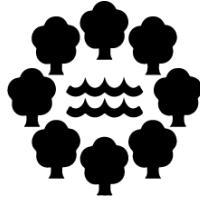




Minneapolis
Park & Recreation Board

Catering Vendor Application

USE AND EVENT PERMITS - SPECIAL SERVICES
2117 WEST RIVER ROAD N.
MINNEAPOLIS, MN 55411

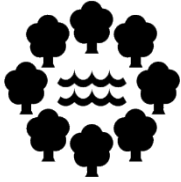


Minneapolis Park & Recreation Board

PERMIT APPLICATION PROCEDURES, REGULATIONS AND GUIDELINES

PROCEDURES

1. Applicants are required to complete all sections of this application. All proposed activities and events are subject to the approval of the Minneapolis Park & Recreation Board (herein after “MPRB”). The MPRB will not consider the application if it is incomplete. If you have questions please email permits@minneapolisparks.org
2. Applications may be found online at the MPRB website (www.minneapolisparks.org) or at the MPRB Headquarters, 2117 West River Road, Minneapolis, MN 55411. Submittal of the Caterer Application can made online at the MPRB website, brought in person, or sent via email, mail, or faxed to 612-230-6504 to the MPRB Headquarters (2117 West River Road, Minneapolis, MN 55411). Submittal of a Caterer Application does not grant a permit or confirmation to conduct the event. All applications are subject to review and are to be submitted prior to event date.
4. Once all the MPRB’s requirements have been fulfilled, including receipt of all requested documents (in addition, those of all applicable City, State, and/or Federal agencies) and full payment, an approval will be made.
5. Applications may be submitted at least three months before first event at a MPRB facility.
6. Upon completion of all requirements applicants must be licensed through the City of Minneapolis.
7. Applicants are required to submit a “Certificate of Insurance in the amount of \$250,000/750,000 for bodily injury-\$300,000 property damage with the MINNEAPOLIS PARK AND RECREATION BOARD as an additional insured” for the event(s) and date(s) of all preparation for such event occurring on MPRB property. Applicants assume all responsibility for and hereby agree to indemnify and hold harmless the MPRB against any losses, damages, liabilities, action suits, proceedings, costs or expenses that the MPRB may incur or sustain or for which it may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting or arising from the permitted event. The obligation to indemnify and hold harmless the MPRB will survive the termination or expiration of the Contract. Approval will not be issued if the Certificate of Insurance has not been received.
8. After approval, applicant will be required to attend a quarterly orientation through The Minneapolis Park and Recreation Board before use of any facility. Orientation schedules will be sent out after application approval.
9. After approval and completed orientation applicant will be required to sign the Formal Catering Agreement.
10. MPRB will certify new applicants on a quarterly basis.



MINNEAPOLIS PARK & RECREATION BOARD

CATERING VENDOR APPLICATION

2117 West River Road
Minneapolis, MN 55411
Phone: (612) 230-6400
Fax: (612) 230-6504
permits@minneapolisparcs.org

INSTRUCTIONS: Please carefully read the "Procedures & Guidelines" sections before completing this application. Incomplete applications and/or applications without the required application fee will not be processed.

APPLICANT INFORMATION

NAME OF APPLICANT

NAME OF COMPANY/ORGANIZATION	FEDERAL TAX ID
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MINNEAPOLIS CATERER LICENSE NUMBER & EXPIRATION DATE

BUSINESS STREET ADDRESS	APT/UNIT/SUITE
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CITY	STATE	ZIP CODE
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E-MAIL ADDRESS

BUSINESS PHONE	FAX
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PRIMARY CONTACT	DAYTIME PHONE	CELL PHONE
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ADDITIONAL INFORMATION

VENDOR SERVICES AND OPTIONS

Please check available services (Check all that apply) and write a brief description of your menu.

- Vegetarian
- Vegan
- Kosher
- Other Option(s): _____
- Gluten-free
- China/Glassware/Silverware
- Full Service
- Linens
- Alcohol (Must attach valid license)
- Drop-off Service Only (Please list service provider below if applicable)

Brief description of cuisine options: _____

Please attach menu(s) with this information or other materials describing this cuisine/food options available.

ALCOHOL SERVICE: Are you requesting to provide Alcohol at events?

(Please check No or Yes below.)

No Yes → Valid License Number: _____

Additional Information Required: If you checked "Yes" above, the MPRB reserves the right to collect a percentage of gross revenue for all sales. A Liquor Permit is required by the City of Minneapolis Department of Regulatory Services for each event.

PLEASE CHECK THE FOLLOWING. BY CHECKING, YOU AGREE TO THE TERMS UPON APPROVAL:
(TERMS AND CONDITIONS WILL BE PRESENT IN FORMAL AGREEMENT)

- Agree to pay \$75 application fee (no refunds) at the time of submission of application
- Agree to pay MPRB 12% of food and/or beverage item profits within 30 days for each event catered
- Provide all copies of insurance and licensure
- Provide menu and pricing options with application
- Agree to attend orientation prior to catering any event at a MPRB facility
- After Catering Application approval and orientation sign and agree to Formal Caterer Agreement

BEFORE YOU SUBMIT YOUR APPLICATION TO THE MINNEAPOLIS PARK AND RECREATION BOARD PLEASE
MAKE SURE THE FOLLOWING STEPS HAVE BEEN COMPLETED

1. Attached licensure (from City of Minneapolis)
2. Attached Certificate of Insurance
3. Attached both license to sell liquor and liability to serve (if applicable)
4. Have filled out Caterer Application completely

APPLICANT SIGNATURE

Applicant will indemnify and defend the Park Board, its officials, agents and employees (the "Indemnities") against any losses, costs, damages, liabilities, claims, suits, actions, causes of action and expenses resulting from, arising out of, or relating to any negligence or intentional misconduct by the applicant of the sponsoring organization, its officers, employees, or any person under its control in connection with this permit. Food Service Vendor and all employees agree to meet all health regulations, city ordinances, state law, federal law and any other regulations, rules or requirements concerning food and beverage service. Vendor shall maintain such insurance in for and effect throughout the term of the formal contract. Vendor agrees to notify the Park Board of any changes to name, location, licensure and or insurance.

I do solemnly swear (or 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 Code of Ordinances and agree to abide by them.

Unless expressly provided for in the Agreement, MPRB does not grant the Agreement holder with exclusive rights to park property including but not limited to any right to restrict access, use, and First Amendment activities of any person on park property open to the general public.

I agree to be bound by the above terms as a condition to the issuance of this Catering Agreement.

NAME OF APPLICANT

SIGNATURE OF APPLICANT

DATE

Thank you for completing your MPRB Catering Application. Before you submit your application to the Minneapolis Park and Recreation Board, please make sure that all completed and all necessary items are attached.

Submit your completed application to:

Minneapolis Park and Recreation Board
Use & Event Permitting
2117 West River Road
Minneapolis, MN 55411
Phone: (612) 230-6400
Fax: (612) 230-6504
Email: permits@minneapolisparcs.org

****Your payment of \$75.00 is due with Application. Please do not write card information or mail cash with this application.**

(Percentage of Gross Revenue is due 30 days after each event).