



APPLICATION FOR FACILITY USE EVENT VENUE: THEODORE WIRTH PAVILION

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.

Theodore Wirth Pavilion: 3275 Glenwood Ave, Minneapolis, MN 55405
Capacity: 100 seated and 117 stand-up only

PROPOSAL PROCESS

1. Choose a Location and Date for your event at The Theodore Wirth Pavilion. Please note the facility is permitted in preset half-day and full-day times. Additional hours are available at an additional charge.
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 within 1 week of permit confirmation. 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 is done on own and must be completed in the time booked.

2. Is there a kitchen available?

No, there is no kitchen available and cooking is not allowed onsite.

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 can be scheduled between the customer and onsite manager. Rehearsals are not guaranteed and can be scheduled on permitted rental date(s).

5. Can I serve alcohol?

Yes, all alcohol must be contracted through a MPRB approved caterer. An MPRB Police Officer must be hired to be on-site during the time of serving alcohol, plus one hour after closing.

6. Can I serve food?

Yes, all catered food and beverage services must be contracted through a MPRB approved caterer. No food trucks.

7. 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)

8. Do I have access to electricity?

Yes, only inside facility.

9. Is parking available?

Off-site street parking only - spaces not guaranteed.

10. Are dogs allowed?

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

EVENT VENUE FAQs (Continued)

11. Can I decorate?

Yes - No flame, LED/electronic candles only. No balloons, tape, tacks, nails, confetti, or any items that may impact the facility.

12. 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.

13. Will I have a day of contact person?

Yes, there will be an attendant on-site for the duration of your event.

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

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

14. If application is approved, when is payment due?

All facility Rental Fees and Damage Deposit are required at time of application approval.
Police officer fee is paid directly to your alcohol caterer.

15. Is there Wi-Fi?

No, there is no Wi-Fi at this location.

16. Are food trucks permitted at this location?

No, food trucks are not allowed at this location.

15. 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

Rental Options	Time	Fees
Half Day Rental	9:00 AM - 3:00 PM	\$300 + tax = \$323.33
Half Day Rental	4:00 PM - 10:00 PM	\$300 + tax = \$323.33
Full Day Rental	9:00 AM - 10:00 PM	\$600 + tax = \$646.65

A change fee of **\$75** will be assessed for a change of date. Only one change of date is allowed. All changes must be done at least ten business days prior to the original event date.

Ceremony

Low impact on-site ceremony is an additional \$150 + Tax = **\$161.66**
Outdoor park ceremony \$500 + Tax = **\$538.88**

Damage Deposit

\$500 - Damage Deposit is refundable if facility is restored to original condition after event. Refund takes place (30) thirty days after event.

Police Officers

Sunday-Saturday	\$120.00 per hour
Holiday	\$180.00 per hour

Police require a minimum of four (4) hours at any given event.

FEATURES & AMENITIES

- Prep area available with a sink for use. The service area has electrical outlets to serve hot food.
- Tables and chairs available for 100 guests to set-up on own.
- Handicap accessible.
- Alcohol restrictions do apply - must use MPRB approved vendor.
- Wi-Fi is not provided.
- Screened porches available on either side of the venue.
- Heat and Air Conditioning
- Fireplace is available for seasonal use. Customer must provide own wood for burning and is required to tend to the fire. Must sign additional waiver for use with Event Coordinator.

RULES

- Kitchen access is not available. Hand sinks only. No fridge.
- Permit holder may bring their own grill for outside use only 20 feet from the building.
- Nothing can be hung or taped to the walls, ceilings, chandeliers and fireplace.
- LED or flameless candles only. Candles with flames are not permitted.
- String lights are only allowed to be draped around the porch doors.
- No balloons, tape, tacks, nails, confetti, chalk art, or any items that may impact the facility.
- Picnic tables cannot be moved from the screened porch.
- Bounce houses are not permitted.
- To conserve energy, porch doors cannot be propped open while the air conditioning is on.
- No driving on pedestrian paths or grass.
- Permit holder must clean, sweep, wipe off tables and counters and take out all trash at the end of event to receive deposit back

ALCOHOL

- Alcohol must be served through an MPRB licensed caterer.
- Caterer to be used for alcohol services must obtain a City of Minneapolis Temporary On Sale Liquor or Temporary On Sale Wine License and Must be approved by MPRB.
- Customer cannot bring in alcohol for the caterer to serve; all alcohol must be provided directly from approved caterer.
- During all alcohol services, a MPRB Police Officer must be on-site.
- MPRB Police Officer are hired at a 4 hour minimum (\$120.00/per hour or \$180.00/per holiday hour).
- Caterer requirements and Police Officer must be finalized 60 days prior to event date.
- Alcohol service must end by 9:00pm

PARKING

- Fee parking at Theodore Wirth Beach, first come basis.
- Parking up on the hill is for drop-off and pick-up only. Limited handicap parking is available next to the pavilion.
- Entrance to the pavilion is located across from the Wirth Beach parking lot.
- One catering vehicle is allowed to be parked next to the pavilion.

Preferred Party Rental/ Audio Visual Vendors		
Aprés 952-903-4241 www.apresparty.com	AVEX 952-929-2839 www.goavex.com	Festivities 763-682-4846 www.festivitiesmn.com
Linen Effects 612-355-2500 www.lineneffects.com	Ultimate Events 763-559-6211 www.ue-mn.com	



EVENT VENUE APPLICATION - WIRTH PAVILION

APPLICANT INFORMATION

Name of Event Organizer & Event Planner _____

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 (Explain below)
(mark all that apply)

2. Proposed Date(s): First Choice: _____ Second Choice: _____

3. Proposed Booking Times: ☐ HALF-DAY ☐ HALF-DAY ☐ FULL-DAY
(Please check one) 9:00am - 3:00pm 4:00pm - 10:00pm 9:00am - 10:00pm

4. Proposed time of event: Start Time: _____ End Time: _____

5. Number of Guests: Approximate # _____
Note: A permit will not be processed without a number of estimated guests.

6. 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 choosing? _____ End Time: _____

7. Will you be serving food? ☐ Yes ☐ No Caterer: _____
Must approved by MPRB

8. Will you have a ceremony on site? ☐ Yes ☐ No Location: ☐ Inside ☐ Outside
Start Time: _____ End Time: _____

Names of Couple:

First & Last Name: _____ & First & Last Name: _____

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

10. 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.

11. 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.

12. Will you use valet services for your guests? ☐ Yes ☐ No
If yes, what type of vehicles & proposed route: _____

EVENT INFORMATION (CONTINUED)

13. Are you selling products/services or accepting donations on premises? ☐ Yes ☐ No

If yes, further details may be requested.

14. Are you having commercial or promotional product sampling? ☐ Yes ☐ No

If yes, further details may be requested.

15. Are you having any corporate, sponsor or event signage? ☐ Yes ☐ No

If yes, further details may be requested.

16. Please list any additional equipment you plan on bringing to the site:

CONDITIONS OF USE

All Event Venue Applications are taken on a first paid, first served basis. Event Venue Applications are accepted eleven months in advance of proposed event date. 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 Board harmless from any liability to any person 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 #