



APPLICATION FOR FACILITY USE - WEDDING CEREMONY PERMIT

The review and approval of a Facility Use Application is coordinated through the appropriate office of the Minneapolis Park & Recreation Board (hereinafter "Park Board"). Please follow the proposal process below and complete the application in its entirety.

PROPOSAL PROCESS

1. Choose a Park Location and Date for your event. Please note that most facilities are permitted in 3 hour and 6 hour increments. Additional hours are available at an additional charge. ***Low Impact Ceremony - \$109.03 / 1 hr option allows for 30 person standing only ceremony.**
2. Complete all sections of this Wedding Ceremony 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 Department. 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. You will be notified if the proposal is not approved or the facility is not available.
5. Once payment is received, the Park Board will email, mail or fax a permit agreement and receipt to the applicant with further instructions and contact information.

Outdoor Weddings

Facility	Location	Capacity	Fee
BF Nelson	5th Ave NE	200	\$572.41 / 3 hrs
		*30	\$109.03 / 1 hr
Central Riverfront Park	West River Pkwy & 8th Ave. N. (just south of Plymouth)	*30	\$109.03 / 1 hr
		*30	\$109.03 / 1 hr
Deming Heights	1115 St. Anthony Parkway	200	\$572.41 / 3 hrs
		*30	\$109.03 / 1 hr
East River Flats	East River Parkway	200	\$572.41 / 3 hrs
		*30	\$109.03 / 1 hr
Gluek Park	2000 Marshall St. NE	150	\$572.41 / 3 hrs
		*30	\$109.03 / 1 hr
Loring Park	Loring Pond (In front of the Community Arts Center)	100	\$572.41 / 3 hrs
		*30	\$109.03 / 1 hr
Lyndale Park	Rose Garden - Heffelfinger Fountain	150	\$572.41 / 3 hrs
	Rose Garden - Turtle Fountain	100	\$572.41 / 3 hrs
	Rock & Peace Garden	200	\$572.41 / 3 hrs
	Any of the 3 locations listed above	*30	\$109.03 / 1 hr
Mill Ruins Park	102 Portland Ave S.	*30	\$572.41 / 3 hrs
		*30	\$109.03 / 1 hr
Minnehaha Park	Longfellow Gardens	200	\$572.41 / 3 hrs
	Minnehaha Pergola Garden	200	\$572.41 / 3 hrs
	Any of the 2 locations above	*30	\$109.03 / 1 hr
Minneapolis Sculpture Garden	General Mills Plaza	200	\$572.41 / 3 hrs
	Daytons Plaza	150	\$572.41 / 3 hrs
	Weisman Plaza	150	\$572.41 / 3 hrs
	McKnight Plaza	150	\$572.41 / 3 hrs
	Pavilion (non-picnic area)	150	\$572.41 / 3 hrs
	Anywhere within the Sculpture Garden	*30	\$109.03 / 1 hr
Thomas Lowry Park	Seven Pools	200	\$572.41 / 3 hrs
		*30	\$109.03 / 1 hr
Orvin "Ole" Olson Park	2325 West River Rd N.	100	\$572.41 / 3 hrs
		*30	\$109.03 / 1 hr

***30 indicates standing only ceremony, no chairs**

Indoor Weddings & Receptions

Facility	Location	Capacity	Options	Fee
Theodore Wirth Chalet	1301 Theodore Wirth Parkway	100 +	Chairs, Tables (Included)	Full Day Facility Rate
See Receptions & Events Application for facility rental rates				
Theodore Wirth Pavilion	3275 Glenwood Ave	100	Chairs, Tables (Included)	Full Day Facility Rate
See Receptions & Event Application for facility rental rates				
Columbia Manor	3300 Central Ave NE	200 +	Chairs, Tables (Included)	Full Day Facility Rate
See Receptions & Events Application for facility rental rates				

ITEMS TO KEEP IN MIND

If you are interested in a Park Board location that is not listed above, please submit completed application with proposed location on google map; non-listed sites will be reviewed and considered for permitting (additional fees may be applied).

1. Seasonal Gardens: April, May, September and October - all gardens cannot guarantee flowers or water in fountains (cold/freezing). Gardens do not get planted until the end of May (weather permitting). Specific garden sites: Longfellow Gardens, Pergola, Peace Garden, Turtle Fountain, Heffelfinger Fountain, Thomas Lowry and Sculpture Garden.
2. A Park Board event attendant may be assigned for wedding reservations, but does not serve as a ceremony coordinator.
3. Reservation time frame includes set-up, ceremony and tear down. (Installation & removal of all chairs and décor)
4. A permit does not guarantee exclusive use of the park area for your event. The general public will be using the park, but they are usually considerate of your needs and move out of the area.

RULES FOR ALL OUTDOOR WEDDING PERMITS

1. Wedding permits are issued for 1, 3, or 6 hours only. This includes: set-up, rehearsal, photos, etc.
2. Food and receptions are not allowed at wedding sites. Permits are issued for wedding ceremonies only. For reception locations visit: [Reception Venues](#)
3. Sound amplification systems are not allowed during outdoor ceremonies. A small battery powered amplifier can be approved by MPRB.
4. Chairs are allowed at approved locations unless otherwise indicated. Select from vendor list or gain approval from MPRB. [Preferred Rental Vendor](#)
5. Flowers or any other vegetation may not be moved, cut or removed from any park in the Minneapolis Park System. (Park Board Ordinance 2.2).
6. Littering is not permitted. Rice, confetti, glitter or birdseed are not permitted. Any flower boxes or other trash must be removed by the permittee and disposed of properly. Frequently there are numerous weddings scheduled consecutively at the same park area in one day. Clean up should not be left to the next group, the neighborhood residents or park keeper.
7. Tents or canopies are not allowed.
8. Hand held chuppahs or chuppahs that rest on the ground surface are permitted. Staking or pounding is not permitted due to potential damage to underground security, electric and irrigation systems.
9. Alcohol is not permitted. Ceremonies that normally use wine must substitute with a non-alcoholic beverage.
10. Parking Notice: The cost to park is not included in the cost of the wedding permit. If you do not already have a Minneapolis Park Board annual parking permit, you may purchase parking at the prevailing hourly rate wherever a parking station machine or an individual parking meter is located. Daily parking vouchers for pay parking lots can be purchased for your guests in advance through Customer Service at 612-230-6400. These vouchers provide a pre-paid option for guests but do not reserve spaces.

Preferred Party Rental Vendors		
Aprés 952-903-4241 www.aprespary.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	Unique Party 952-228-4954 https://uniqueparty.org/



WEDDING CEREMONY PERMIT APPLICATION

APPLICANT INFORMATION

Name of Bride (s): _____

Name of Groom (s): _____

Home Address: _____ Apt/Unit/Suite: _____

City: _____ State: _____ Zip Code: _____

E-mail Address: _____

Daytime Phone: _____ Fax: _____ Cell: _____

EVENT INFORMATION

Proposed Location (See Page 1 for list of possible locations):

1st Choice: _____

2nd Choice: _____

Proposed Date

1st Choice: _____

2nd Choice: _____

Proposed Booking Times:

(Select 1 hour or 3 hour)

3 Hour ☐ 9:00am - 12:00pm ☐ 12:00pm - 3:00pm ☐ 3:00pm - 6:00pm ☐ 6:00pm - 9:00pm

1 Hour ☐ **Proposed Start time:** _____ am / pm (must start top of the hour ex. 3:00 pm)

EVENT FEATURES

Check all information appropriate to your event. Event features may require additional permits from the Minneapolis Park & Recreation Board.

1. Number of guests attending: _____

(A permit will not be processed without a number of estimated guests)

2. Will you be taking photos before or after your permitted wedding reservation with a professional photographer? ☐ Yes ☐ No

3. Are you planning to rent chairs? ☐ Yes ☐ No

(Not applicable for 1 hour, 30 or less attendees option)

(Please see the preferred rental companies for our city parks)

If Yes, how many chairs? _____ Name of chair vendor: _____ Vendor name is required no later than 30 days prior to wedding date.

Chairs must be set-up and removed during permitted time. Weddings over 200 with chairs requires a permit for 6 hour time slot.

No driving or parking allowed on grass during chair/equipment loading and unloading.

4. Are you planning on having amplified sound? ☐ Yes ☐ No

If Yes, describe the system that will be used. All amplified sound must adhere to MPRB ordinances: _____

5. Will you be chartering a limo, bus, carriage, truck or trolley on the parkway? ☐ Yes ☐ No

If Yes, vehicles(s) require additional permitting. Please visit for more information: [Parkway Use Website](#)

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

CONDITIONS OF USE

Weddings

A permit is required to schedule a wedding in the park system. All wedding permit applications are accepted 11 months in advance. A completed application must be submitted and appropriate fee must be paid before a site and date will be reserved or a permit issued. No refunds will be given once a wedding permit has been issued. Wedding permits are issued for 1, 3 or 6 hour time blocks only. Your permit guarantees that no other wedding or event is scheduled at the same time in the same location as yours. A permit does not guarantee exclusive use of the park area for your event. There will be general public using the park, but they are usually considerate of your needs and move out of the area. If a event attendant is assigned to your ceremony they will do their best to guide/assist families and their guests. The event attendant is not responsible for coordination of your wedding ceremony. Parking fees are not included in the cost of the wedding permit. If your guests do not already have an annual parking permit, you have the option to purchase hourly parking for your guests. To purchase hourly parking, please contact the Customer Service Department at 612-230-6400. In the event of an issue on the day of your event on-site, it's the event organizer's responsibility to contact either the Event Attendant (if an event site attendant is assigned, the contact information will be on the permit) or the Minneapolis Park Police Department at 612-230-6550 for assistance. 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 damage 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 laws, rules or regulations may result in revocation of the permit, retention of all or a portion of the damage deposit, or fines.

NOTE: The Minneapolis Park & Recreation Board has a "No Refund Policy." A change fee will be assessed for a change of date. Only one change of date is allowed. Any changes must be done ten (10) business days prior to the original event date. Any questions or changes to your event should be directed to Minneapolis Park & Recreation Board Customer Service Department at 612-230-6400.

PAYMENT

YOU WILL BE CONTACTED AFTER APPLICATION IS REVIEWED FOR FURTHER PROCESSING

(Final Fees will be determined after applications are reviewed. Please do not write card information or mail cash with this application)

SIGNATURE

I 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 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 #