

MINNEAPOLIS PARK & RECREATION BOARD



2009 Facilities Use Application



For additional resources, please call
612-230-6400 or visit us online at:
www.minneapolisparcs.org

SUBMITTING YOUR APPLICATION FOR FACILITY USE

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 consult below to determine where to send your proposal.

Facility	Location	Options	Fee
Weddings *3 hour bookings			
• Boom Island	Riverfront Plaza	chairs & amplification	\$500
• Cowles Conservatory	Palm Room	n/a	\$500/\$1000 after 3 PM
• Father Hennepin Bluffs	Bandstand	chairs, tent & amplification	\$500
• Minnehaha Park	Longfellow Gardens	chairs & amplification	\$500
	Minnehaha Falls Area	n/a	\$500
	Minnehaha Pergola Garden	chairs, tent & amplification	\$500
	Song of Hiawatha Fountain	chairs	\$500
	Minnehaha Bandstand	amplification (MPRB)	\$800
• Lake Harriet	Lake Harriet Bandshell	amplification (MPRB)	\$800
• Lyndale Park	Rose Garden - Heffelfinger Fountain	chairs	\$500
	Rose Garden - Turtle Fountain	chairs	\$500
	Rock & Peace Garden	chairs	\$500
• Minneapolis Sculpture Garden	General Mills Sculpture Plaza	chairs & amplification	\$500
	Frederick Weisman Sculpture Plaza	chairs & amplification	\$500
	McKnight Foundation Sculpture Plaza	chairs & amplification	\$500
	Judy & Kenneth Dayton Sculpture Plaza	chairs & amplification	\$500
	Pergola	chairs, tent & amplification	\$500
	Gazebo - <i>Prophecy of the Ancients</i>	chairs & amplification	\$500
• Thomas Lowry Park	Seven Pools	chairs & amplification	\$500
• Theodore Wirth Park	Wedding Hill	chairs, tent & amplification	\$500
• Central Riverfront Park	West River Parkway at South of Plymouth Ave	chairs, tent & amplification	\$500
• Water Power Park	Riverfront	chairs & amplification	\$500
• Demming Heights	Norwegian Hill	chairs & amplification	\$500
Picnics *Half Day - 6 hour bookings (9 a.m. to 3 p.m. or 4 p.m. to 10 p.m.)			
• Beard's Plaisance	Main Shelter		\$150
• Columbia Park	Main Shelter		\$100
• North Mississippi Regional Park	Main Shelter		\$200
• Boom Island	Shelter A		\$100
	Shelter B		\$100
	Shelter C		\$100
• Theodore Wirth Park	Picnic Pavilion Building	(Damage Deposit Required)	\$250
• Minnehaha Park	Non-sheltered areas	Minnehaha Picnic Area 2	\$50
	Sheltered areas	Minnehaha Main Pavilion	Friday, Saturday, Sunday only \$250
		Wabun Shelter A	\$100
		Wabun Shelter B	\$100
		Wabun Shelter C	\$200
		Wabun Shelter D	\$200

Still Photography / Filming

- Various locations within the Minneapolis Park & Recreation Board System

PROPOSAL PROCESS

1. Choose a Facility, 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.
2. Complete all sections of this Facilities Use Application (pages 2-4). This form is for informational purposes and is required to create an accurate cost estimate. It does not constitute permission to use the Facility.
3. Submit your application by mail, delivery-in-person, or by fax 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 (a minimum of \$100). 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 mail or fax a permit agreement to the Event Organizer with further instructions and contact information.



2009 FACILITIES USE PERMIT APPLICATION

APPLICANT INFORMATION

Name of Event Organizer: _____

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)

LOCATION

Check the box (or boxes) for the Facility you wish to rent (check all that apply). Rental fee vary for each facility.

Boom Island	<input type="checkbox"/> Riverfront Plaza
Cowles Conservatory	<input type="checkbox"/> Palm Room
Father Hennepin Bluffs	<input type="checkbox"/> Bandstand
Minnehaha Park	<input type="checkbox"/> Longfellow Gardens <input type="checkbox"/> Minnehaha Falls Area <input type="checkbox"/> Minnehaha Bandstand <input type="checkbox"/> Minnehaha Pergola Garden <input type="checkbox"/> Song of Hiawatha Fountain
Lake Harriet	<input type="checkbox"/> Lake Harriet Bandshell
Lyndale Park	<input type="checkbox"/> Rock & Peace Garden <input type="checkbox"/> Rose Garden - Heffelfinger Fountain <input type="checkbox"/> Rose Garden - Turtle Fountain
Minneapolis Sculpture Garden	<input type="checkbox"/> General Mills Sculpture Plaza <input type="checkbox"/> Frederick Weisman Sculpture Plaza <input type="checkbox"/> McKnight Foundation Sculpture Plaza <input type="checkbox"/> Judy & Kenneth Dayton Sculpture Plaza <input type="checkbox"/> Pergola <input type="checkbox"/> Prophecy of Ancients Gazebo
Thomas Lowry Park	<input type="checkbox"/> Seven Pools
Theodore Wirth Park	<input type="checkbox"/> Wedding Hill
James I. Rice Park	<input type="checkbox"/> West River Parkway at 4th Avenue North
Water Power Park	
Deming Heights	<input type="checkbox"/> Norwegian Hill

Beard's Plaisance	<input type="checkbox"/> Main Shelter
Columbia Park	<input type="checkbox"/> Main Shelter
North Mississippi Regional	<input type="checkbox"/> Main Shelter
Boom Island	<input type="checkbox"/> Shelter A <input type="checkbox"/> Shelter B <input type="checkbox"/> Shelter C
Theodore Wirth Park	<input type="checkbox"/> Picnic Pavilion Building
Minnehaha Park	<input type="checkbox"/> Minnehaha Picnic Area 2 <input type="checkbox"/> Wabun Shelter B <input type="checkbox"/> Minnehaha Main Pavilion <input type="checkbox"/> Wabun Shelter C <input type="checkbox"/> Wabun Shelter A <input type="checkbox"/> Wabun Shelter D

Still Photo / Filming Location Requests

Park Facility: _____ Location Within Park: _____

EVENT INFORMATION

Event Name: _____

Date

1st Choice _____

2nd Choice _____

Set-up and Teardown

Set-Up Time: _____ to _____

Teardown Time _____ to _____

Event Day

Expected Attendance: _____

Start Time: _____ Finish Time _____

Event Description:

How will your event be attended? *(Please check all that apply)*

Free to the Public By Invitation Only Tickets for Purchase Other

How will this event be promoted? *(if applicable)*: _____

EVENT FEATURES

Check all information appropriate to your event. Some event features may require additional permits from the Minneapolis Park & Recreation Board (including but not limited to tents, stages and alcohol).

Will you be serving 3.2 % alcohol at your event?

NO YES → *If YES, Minneapolis Park & Recreation Board alcohol policy will govern the use of alcohol for your event*

Are you serving food at your event?

NO YES

Do you plan on having any commercial or promotional product sampling?

NO YES

Will your event have any corporate, sponsor, or event signage?

NO YES

Tents and Canopies

If you are planning to erect tents or canopies, describe and give the quantity of tents and/or canopies, along with the sizes of each. A separate sheet with this information may be attached. Please note that all tents and canopies must be installed by the Minneapolis Park & Recreation Board's Exclusive Party Rental Vendor. Tables may not be rented; permanent Park Board tables at each site determine capacity.

Amplified Sound

Amplified sound must comply with City of Minneapolis and Minneapolis Park & Recreation Board policy. All amplified sound equipment must be rented and operated by the Minneapolis Park & Recreation Board's Exclusive Party Rental Vendor. Describe the plans for amplified sound, including hours of sound. A separate sheet with this information may be attached.

How did you hear about this venue for private rentals?

SIGNATURE

NOTE: The Minneapolis Park & Recreation Board has a "No Refund Policy." A change fee of \$35 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.

Conditions of Use

Picnics

All picnic permit applications are taken on a first paid, first served basis. Picnic facilities use applications are accepted beginning the first working day in January for the upcoming season. A completed application must be submitted and appropriate fee must be paid before a site and date will be reserved or a permit issued. In the event of an issue on the day of your event on-site, it is the event organizer's responsibility to contact the Minneapolis Park Police Department at 612-230-6550 for assistance. No alcohol stronger than 3.2 beer allowed. Fires permitted in grills only.

Weddings

A permit is required to schedule a wedding in the park system. All wedding permit applications are accepted beginning the first working day in January for the following year and the next calendar year. 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 3 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 other people using the park, but they are usually considerate of your needs and move out of the area. Parking fees are not included in the cost of the wedding permit. If your guests do not already have a Mpls Patron Pass (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 is the event organizer's responsibility to contact either the Event Site Liason (if an event site liason is assigned, the contact information will be on the permit) or the Minneapolis Park Police Department at 612-230-6550 for assistance.

Still Photo / Filming

Facility Rental Fee must be paid in full to be issued a Facilities Use Permit for Photography or Filming. All activities (set-up, photos, filming, teardown, etc.) must take place within the time block indicated on the permit. Fires permitted in grills only. No driving or parking on the grass. No staking into the ground. Props allowed only through the Minneapolis Park & Recreation Board Exclusive Party Rental Vendor. All parking subject to posted restrictions.

General Conditions

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, fines, or result in revocation of the permit.

I affirm that all answers given and statements made on this application 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.

For Office Use Only:

Name of Applicant

Insurance Received

Date Application Received

Signature of Applicant

Date

PAYMENT

Credit Card (Please Circle) VISA MASTERCARD AMERICAN EXPRESS

Credit Card Number

Expiration Date

Cash Check **Amount:** _____