



## APPLICATION FOR FACILITY USE EVENT VENUE: COLUMBIA MANOR

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

Columbia Manor: 3300 Central Avenue Northeast, Minneapolis, MN 55418  
Capacity: Great Room 144 seated, Porch 72 seated. Maximum 216 seated. Maximum 300 stand-up only.

### PROPOSAL PROCESS

1. Choose a Facility, Location and Date for your event.
2. Complete all sections of this Event Venue 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. Once the application has been reviewed, you will be notified of the application status.
5. If application is approved, all payments must be received prior to date of event. 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.

### EVENT VENUE FAQs

**1. Does my booked time included set up and take down?**

Yes, all set up and take down must be completed in the time booked. Rental time is 12pm-12am

**2. Is there a kitchen available?**

No, there is no kitchen available.

**3. Can I set up a tent/canopy?**

No, there are no tents or canopies allowed for setup.

**4. Can I have a tour/rehearsal?**

Yes. Tours must be scheduled between the customer and golf course manager. Rehearsals are not guaranteed and can be scheduled between customer and Event Venue Coordinator.

**5. Can I serve alcohol?**

Yes, all alcohol must be contracted through a MPRB approved caterer. A Police Officer must be hired to be on-site during the time of serving alcohol, plus one hour after closing. Service must end by 11:30pm

**6. Can I serve food?**

Yes, all food services must be contracted through a MPRB approved caterer. No food trucks at this location.

**7. Who sets the room?**

Golf Course Staff sets the room up, flip and/or tear-down. Floor plans must be submitted at least 10 business days before the event.  
\*Fees do apply for all events

**8. Are tables and chairs included?**

Yes, supplies are based on fire code capacity. Rental of additional items are available through MPRB approved caterers and party rentals. (this is not included in the MPRB fees)

**9. Do I have access to electricity?**

Yes, only inside facility.

**10. Is the fireplace operational?**

Yes, customer must provide own wood for burning and tend to the fire needs. This requires additional permission.

## EVENT VENUE FAQs (Continued)

### 11. Are dogs allowed?

Dogs are not allowed inside the facility (except for service dogs).

### 12. Can I decorate?

Yes - Note, flame candles must be in a votive. No balloons, tape, tacks, nails or any items that may impact the facility.

### 13. Can I change the date/time of my permit once approved?

Yes, if application has been approved and location booked, change in date and time is subject to additional fees. Change in date and time requires at least 30 days notice from date of original event.

### 14. What type of fees can I expect for a permit?

Fees vary depending on event: Facility Rental Fee, Ceremony Fee, Damage Deposit Fee, Service Fee, Administrative Fee (permit changes/modifications).

### 15. If application is approved, when is payment due?

Facility Rental Fee and Damage Deposit is required at time of application approval. If applicable, Ceremony required sixty days (60) prior to event date. If serving alcohol, the mandatory Police Officer fee will be charged directly to your alcohol caterer.

### 16. Can I have a ceremony?

Yes, additional fee(s) may be applied.

### 17. What is the cancellations/refund policy?

The Minneapolis Park & Recreation Board has a "No Refunds Policy".

## MPRB APPROVED VENDORS

Please see website for details

[Vendor Application link](#)

## FEES

Facility Fee (preset time of 12pm to Midnight)		
Sunday	\$575 + Tax	= <b>\$619.67</b>
Monday - Thursday	\$300 + Tax	= <b>\$338.88</b>
Friday	\$725 + Tax	= <b>\$781.37</b>
Saturday	\$1050 + Tax	= <b>\$1131.63</b>
Holiday	\$1050 + Tax	= <b>\$1131.63</b>
Service Fee (Required staffing fee for room setup & teardown)	\$250 + Tax	= <b>\$269.44</b>
Ceremony		
Sunday - Saturday	\$500 + Tax	= <b>\$538.88</b>
Damage Deposit		
<b>\$150</b> - Damage Deposit is refundable if facility is restored to original condition after event. Refund takes place (30) thirty days after event.		
Police Officer		
Sunday - Saturday	<b>\$65.00 per hour</b>	
Holiday	<b>\$97.50 per hour</b>	
(Minimum of 4 hours- charged directly to caterer)		



## EVENT VENUE APPLICATION - COLUMBIA MANOR

### 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/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?**  Meeting  Reception  Ceremony  Other  
(mark all that apply) (Explain below)

**2. Proposed Date(s):** First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_

**3. Proposed time of event:** Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

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

**5. Will you be serving alcohol?**  Yes  No If yes, proposed time of serving:  
Note: Required to use licensed caterer for alcohol services, police officer required Start Time: \_\_\_\_\_  
If yes, what caterer are you choosing? \_\_\_\_\_ End Time: \_\_\_\_\_

**6. Will you be serving food?**  Yes  No  
If yes, what caterer are you choosing? \_\_\_\_\_  
\*New Caterers must apply to be approved

**7. Will you have a ceremony on site?**  Yes  No If yes: Location:  Inside  Outside  
Names of Couple:  
First & Last Name: \_\_\_\_\_ & First & Last Name: \_\_\_\_\_

**8. Will you have a DJ, band, and/or microphones?**  Yes  No  
Note: Amplified sound must comply with the City of Minneapolis and MPRB Policies.

**9. Will you have professional photography?**  Yes  No  
If yes, a photo permit during the proposed event time and location is included. If outside location and time, additional permitting may be required.

**10. 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.

**11. Will you be using valet services for your guests?**  Yes  No  
If yes, what company will provide the service? \_\_\_\_\_

**12. Are you selling products/services or accepting donations on premises?**  Yes  No  
If yes, further details may be requested.

**13. Are you having commercial or promotional product sampling?**  Yes  No  
If yes, further details may be requested.

**14. Are you having any corporate, sponsor or event signage?**  Yes  No  
If yes, further details may be requested.

**CONDITIONS OF USE**

All Event Venue Applications are taken on a first paid, first served basis. A completed application must be submitted and appropriate fee must be paid before a site and date will be reserved or a permit issued.

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 resulting from damages 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 law, 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."

Please Note: There are additional fees associated with having an event at an event venue location. MPRB requires all food and beverage vendors to pay an additional fee for Food and Beverages to MPRB. (CATERING: 12% on menu items and 12% on Alcohol items). These charges will be passed on to the applicant and payable to the vendor selected for the event.

Please inquire about these charges from the vendor selected for the event.

**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 made 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 #