



BUILDING RENTAL PERMIT GUIDE

**CITY OF DULUTH
BUILDINGS
AVAILABLE FOR RENT
2015**

Department of Public Administration
Parks & Recreation Division
City Hall (Ground Floor) • 411 West 1st Street
Duluth, MN 55802-1198
Building Rental Line: 218.730.4305
tcastonguay@duluthmn.gov
<http://www.duluthmn.gov/parks/reservations-permits>

BUILDINGS FOR RENT USING THIS PERMIT GUIDE

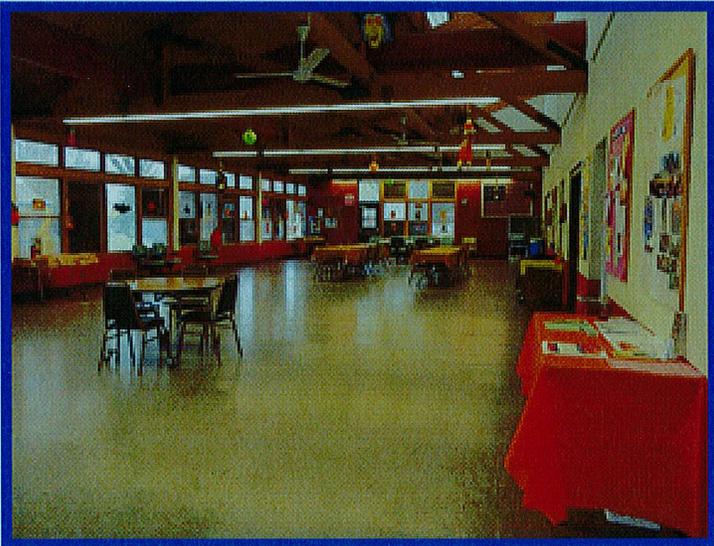
**DULUTH HEIGHTS
COMMUNITY RECREATION CENTER**
33 West Mulberry Street
Maximum Capacity: 125



**EVERGREEN CENTER
(CITY CENTER WEST)**
5830 Grand Avenue
Maximum Capacity: 150



**MORGAN PARK
COMMUNITY RECREATION CENTER**
1242 88th Avenue West
Maximum Capacity: 125



**PORTMAN
COMMUNITY RECREATION CENTER**
4601 McCulloch Street
Maximum Capacity: 75-100



CALL OR EMAIL TO MAKE A TENTATIVE RESERVATION IF BUILDING IS SUITABLE AND AVAILABLE FOR YOUR NEEDS. AFTER RESERVATION HAS BEEN MADE, YOU WILL RECEIVE AN APPLICATION BY EMAIL, ALONG WITH ADDITIONAL INSTRUCTIONS.

FEE STRUCTURE

Duluth Heights Community Recreation Center
Evergreen Center (City Center West)
Morgan Park Community Recreation Center
Portman Community Recreation Center

MEETINGS:

\$20 per hour (12 or less)

YOUTH BIRTHDAY PARTY:

\$50 4-hour time slot (Youth 16 & under)

OTHER EVENTS:

\$70 first hour
\$25 each additional hour

EVENT SET-UP:

\$20 per hour

DEPOSIT:

\$100 without alcohol
\$200 with alcohol



ALCOHOL CONSUMPTION PERMIT:

\$100 per hour
(Security needs are determined by the
Duluth Police Department.)

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

Deposits must be issued in a separate check, not combined with permit fees into one check. The deposit will be held and returned after event upon inspection by City of Duluth staff of the site used, if free of damage and garbage as stated on page 2. Replacement fees may apply for lost or broken items.

Permits are non-refundable and non-transferrable from one day to another.

WHAT IS INCLUDED FOR USEWHAT IS NOT

INCLUDED IN RENTAL:

Existing tables and chairs
Kitchen sinks and countertops

NOT INCLUDED:

Refrigerators and freezers
Serving utensils, cups, dishes
Cleaning supplies

Come fully equipped with your own dishes, utensils, coolers for food, cleaning supplies, etc. Additional tables and chairs, if needed, must be brought in by permittee. What is in the building is all that is available from the City of Duluth.

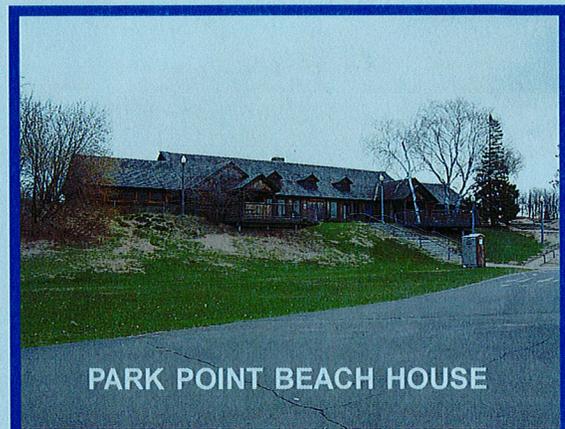
ALCOHOL CONSUMPTION

An "Alcohol Consumption Permit" must be approved and security rules strictly followed before any alcoholic beverage is carried into the facility, distributed to, or consumed by, any persons attending the event. If you are planning on having any type of alcohol during your building use, please request this additional permit.

BUILDING USE & CLEANING GUIDELINES

- The signed permit must be in the permittee's possession when using the facility.
- The contact person or organization shall be responsible for the conduct and safety of all present.
- Motorized vehicles of any type may not be driven on or parked upon any off-the-road area.
- City ordinances must be followed.
- Area should be swept and spot-mopped using the broom, mop, and bucket available at the building. (You must provide your own additional cleaning supplies.)
- Deposit all trash and other debris in the proper receptacles. Recycle!

12.31.14
Version



PARK POINT BEACH HOUSE



OTHER BUILDINGS AVAILABLE FOR USE

BAYFRONT FAMILY CENTER

Managed by DECC
218.722.5573 - bayfront@decc.org

CENTRAL HILLSIDE CENTER

Managed by OneRoof Housing
218.727.5372 - lseele@1roofhousing.org

CHESTER BOWL RECREATION CENTER

Dave Schaeffer - 218.724.9832
dave@chesterbowl.org

DULUTH HERITAGE SPORTS CENTER

218.464.1711

GRANT RECREATION CENTER

218.724.1193 - monajc@chartermi.net

HARRISON COMMUNITY RECREATION CENTER

<http://hrsnc.org>
218.624.1510

LAFAYETTE SQUARE RECREATION CENTER

Missy LePage - 218.208.9545
ppccdhl@gmail.com

LOWER CHESTER COMMUNITY CENTER

Rebecca Hudoba - 218.464.7660
NOLP@yahoo.com

MERRITT COMMUNITY CENTER

507.351.8355 - hobbs047@d.umn.edu

PARK POINT BEACH HOUSE

Managed by YMCA
Cheryl Podtburg - 218.722.4745 x164
cvanderheyden@duluthymca.org

PIEDMONT HEIGHTS COMMUNITY CENTER

Cindy Backen
218.310.3864 or 218.727.3614

WASHINGTON COMMUNITY RECREATION CENTER

Jeff Anderson
Managed by City of Duluth
218.730.4302 - jcanderson@duluthmn.gov

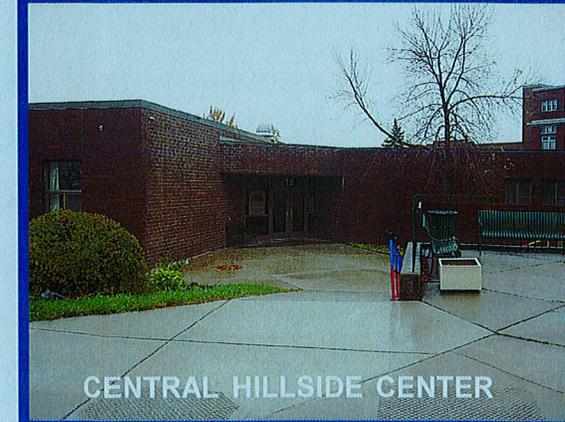
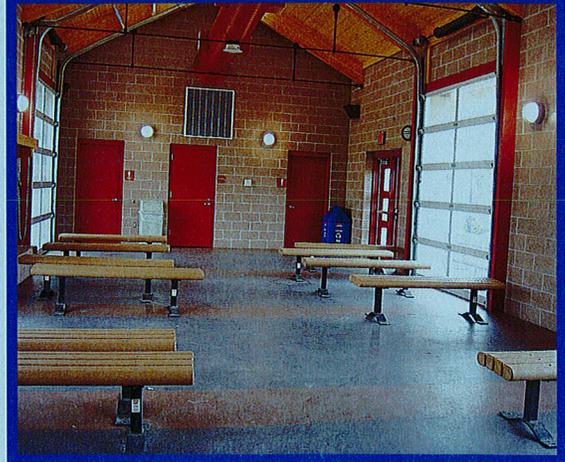
WOODLAND COMMUNITY CENTER

Managed by YMCA
218.722.4745 x144 or 218.464.5172
Lark Ekberg - lekberg@duluthymca.org

Above buildings managed by various community groups, businesses, or City of Duluth.



BAYFRONT FAMILY CENTER



CENTRAL HILLSIDE CENTER

Privately Hosted Events

ALCOHOL CONSUMPTION POLICIES

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:

