

Rental Planning Guide

THE COMMONS



The Commons | 425 Portland Ave S | Minneapolis, MN 55488

Contact Information: Minneapolis Park and Recreation Board
Phone (612) 230-6400 | thecommons@minneapolisparks.org



Minneapolis
Park & Recreation Board

Application Process

The Commons is an active, urban green space perfect for large events and gatherings. The Commons Park is a respite in the middle of downtown Minneapolis' streetscape with daily programming, plenty of parking nearby, and event essentials such as power and potable water.

Thank you for selecting The Commons for your gathering. Your business is important to us, and we will work as quickly as possible to respond to your request in a timely manner.

Event Proposal

To determine if your rental is appropriate for The Commons, and to quote an accurate fee, please complete the Rental Application if your event will be held on a weekday and be under four hours. If your event will be in the evening or weekend and the event duration will be longer than 4 hours please complete a Use and Events Permit. A Use and Events Permit can be found at: https://www.minneapolisiparks.org/rentals-permits/park_use__events_permits/. Provide a clear and complete description of the gathering. Incomplete applications could delay the review process. Minneapolis Park and Recreation Board is the organization responsible for managing all operations, maintenance, and programming at The Commons, and for approving rental applications. The permit process begins when you submit a Rental Application Form or Use and Events Permit.

Response Time

Fully completed applications are reviewed within 3 business days from the date of submission. Once the application has been reviewed, you will receive a tentative permit for rental, which is not valid until paid in full. Permits will not be issued without a complete application. An on-site walkthrough with the Minneapolis Park and Recreation Board staff may only be scheduled after all required materials have been submitted. Please know that your original proposal may require minor revisions before approval.

Rental Hours

The facility is available to be booked between 6 am to 10 pm seven days a week. If you are interested in renting the park outside of these hours, please indicate this on your application as a special accommodation will need to be granted.

Fees

The rental fee for The Commons is \$50 an hour for events with minimal park impact that have a duration of four hours or less and occur on a weekday. The fee for The Commons for large events outside of these parameters is determined based on overall impact to the park. Factors include, but are not limited to: event duration, scope of load-in and load-out, event footprint, level of public access, tents and equipment, and expected attendance. The space is not reserved until it has been paid for in full. Payment in full is due seven days prior to the date of permitted use.



Cancellation and Refund Policy

All cancellations must be submitted in writing at least 7 days before your event. Cancellations can be submitted to thecommons@minneapolisparks.org. If Minneapolis Park and Recreation Board cancels the rental due to unforeseen circumstances, all fees will be refunded to the applicant.

Refunds for cancelled use will be given as follows (calendar days):

- Full refund with 15 or more calendar days' notice.
- Fifty percent (50%) refund with 7 to 14 calendar days' notice
- No refund (0%) with less than 7 calendar days' notice.

Supplemental Guidelines

The permit holder or designee, known to and approved by the Minneapolis Park and Recreation Board, is required to be on site during the entire rental, including preparation and clean-up/load-out. For any public activity held at The Commons, applicants shall comply with all applicable local, state and federal laws and regulations.

Food & Alcohol

All rentals are welcome to bring in their own food and beverage, or catering company, food trucks of choice. If food is being served to the public the applicant is required to get a City of Minneapolis Food Permit.

Consuming alcohol is not permitted unless at a designated "BYOB" Commons-Produced Event or with City of Minneapolis permit. You are also expected to provide liquor liability coverage, enforceable enclosure, 'no alcohol beyond this point' signs, and hire off-duty police officers.

Bathrooms

The Commons does not currently have restrooms for public use on site.

Clean Up

Applicant is required to remove any and all rental-related materials including, but not limited to: equipment, supplies, litter, recycling, and refuse. Failure to fully remove all rental-related materials from the space will result in additional fines and loss of future rental opportunities. All persons, groups or organizations using the facilities shall be responsible for damaged, broken or missing property and shall reimburse the Minneapolis Park and Recreation Board for all such losses incurred.

Sound

Absolutely NO amplified sound (including sound checks) before 8:00am, or after 10:00pm. All requests for amplified sound must be approved by the MPRB. All amplified sound is subject to the provisions of MPRB ordinance PB2-34, amplified sound is prohibited in parks without a permit.



Electricity and Generators

The park is equipped with 20A duplex receptacles with dedicated circuits. The East Block is also equipped with (1) 400A 208/120V and (1) 225A 208/120V metered electrical service. To use this service, you must contract with a licensed electrician to provide set of camlocks, schedule state inspection, and distribute power. Generators may be allowed, with proper lawn protection and grounding rods in approved locations.

Load in/Out

Cars and trucks are not permitted to operate on park premises, other than on roadways or in parking lots, unless specific permission is obtained for the purpose of delivering and removing authorized equipment. Obstruction Permit from the City of Minneapolis required to park or unload from the street.

Parking

There is no parking included with the rental of The Commons. Metered parking on 4th St. between 5th Ave and Park Ave. Spaces can be reserved for production vehicles (not food trucks) through City of Minneapolis – ROWAY.

Percentage of Revenue Fee

If an admission fee is charged; or if revenue is collected from sale of any item(s); or if money is collected to pay someone providing a service associated with the event (e.g., a speaker or performer), then a percentage of gross revenue collected must be paid to the Minneapolis Park and Recreation Board, as follows: (applies if fees are collected on site)

- Ten percent (10%) of gross revenue for non-profit organizations/government with a minimum of \$25.00 paid in advance.
- Twenty percent (20%) of gross revenue for all others with a minimum of \$100.00 paid in advance.

Furniture and Equipment

Furniture. For small events, a portion of park tables, chairs and umbrellas may be reserved for your use. For large events, rent from an outside vendor.

Heavy Equipment. Forklifts and pallet jacks may be permitted on concrete pavers and sidewalks, or on park lawns when industrial matting or plywood protection is used. Heavy equipment strictly prohibited in Program Rooms.

Inflatables. May be approved for use on park lawns. Must be weighted instead of staked and supervised by adult at all times. Vendor must provide insurance certificates evidencing bodily harm liability coverage.

Lawn Games. In warm months, The Minneapolis Park Board provides lawn games and board games free for public use. Games are available for rent for private events. Staked volleyball nets prohibited.



Stage or Trusses. City of Minneapolis building permit required for elevated platforms, seating areas and stages over 30". Construction plans prepared and certified by a Minnesota-licensed engineer that confirm the structure conforms to the building code required with application.

Tents. All tents must be weighted instead of staked. Small tents with sandbag weights are the only tents appropriate for rubber surface areas. Stage Plaza and Great Lawn are appropriate locations for large tents with concrete weights. A plywood path may be required for placing these weights. Large tents may require permit from City of Minneapolis.

Security

Private security or Park police officers may be required to monitor equipment or ensure public safety at your event. Officers are charged by the hour and can be arranged through Minneapolis Park and Recreation Board. Private security is arranged and paid for by the renter.

