

Rental Planning Guide

WATER WORKS



Water Works | 425 West River Parkway | Minneapolis, MN 55401

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



Minneapolis
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Application Process

Water Works is an active, urban green space and building grounded in rich history that traces back to the beginnings of our city. The renovated Water Works Pavilion is a place unlike any other in Minneapolis with daily programming, modern amenities, and a full-service Indigenous restaurant, Owamni.

Thank you for selecting Water Works 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 Water Works, and to quote an accurate fee, please complete the Rental Application. 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 Water Works, and for approving rental applications for the Lenzmeier Family Foundation Classroom space. The permit process begins when you submit a Rental Application Form that can be found at minneapolisparks.org/waterworks or at the end of this document.

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 9 am to 9 pm seven days a week. If you are interested in renting the facility 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 Lenzmeier Family Foundation Classroom space is \$50 an hour. 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 waterworks@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



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- 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 Water Works, applicants shall comply with all applicable local, state and federal laws and regulations.

Food & Alcohol

Food & Alcohol is available through Owamni by the Sioux Chef, located on the second floor of the Water Works building. We strongly encourage events to reach out to and engage Owamni for food and beverage support during your event. To request catering information please contact Alexa Wyatt:

Alexa Wyatt | Events Manager
Owamni by the Sioux Chef
Alexa.w@owamni.com

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

Bathrooms

Water Works has six (6) single stall restrooms, three (3) of which are fully accessible that are open to the public during park hours. These restrooms are located outside the rental space, but within close proximity.

Capacity

Rental capacity for the Lenzmeier Family Foundation classroom is 40 people. Rental participant numbers may not exceed 40 at any time.

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 with the exception of microphone use for a presentation. All amplified sound is subject to the provisions of MPRB ordinance PB2-34, amplified sound is prohibited in parks without a permit.



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.

Parking

There is no parking included with the room rental. Parking is available at the Mill Ruins Parking lot off of West River Parkway, which has 37 spaces and is \$2 an hour. There is also parking available via meters on West River Parkway, which are \$1 an hour or on 1st Street, which are \$2 an hour.

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.

Park Police Charge

Some uses, as determined by MPRB staff, may require the presence of park police at a cost of \$65.00 per officer per hour, with a four-hour minimum.

Furniture, Fixtures and Equipment

The chairs and tables and other fixtures at Water Works are for public use. Removal of or moving of any furniture, fixtures or equipment must be requested and approved through the application process. Existing park furniture and fixtures include:

- 6 rectangle tables (6' long)
- 40 black chairs



- 12 large gray chairs

