



PRIVATE EVENT PERMIT GUIDE

PRIVATE EVENTS
(By Invitation Only,
excluding Wedding Events)

2015

City of Duluth - Parks & Recreation Division
City Hall - Ground Floor • 411 West 1st Street
Duluth, MN 55802-1198

Private Event Permit Line: 218.730.4320
tcastonguay@duluthmn.gov

<http://www.duluthmn.gov/parks/reservations-permits>

PARKS AVAILABLE FOR PRIVATE EVENTS

Examples of Private Events include:

- BIRTHDAY PARTIES
- CHURCH SERVICES
- FAMILY REUNIONS
- COMPANY PICNICS
- PHOTO SESSIONS
- FILMING (small scale filming, only)

Events related to a wedding (ceremony, rehearsal, wedding photos, picnic reception) require a WEDDING EVENT PERMIT. Contact gwalkowiak@duluthmn.gov.

BAYFRONT FESTIVAL PARK BAYFRONT PARK PLAZA BAYFRONT FAMILY CENTER

700 Railroad Street (S 5th Av W & Railroad St)
PERMITS OBTAINED DIRECTLY FROM THE DECC

The Duluth Entertainment Convention Center (DECC) is the current manager of this park. Call 218.722.5573 or email bayfront@decc.org for park availability, rates, and the permit process.

BRIGHTON BEACH

63rd Av E & Congdon Blvd

Pavilion, gazebo, grills, tables, fire shelter, rocky beach, portable restrooms only, no water or electricity....good for groups up to 100; parking for 50 cars.

CHAMBERS GROVE

137th Av W & Hwy 23

Pavilion with fireplace, gazebo, grills, tables, electricity, restrooms, large open spacegood for large picnics; parking for 25 cars. Flood damage repair to continue throughout 2014-2015.

CHESTER BOWL PARK

1801 E Skyline Pkwy

Stage, tables, playground, ballfield, soccer field, trails, restrooms, water, electricitygood for outdoor concerts (public special events only), smaller picnics, and weddings. Parking for 80 cars. Call 218.724.9832 or email chesterbowl@clearwire.net first to check for availability before calling the Private Event Permit Line.

ENGER PARK

16th Av W & Skyline Pkwy (near Enger Golf Course)

Enger Tower, gazebo overlooking City, grills, tables, gardens, trails, restrooms, water, electricity....for groups up to 100; parking for 60 cars.

LEIF ERIKSON PARK

11th Av E & London Rd (separate from the Rose Garden)

Stage, portable restrooms only (restrooms building available nearby in Rose Garden), electricity....good for both outdoor special events and private events, for groups up to 1,500; parking for 50 cars in the Rose Garden lot.

LESTER PARK

61st Av E & Superior St (near Lester Golf Course)

Pavilion, grills, tables, electricity, playground, trails, soccer field, portable restrooms only....good for large public special events or private picnics and weddings; parking for 50 cars.

LINCOLN PARK

25th Av W & 3rd St

Pavilion, grills, tables, electricity, portable restrooms, ballfield, playground, trails, stone building with stage...good for large public special events or private picnics and weddings; parking for 10 cars. (Does not include skating rink area of park.)

PARK POINT BEACH HOUSE

45th St & Minnesota Av

PERMITS OBTAINED DIRECTLY FROM THE YMCA

The Beach House is available for rent for private events, but private events are not allowed on the beach. Beach area is for sunbathing use only. The YMCA is the current manager of the entire Park Point recreation area. Call Cheryl at 218.722.4745 x164 or email her at cvanderheyden@duluthymca.org for park availability, rates, and the permit process. Outdoor space good for large public special events or private picnics and weddings. Parking for 385 cars.

THIS BROCHURE IS YOUR MAIN REFERENCE TOOL FOR THE PRIVATE EVENT PERMIT PROCESS: Keep on hand until the completion of your event. Choose a park that is suitable for your needs.



DULUTH PARKS

Fun Places, Great Spaces!

A private event is one that is "By Invitation Only" to 40 or more people:

- 1) from a club or organization membership, and/or,
- 2) a personal invitation from the permit holder, excluding weddings, which require a different permit. To be held on City of Duluth park land, a Private Event Permit is required. (*See exception listed below.*) If your event is held on city streets only, the proper permit is available through the City Clerk's Office at 218.730.5500. If parts of your event are held on both the streets and park land, both permits are required.

WHAT IS A PRIVATE EVENT?

To secure the park space, you may wish to get a permit, even for groups under 40 people. Without the permit, you cannot displace other park users from a pavilion, gazebo, stage, or other designated park space included with a permit. (Whoever arrives first can occupy their preferred park space.)

Wedding Event Permits: Wedding ceremonies and events related to the wedding, including rehearsals, or a picnic reception, require this specific permit. (These are a form of a private, "By Invitation Only" event.) Call 218.730.4330 or email gwalkowiak@duluthmn.gov for more information.

Special Event Permits: Events "Open To The Public" (runs, walks, festivals, concerts, or other community events) require a Special Event Permit. Call 218.730.4306 or email gwalkowiak@duluthmn.gov for more information.

Private Event Permit Exception: If your event is private, but larger in size or containing multiple activities outside a typical private event, or includes activities considered "higher risk", a Special Event Permit is required, which includes a certificate of insurance. (Examples may be a large company picnic with multiple inflatables for children, or a parachute jump into the park as part of your private event, etc.)

PARK CAPACITY

up to 100: Brighton Beach, Enger Park

up to 200: Chester Park, Lincoln Park

Any Size: Bayfront, Chambers Grove, Leif Erikson Park, Lester Park, Park Point

The only events allowed in the Rose Garden are small weddings up to 150 people, using the Wedding Event Permit listed above.

TIME SLOT

- 10 am to 3 pm
- 4 pm to 9 pm
- 10 am to 9 pm (will be charged for two slots)

The majority of parks close at 10 pm

NOTE: Reserve enough time needed for set-up and tear-down of your event. Do not assume you can come early and stay late, as a time slot before or after you may already be reserved. Very important!

ADDITIONAL CITY OF DULUTH INFO

Contact VISIT DULUTH for more information on additional sites for private events, lodging, or things to do while in Duluth.

1.800.438.5884 or 1.218.722.4011

www.VisitDuluth.com

Email: cvb@visitduluth.com

PRIVATE EVENT FEE STRUCTURE

1-150 persons	\$50
151-300 persons	\$90
Over 300 persons	\$115
Canopy Deposit	\$100
Alcohol Consumption Permit	\$50
Permit Transfer Fee	\$25
Late Fee	\$25

Fees do not apply to Bayfront Festival Park or the Park Point area. Call contact person on page one at the site of your choosing for more information.

Make all checks payable to "City of Duluth".

We are sorry, but we currently do not accept credit cards.

PERMIT FEES ARE NON-REFUNDABLE AND CANNOT BE TRANSFERRED FROM PERSON TO PERSON.



CHECKLIST - Please Read and Follow

_____ TENTATIVE RESERVATION: Call 218.730.4320 or email tcastonguay@duluthmn.gov to check park availability and make tentative reservation. **Call permit line to cancel any reservations made where plans have changed.**

_____ APPLICATION SUBMISSION: After reservation has been made, you will receive an application by email to fill out. Complete form, and mail back by deadline date, along with permit fee. Failure to return application and fee by date stated will result in the cancelation of your reservation.

_____ ALCOHOL PERMITS: If serving alcohol, see page 4 and submit additional screening form on last page.

PARK RULES

- A permit does not give "exclusive" use of the park; only the picnic shelter or specific area you have requested. The park will still be open to the public. Permit must be in permittee's possession at event to enforce its privileges, including asking individuals to move from the designated reserved space.
- The permit includes use of the shelter or reserved space (i.e. ballfield), and amenities (picnic tables, water, electricity, and grills, where available).
- Reservations are made for specific time periods - the space is not yours until the reservation time begins, so please plan accordingly. If one time period does not allow enough time for set-up, you may need to reserve the entire day, if both time periods are available. Most parks close at 10 PM, unless posted to close at 12 AM. Everyone must be out of the park by closing time.
- The group or person reserving the shelter is held responsible for the safe conduct of all participants attending event.
- The area must be left in an orderly condition when you leave at end of time period; all trash and decorating items must be disposed of properly in existing containers and left clean for the next group using the park. Plants and trees must not be used as supports for games or decorations. To avoid turf damage, chairs must not push into the ground.
- All motorized vehicles must remain in the parking lot and are not allowed on any off-road areas such as park pathways, grass, fields, etc. (see exception below).
- A key is available to allow vehicle entry for unloading of supplies into Lester Park, Leif Erikson Park, or Chambers Grove. A \$20 key deposit is required. Vehicles cannot remain in the park and the post or gate must remain locked during your event.

● **ALCOHOLIC BEVERAGES:** The consumption of alcohol is prohibited by City of Duluth ordinance unless an alcohol consumption permit is included with your reservation. (See page 4 for more information.)

● **FOOD:** You may use existing grills or bring additional grills. Coals, hot water, or cooking oil/grease cannot be dumped on lawns, turf, landscaped areas, catch basins or sewers, and must be disposed of properly. Grease and food waste should be composted or thrown in the garbage. For safety reasons, glass containers are prohibited. (For additional information, contact Todd Carlson at tcarlson@duluthmn.gov, 218.591.2343 or 218.730.4051.)

● **ELECTRICITY/WATER:** Most parks are equipped with 110 volt electrical outlets - 220 is not available. Multiple items may cause an overload; please be careful. Water is only available in parks with permanent restrooms.

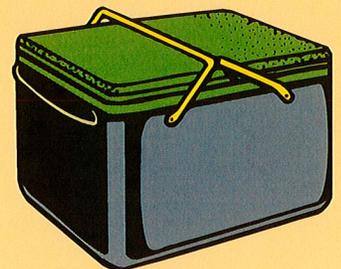
● **CAMPFIRES:** Campfires are allowed only in existing fire pits or fireplaces in the parks. Bringing in your own fire ring is not allowed. Fire must not extend outside of the fire pit and permittee shall burn only wood that is brought into the park for the purpose of a recreation fire - no burning of materials from the park. Fire must be attended to at all times and completely extinguished before leaving, removing all burned and unburned material.

● **RESTROOMS & PORTABLE TOILETS:** When additional toilet facilities are needed beyond what is already available at the park, they will be arranged and paid for by the private event permittee. Consult directly with provider of choice on recommended amounts. All permanent restrooms begin opening in May and will be closed after September 30.

● **TENTS & CANOPIES:** Staked tents are not allowed; only stand-alone 10' x 20' canopies. A \$100 deposit is required.

● **DOGS:** Dogs must be leashed at all times and are not allowed on playground areas.

● **"OFF SEASON" PRIVATE EVENT PERMIT REQUESTS:** Your request for use of a park before Memorial Day or after September 30 will be considered on a case-by-base basis. Water and bathrooms are not available at these times of the year, and a permittee must bring in a portable toilet, at their own expense, if special request is granted.



This type of event is hosted by a private citizen(s) and requires:

- \$50/park or \$100/building alcohol consumption fee to be included with the permit fee.
- If having a cash bar for serving the alcohol (instead of an open bar at no charge), it must be catered by a restaurant with a caterer’s permit. A copy of the contract with the restaurant must be submitted before your permit will be issued.

Business/Company/Club Hosted Events

This type of event is hosted by an organized club or for-profit business or company and requires:

- \$50/park or \$100/building alcohol consumption fee to be included with the permit fee.
- Alcohol served either at an open bar at no charge or by cash bar must be done so by a restaurant with a caterer’s permit that provides both food and alcohol. A copy of the contract with the restaurant must be submitted before your permit will be issued.

Non-Profit Hosted Events

This type of event is hosted by a non-profit organization and requires:

- \$50/park or \$100/building alcohol consumption fee to be included with the permit fee.
- If having a cash bar for serving the alcohol instead of an open bar at no charge, a Temporary Liquor License must be secured from the City Clerk’s Office at 218.730.5500. Start this process at least 30-45 days in advance of your event. A copy of the license must be submitted before your permit will be issued. More information is available at <http://www.duluthmn.gov/city-clerk/licenses-and-permits/temporary-on-sale-liquor-license/>.

SECURITY REQUIREMENTS FOR ALCOHOL CONSUMPTION

- Applications for a special event permit with alcohol consumption must be submitted at least 30 days prior to event for approval.
- The “Application Screening Form” that accompanies this permit guide must be submitted with the “Special Event Permit Application” if alcohol will be consumed. Pending review of this form by the Duluth Police Department Licensing Agent, a licensed peace officer(s) employed by the City of Duluth, or a private security firm, may be required to be present at all times alcohol is consumed. You will be instructed when to contact the Police Department after your screening review if security is required.
- Alcohol consumption in a park building is restricted to indoors only. Alcohol consumption outdoors in a park is restricted to within 50 feet of the existing shelter (pavilion or gazebo) or designated area, if a shelter does not exist in the park of your choice.

SECURITY REQUIREMENTS
are determined by Officer Cha Vang. Direct advance questions, if desired, by phone to 218.730.5687 or by email to cvang@duluth.mn.gov.

HIRING OF A CITY OF DULUTH OFFICER
is arranged by contacting Officer Jim Hansen at 218.390.2232 jhansen@duluthmn.gov, or by going to <http://www.duluthmn.gov/police/hiring-an-officer/> for more information.

No alcohol consumption permit will be issued without security requirements first approved by the Duluth Police Department.

*Sections of these policies are enforceable by City Ordinances and State Statutes:
Duluth City Code: Chapter 8 Article I Sec. 35-8, 9 ● MN State Statute: 340A101, 340A.414*

ALCOHOL CONSUMPTION PERMIT APPLICATION SCREENING FORM

DO NOT COMPLETE FORM UNLESS SERVING ALCOHOL AT YOUR EVENT

To accompany application for event by the name of: _____

Contact Person Name & Phone Number _____

Event Date: _____ Beginning and Ending Time of Event: _____

Applicant is a: Private Party Non-Profit Organization Business, Company, or Club

Applicant's full legal name: _____ Date of Birth: _____

Legal Name of Corporation (if applicable): _____

Current State Filing # _____ (This can be found at <http://www.sos.state.mn.us>)

Number expected in attendance: _____ Attendees under 21? Yes No

Type of alcohol to be consumed: _____

Alcoholic beverages will be: free (no charge) cash bar

Alcoholic beverages will be provided/served by:

licensed caterer private party BYOB (Bring Your Own Bottle)

Name and Phone Number of Licensed Caterer _____

- This application must be submitted at least 30 days prior to the event
- This application will be submitted to the City of Duluth Police Department for review and approval
- Additional permit or license from City Clerk's office may be required
- Licensed peace officer(s) employed by the City of Duluth may be required

FOR OFFICE USE ONLY:

Application and Screening Sheet sent to:

Cha Vang (Duluth Police Department)

Ron Tinsley (Duluth Police Department)

Please give approval to Parks & Recreation Division within one week upon receipt.

Approving Signature: _____ Department/Division: _____

Return form to following Parks & Recreation Staff:

Terri Castonguay Gail Walkowiak

NOTES:

2.4.15 Version

