard's Plaisance or Columbia Park. Wabun and North Mississippi Regional Parks do allow bounce houses for an additional fee, if reserved as an Exclusive Use. Boom Island and Xcel Field Park do not require an Exclusive Use permit; however, additional fees do apply.
5. Is live music or a D.J. allowed at my picnic?
Answer: Amplified sound is not allowed in picnic areas. Acoustic music is fine.
6. If I get a picnic permit, do my guests still have to pay for parking?
Answer: Yes, All parking is subject to posted payment and restrictions. Parking fees are not included in the price of a picnic permit.
7. What if the weather is bad, can I cancel my permit?
Answer: No, Picnic permits are not subject to cancellations or refunds. A one-time change can be made for a picnic permit, pending availability. The change must be made at least 10 days prior to the scheduled event. The fee for a change is \$75.
8. Do I have access to electricity?
Answer: All of our reservable sheltered areas have electrical outlets available for use.

PICNIC FAQ (CONTINUED)

9. What if there is a problem when I get to my reserved area? Whom do I call?

Answer: In the event of an issue that needs staff attention, please call Customer Service (Mon-Fri, 8am - 4:30pm) at 612-230-6400 or Non-Emergency Park Police at 612-230-6550 during non-customer service open hours.

10. How do I know which shelter is mine?

Answer: Your permit will indicate the shelter that you have reserved. Shelters are marked with letters (A, B, C...) to differentiate amongst the shelters. Shelters will be marked as "Reserved" for you and your group with a red sign. Applicant must retain permit on site.

11. Are bathrooms available?

Answer: Yes, Bathroom buildings are made available during permitted times.

12. Can I set up additional structures (Tents, canopies, tables, dunk tanks, staging, etc.?)

Answer: No, These options are only permitted for an Exclusive Use (Wabun, North Mississippi & Boom Island). Additional permitting required.

13. Can I use stakes?

Answer: No, Everything must be weighted or tied off.

14. Can I have my picnic catered?

Answer: Yes, Parking is subject to posted payment and restrictions. No driving or parking on the grass. All deliveries must be made from the parking lot or curbside.

15. Are there any food catering restrictions?

Answer: No, Food Trucks are the only exception and require additional permitting. Food truck permits only apply to Wabun and North Mississippi . Regional Park picnic shelters. Food trucks are not allowed at all other shelter areas more information. Contact Customer Service at 612-230-6400 for more information.

16. Is fire allowed?

Answer: No fire sources except for the use of designated grills for culinary purposes will be allowed on-site during any picnic reservation.



PICNIC PERMIT APPLICATION

APPLICANT INFORMATION

Name of Event Organizer: _____

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

Address: _____ Apt/Unit/Suite: _____

City: _____ State: _____ Zip Code: _____

E-mail Address: _____

Daytime Phone: _____ Fax: _____ Cell: _____

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

EVENT INFORMATION

1. For what type of reservation(s) are you applying? Company Picnic Reception Graduation Party Family Reunion
(mark all that apply) Meeting Other (please explain) _____

2. Proposed Date(s): First Choice: _____ Second Choice: _____
Proposed Location: First Choice: _____ Second Choice: _____

3. Proposed Booking Times: HALF-DAY 9:00am - 3:00pm HALF-DAY 4:00pm - 10:00pm FULL-DAY 9:00am - 10:00pm
(Please check one)

4. Number of Guests: Approximate # _____
Note: A permit will not be processed without a number of estimated guests.

5. How will your event be attended? By Invite Only Free to the public
 Tickets for purchase Other (please explain) _____

6. Will you be serving 3.2% beer in cans? Yes No
Only 3.2% beer in cans (no glass) is permitted with picnic permit. (No open containers, kegs, hard liquors or wine).

7. Will you be serving food? Yes No
No catering restrictions, food trucks would require additional permitting.

8. Will you use any of the following vehicles for transportation? Limo Carriage Bus No
If yes, completed Parkway Use Application required to be attached. Additional fee(s) may be applied. Other (please explain) _____

9. Are you selling products/services or accepting donations on premises? Yes No
If yes, further details and permits will be required.

10. Are you having commercial or promotional product sampling? Yes No
If yes, a park use and event permit is required.

11. Are you having any corporate, sponsor or event signage? Yes No
If yes, signage is only permitted inside the picnic shelter.

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

CONDITIONS OF USE

Picnics

All Picnic Permit Applications are taken on a first paid, first served basis. Returning customers may reserve the same picnic shelter the next year up to 335 days in advance and new customers may submit a permit application for a picnic shelter beginning 365 days 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. In the event of an issue on the day of your event on-site, it is the event organizer's responsibility to contact the Minneapolis Park Police Department at 612-230-6550 for assistance. No alcohol stronger than 3.2 beer allowed. Amplified sound is not allowed in picnic areas. Acoustic music is fine. Fires permitted in grills only. 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.

Note: The Minneapolis Park & Recreation Board has a "No Refund Policy." A change fee of \$75 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 IF APPROVED

(Final Fees will be determined after applications are reviewed. Please do not write card information or mail payment 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 #