WEDDING EVENT PERMIT GUIDE

THE CITY OF DULUTH MINNESOTA

PRIVATE WEDDING EVENTS
(By Invitation Only)
2014

City of Duluth - Parks & Recreation Division
Cith Hall - Ground Floor ● 411 West 1st Street
Duluth, MN 55802-1198
Wedding Permit Line: 218.730.4330
Fax: 218.730.5913
gwalkowiak@duluthmn.gov
www.duluthmn.gov/parks/index.cfm

PARKS AVAILABLE FOR WEDDING EVENTS

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 more information.

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, grills, tables, boardwalk, restrooms, electricity, large open space ....good 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, electricity ....good 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 Wedding Permit Line.

ENGER PARK

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

Enger Tower, pavilion & fireplace, 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 (restroom building available in nearby 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. Advised to bring in portable restroom.

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 (next to Lincoln School)

Pavilion, grills, tables, electricity, restrooms, ballfield, playground, trails, stone building with stage...good for large public special events or private picnics and weddings; parking for 10 cars.

PARK POINT BEACH HOUSE

45th St & Minnesota Av

PERMITS OBTAINED DIRECTLY FROM THE YMCA

The Beach House is available for rent for wedding receptions, with small wedding ceremonies currently allowed on a segment of the beach on a trial basis. 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.

ROSE GARDEN

11th Av E & London Rd (separate from Leif Erikson Park)

Gazebo, restrooms, electricity....small weddings up to 150 people are allowed with chairs only for disabled and elderly; parking for 50 cars in the Rose Garden lot. Not for open-to-the-public special event use.

SISTER CITIES PARK

Above Lakewalk around 1st Avenue East

Overlooking Lake Superior featuring a Japanese-style arch, small grassy spaces, park benches, electricity, nearby bathroom building and metered parking. Good only for very small ceremonies up to 50 people. A Wedding Event Permit is required.

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

DULUTH PARKS
Fun Places, Great Spaces!

WHAT IS A WEDDING EVENT?

A "Wedding Event" is one that is: 1) a wedding ceremony, 2) a wedding rehearsal, or 3) a wedding ceremony and picnic reception combined (not to include alcohol, live music, or dancing). To be held on City of Duluth park land, a Wedding Event Permit is required. All wedding events, regardless of size, require a permit to reserve the space.

Formal wedding receptions that serve alcohol and have live music and dancing are not allowed in City of Duluth parks.

Plan your wedding photos to be taken within your existing time slot. Any picture-taking planned outside of your designated permit time and space is at your own risk of another event scheduled at the same time and place.

All other private events, such as a family reunions, company picnics, or birthday parties, attended by 40 or more people, also require a permit. (To secure the park space, you may wish to get a permit, even for groups under 40 people.) Call 218.730.4320 or email tcastonguay@duluthmn.gov for more information on Private Event Permits.

PARK CAPACITY

up to 100: Brighton Beach, Enger Park
up to 150: Rose Garden
up to 200: Chester Park, Lincoln Park
Any Size: Bayfront, Chambers Grove, Leif Erikson Park, Lester Park, Park Point

TIME SLOT

FOR ALL PARKS EXCEPT ROSE GARDEN:

- 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!

ROSE GARDEN GAZEBO

- You may reserve 2-hour time slots for wedding ceremonies or photos only. (Roses are typically in bloom from June to end of September.) Time slots: 10 am-12 pm, 12-2 pm, 2-4 pm, 4-6 pm, 6-8 pm
- Chairs are allowed only for the elderly or disabled.
- Canopies are not allowed in the Rose Garden.
- Rose Garden remains open to the public; you only have exclusive use of the gazebo area.
- Rehearsals require a separate permit ($50 fee).

ADDITIONAL CITY OF DULUTH INFO

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

1.800.438.5884 or 1.218.722.4011
www.VisitDuluth.com
Email: cvb@visitduluth.com

WEDDING EVENT FEE STRUCTURE

ENGER PARK	$300 per 5-hour time slot
LEIF ERIKSON PARK	$200 per 5-hour time slot
ROSE GARDEN GAZEBO	$250 per 2-hour time slot

(Picnic receptions are allowed at most parks, except for the Rose Garden and the Sister Cities Park. A "Picnic Reception" fee will be added to total due, according to anticipated attendance rates listed below.)

ALL OTHER PARKS LISTED ON PAGE 1

1-150 persons Wedding Ceremony $80
(Including Picnic Reception +$50 = $130 total due)

151-300 persons Wedding Ceremony $120
(Including Picnic Reception + $90 = $210 total due)

Over 300 persons Wedding Ceremony $150
(Including Picnic Reception + $115 = $265 total due)

Wedding Rehearsal Only - All Parks	$50
(Rehearsals held at this rate Monday-Friday only.)	
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

CHECKLIST - Please Read and Follow

_____ TENTATIVE RESERVATION: Email gwalkowiak@duluthmn.gov or call 218.730.4330 to check park availability and make tentative reservation. **Email is the preferred method from the onset.** 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 - form is not included in this guide. 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, including a champagne toast, you will receive an additional instructions.

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 permitee'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 information on alcoholic beverages.)

- 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 grease-disposal information, Chris Kleist at 218.355.0598 or 218.730.4063.)

- 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.

- RECYCLING: A WLSSD ordinance is in effect, requiring recycling in the parks. Use existing receptacles for all recyclables.

- 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 recreational fire - no burning of materials from the park. Fire must be attended to at all times and shall be completely extinguished before leaving, removing all burned and unburned material.

- RESTROOMS & PORTABLE TOILETS: When additional toilet facilities are needed, they will be arranged and paid for by the wedding event permittee. 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 (except Rose Garden). A $100 deposit is required.

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

- "OFF SEASON" WEDDING 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 may bring in a portable toilet, at their own expense, if request is granted.

ALCOHOL CONSUMPTION POLICIES

Privately Hosted Events

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.
- Cash bar - must be catered by a restaurant with a caterer's permit.
- If cash bar, 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.
- A caterer - whether the alcohol is provided or there will be a cash bar, the event must be catered by a restaurant with a caterer's permit who 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 cash bar - 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.

Security for Buildings & Parks

- Applications for a wedding event permit with alcohol consumption must be sumitted at least 30 days prior to event for approval.
- Pending review of your "Application Screening Form" by the Duluth Police Department Licensing Agent, a licensed peace officer(s) employed by the City of Duluth may be required to be present at all times alcohol is consumed. (The "Application Screening Form" accompanies this brochure and must be submitted with the Wedding Event Permit application, if alcohol will be consumed.)
- You will be instructed to contact the Police Department after your screening review about securing an officer(s), if one is required. Permit will not be issued without proper security clearance from the Police Department.
- PARKS: Alcohol consumption is restricted to within 50 feet of the existing shelter or designated area, if a shelter does not exist.

For additional information about security requirements and approval of this application:
1) contact Officer Jim Hansen by phone at 218.730.5622 or by email at jhansen@duluth.mn.gov., or
2) go to http://www.duluthmn.gov/police/hiring_an_officer.cfm.

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 MUST BE SUBMITTED AT TIME OF SPECIAL EVENT PERMIT APPLICATION
(in addition to Special Event Permit Application Insert Form)

CONTACT OFFICER JIM HANSEN AT 218.730.5622
OR BY EMAIL AT JHANSEN@DULUTHMN.GOV
FOLLOWING SUBMISSION OF ALL FORMS TO PARKS & RECREATION
TO MAKE SECURITY ARRANGEMENTS DIRECTLY.
(No permit will be issued without security approved by the Duluth Police Department.)

ALCOHOL CONSUMPTION PERMIT APPLICATION SCREENING FORM

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:

_____Marian Collins (City Clerk's Office)

_____Cha Vang (Duluth Police Department)

_____Jim Hansen (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

1.29.14 Version

NOTES:

THE CITY OF DULUTH MINNESOTA