

# MINNEAPOLIS PARK & RECREATION BOARD ICE ARENAS EVENT APPLICATION

Fill out for shows, tournaments, judged competitions, selling items, ticketed event, etc.

## APPLICANT INFORMATION

Name of applicant \_\_\_\_\_ Name of organization/group \_\_\_\_\_  
Street address \_\_\_\_\_ Apt/Unit/Suite \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
Email \_\_\_\_\_  
Preferred phone \_\_\_\_\_ Alternate phone \_\_\_\_\_ Fax \_\_\_\_\_  
Event day on-site contact \_\_\_\_\_ Preferred phone \_\_\_\_\_ Alternate phone \_\_\_\_\_

## EVENT INFORMATION

Actual event dates and times (not including setup or tear-down)

Event name \_\_\_\_\_ Start date \_\_\_\_\_ End date \_\_\_\_\_  
Start time \_\_\_\_\_ End time \_\_\_\_\_

**Additional information required:** Please attach a schedule and/or tournament brackets, including requested ice cuts.

Charging admission? **Note:** 10-25% will go to the Minneapolis Park & Recreation Board (MPRB)  Yes  No

Locations  Parade Ice Garden (check all rinks that apply) »  North Rink  South Rink  Studio Rink  
 Northeast Ice Arena

Setup date(s)		Setup time(s)		Tear-down date(s)		Tear down time(s)	
_____	_____	_____	_____	_____	_____	_____	_____
Begin	From	To	Begin	From	To		
_____	_____	_____	_____	_____	_____	_____	_____
End	From	To	End	From	To		

Expected number of participants \_\_\_\_\_ Expected number of spectators \_\_\_\_\_

## Equipment you will need

\_\_\_\_\_ Chairs-how many? \_\_\_\_\_ Tables-how many? \_\_\_\_\_ Sound system \_\_\_\_\_ Other \_\_\_\_\_

## Equipment you will provide

\_\_\_\_\_ Grills-how many? \_\_\_\_\_ Tents-how many? \_\_\_\_\_ Sound equipment \_\_\_\_\_ Other \_\_\_\_\_

**Note:** Each ice sheet rental comes with two locker rooms; additional space requests may be assessed a fee.

## Space requested

\_\_\_\_\_ Entryway \_\_\_\_\_ Outdoor area \_\_\_\_\_ Parking lot \_\_\_\_\_ Additional locker rooms-how many? \_\_\_\_\_

**Provide a detailed description of the setup at your event. Where do things go? What do you need access to?**

**Parade Ice Garden– North Rink**

<input type="checkbox"/> Locker Room 1	<input type="checkbox"/> Locker Room 4	<input type="checkbox"/> Officials Room
<input type="checkbox"/> Locker Room 2	<input type="checkbox"/> Locker Room 5	<input type="checkbox"/> Lobby
<input type="checkbox"/> Locker Room 3		<input type="checkbox"/> Other _____

**Parade Ice Garden–South Rink or Studio Rink**

<input type="checkbox"/> Locker Room A	<input type="checkbox"/> Locker Room D	<input type="checkbox"/> Officials Room
<input type="checkbox"/> Locker Room B		<input type="checkbox"/> Lobby
<input type="checkbox"/> Locker Room C		<input type="checkbox"/> Other _____

**Northeast Ice Arena**

<input type="checkbox"/> Locker Room 1	<input type="checkbox"/> Locker Room 4	<input type="checkbox"/> Meeting Room A
<input type="checkbox"/> Locker Room 2	<input type="checkbox"/> Officials Room	<input type="checkbox"/> Meeting Room B
<input type="checkbox"/> Locker Room 3	<input type="checkbox"/> Lobby	<input type="checkbox"/> Other _____

**Provide a detailed description of how each room will be used for the event.**

## EVENT FEATURES

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All event features are subject to the approval of the MPRB. Additionally, certain event features **such as street closures** and the separate permits from the City of Minneapolis. For information regarding City of Minneapolis permits, call 612-673-5755.

### Photography and video

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Will you be photographing or recording video?  Yes  No

### Food and non-alcoholic beverages

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Are you requesting permission to serve food and/or beverages?

No

Yes, to the participants only  Yes, to the general public

Are you requesting permission to sell food and/or beverages?

No

Yes, to the participants only  Yes, to the general public

**Additional information required:** If you checked 'Yes' above, the MPRB reserves the right to collect a percentage of gross revenue for all sales of food/beverages. If you plan to distribute food, a short-term permit is required from the City of Minneapolis Department of Regulatory Services. Facility vending machines are available to customers.

### Merchandise

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Are you requesting permission to give away or offer merchandise?

No

Yes, to the participants only  Yes, to the general public

Are you requesting permission to sell merchandise?

No

Yes, to the participants only  Yes, to the general public

Are you requesting permission to auction items?

No

Yes, to the participants only  Yes, to the general public

If you checked 'Yes' above, the MPRB reserves the right to collect 10–20% of gross revenue for merchandise sold on Park Board property.

**Decorations, posters, banners: Provide a description of these items, proposed locations for them, and how they will be affixed.**

**Clean up required:** You must leave the facility as you found it. Take down all decorations, posters and banners, dispose of garbage and recyclables in appropriate receptacles, break down boxes, etc.

**List all vendors that will be on site. If you need additional space, attach a separate document.**

Business name \_\_\_\_\_ Contact name \_\_\_\_\_

Setup date(s)		Setup time(s)		Tear-down date(s)		Tear down time(s)	
_____ Begin	_____ From	_____ To	_____ Begin	_____ From	_____ To	_____ From	_____ To
_____ End	_____ From	_____ To	_____ End	_____ From	_____ To	_____ From	_____ To

Number of tables needed \_\_\_\_\_ Number of chairs needed \_\_\_\_\_

Business name \_\_\_\_\_ Contact name \_\_\_\_\_

Setup date(s)		Setup time(s)		Tear-down date(s)		Tear down time(s)	
_____ Begin	_____ From	_____ To	_____ Begin	_____ From	_____ To	_____ From	_____ To
_____ End	_____ From	_____ To	_____ End	_____ From	_____ To	_____ From	_____ To

Number of tables needed \_\_\_\_\_ Number of chairs needed \_\_\_\_\_

Business name \_\_\_\_\_ Contact name \_\_\_\_\_

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_____ Begin	_____ From	_____ To	_____ Begin	_____ From	_____ To	_____ From	_____ To
_____ End	_____ From	_____ To	_____ End	_____ From	_____ To	_____ From	_____ To

Number of tables needed \_\_\_\_\_ Number of chairs needed \_\_\_\_\_

Business name \_\_\_\_\_ Contact name \_\_\_\_\_

Setup date(s)		Setup time(s)		Tear-down date(s)		Tear down time(s)	
_____ Begin	_____ From	_____ To	_____ Begin	_____ From	_____ To	_____ From	_____ To
_____ End	_____ From	_____ To	_____ End	_____ From	_____ To	_____ From	_____ To

Number of tables needed \_\_\_\_\_ Number of chairs needed \_\_\_\_\_

**Are you requesting permission to operate staff/supply vehicles on MPRB service roads for delivery of equipment and supplies?**

\_\_\_ No \_\_\_ Yes—number of vehicles \_\_\_\_\_ Vehicle descriptions \_\_\_\_\_

**Are you requesting permission to retain vehicles on-site for the duration of the event?**

\_\_\_ No \_\_\_ Yes—number of vehicles \_\_\_\_\_ Vehicle descriptions \_\_\_\_\_

# MINNEAPOLIS PARK & RECREATION BOARD ICE ARENAS EVENT APPLICATION

## 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.

Persons under the influence of intoxicating liquor or narcotic drugs shall not enter, be or remain in or on facility premises, nor shall any person bring within, possess, give away, sell or transfer any intoxicating liquors or narcotic drugs in any indoor or outdoor MPRB facilities.

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 permit, event permits do not grant the permit 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 an event permit.

\_\_\_\_\_  
Name of applicant

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

Thank you for completing your event application. Before you submit your application to the Minneapolis Park & Recreation Board, please make sure that the following steps have been completed:

- Sign and date your application
- Provide all documents and information as requested throughout the application

### Submit your completed application to:

Emily Wolfe, Ice Arenas Manager  
Parade Ice Garden  
600 Kenwood Parkway  
Minneapolis, MN 55403   arenas@minneapolisparks.org