



Wedding Event Permit Guide

Chris Severson – Parks Permit Coordinator
218-730-4305
cseverson@duluthmn.gov

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2021 FEES

Wedding Event reservations can be made online at www.duluthparks.gov/parks.register

PREMIER PARK WEDDING VENUES: Fees listed below + \$100 refundable damage deposit

- Chambers Grove
- Enger Park
- Leif Erikson Park

	Monday - Thursday		Friday - Sunday	
Timeslot	Resident	Non-Res.	Resident	Non-Res.
10am-3pm	\$ 175.00	\$ 255.00	\$ 370.00	\$ 525.00
4pm-9pm	\$ 175.00	\$ 255.00	\$ 370.00	\$ 525.00
10am-9pm	\$ 350.00	\$ 510.00	\$ 740.00	\$1,050.00

SPECIALITY WEDDING VENUES - ROSE GARDEN, MORGAN PARK AND LAFAYETTE PARK COMMUNITY CENTERS: Rate per 2hr timeslot. Fees listed below + \$100 refundable damage deposit.

- At the Rose Garden, reserve additional timeslots if more time is needed
- At Morgan Park and Lafayette Park Community Centers, additional time can be reserved at a rate of \$45/hr

	Monday - Thursday		Friday - Sunday	
Timeslot	Resident	Non-Res.	Resident	Non-Res.
10am-12pm	\$ 140.00	\$ 215.00	\$ 275.00	\$ 425.00
12pm-2pm	\$ 140.00	\$ 215.00	\$ 275.00	\$ 425.00
2pm-4pm	\$ 140.00	\$ 215.00	\$ 275.00	\$ 425.00
4pm-6pm	\$ 140.00	\$ 215.00	\$ 275.00	\$ 425.00
6pm-8pm	\$ 140.00	\$ 215.00	\$ 275.00	\$ 425.00

OTHER PARK WEDDING VENUES: Fees listed below + \$100 refundable damage deposit

- Brighton Beach *(expected to be closed for construction for the 2021 & 2022 park season)*
- Chester Park
- Gichi-ode' Akiing Park
- Lakewalk Park at Endion Station *(closed for construction for the 2020 park season)*
- Lester Park
- Lincoln Park *(closed for construction for the 2020 & 2021 park season)*
- Park Point Pavilions (there are two available for rental)
- Sister Cities

Timeslot	Resident	Non-Res.
10am-3pm	\$ 115.00	\$ 175.00
4pm-9pm	\$ 115.00	\$ 175.00
10am-9pm	\$ 230.00	\$ 350.00

WEDDING REHERSAL ADD-ON: Only available for customers that are have permitted their wedding event at a city park. For those having a wedding at another venue, the standard wedding rates apply. Only available Monday-Thursday.

Timeslot	Resident	Non-Res.
10am-3pm	\$ 60.00	\$ 90.00
4pm-9pm	\$ 60.00	\$ 90.00

ADD ON'S:

- Alcohol Consumption Permit \$150
- Refundable Canopy Deposit \$100
- City Staff Event Support \$50/hr
- Food Truck \$25

PREMIER PARK WEDDING VENUES

Premier Parks are those that offer wedding parties amenities such as a pavilion or stage and have the iconic views of the City of Duluth, Lake Superior or St. Louis River.

CHAMBERS GROVE

[137th Av W & Hwy 23](#)

Chambers Grove Park is one of Duluth's newest and updated parks, located on the St. Louis River. The covered pavilion has a fireplace and picnic tables. A pergola with cement pavers overlooks the river as a beautiful outdoor wedding space. Park access and restrooms are fully accessible. The park offers grills, a modern playground, permanent restrooms, electricity, large open space, large mature trees and parking for 25 cars, up to 100 people allowed. Roadside parking is available.

Morgan Park Community Recreation Center makes for a nice indoor reception location when paired with an outdoor ceremony at Chambers Grove Park.

LEIF ERIKSON PARK

[11th Av E & London Rd](#)

(separate from the Rose Garden)

Leif Erikson Park is a large green space located along Lake Superior near the mouth of the Chester Creek. The park includes a historic amphitheater stone stage flanked by two castle-like towers, with Lake Superior as its backdrop. Making it a whimsical setting for a wedding. Please note that the stage is accessible with a ramp.

The park offers portable restrooms only (permanent restrooms available nearby in the Rose Garden), electricity on the stage and trail access to the shore of Lake Superior. The park is ideal for larger weddings; it accommodates up to 1,500 guests, has 50 designated parking spots at the Rose Garden as well as on-street parking.

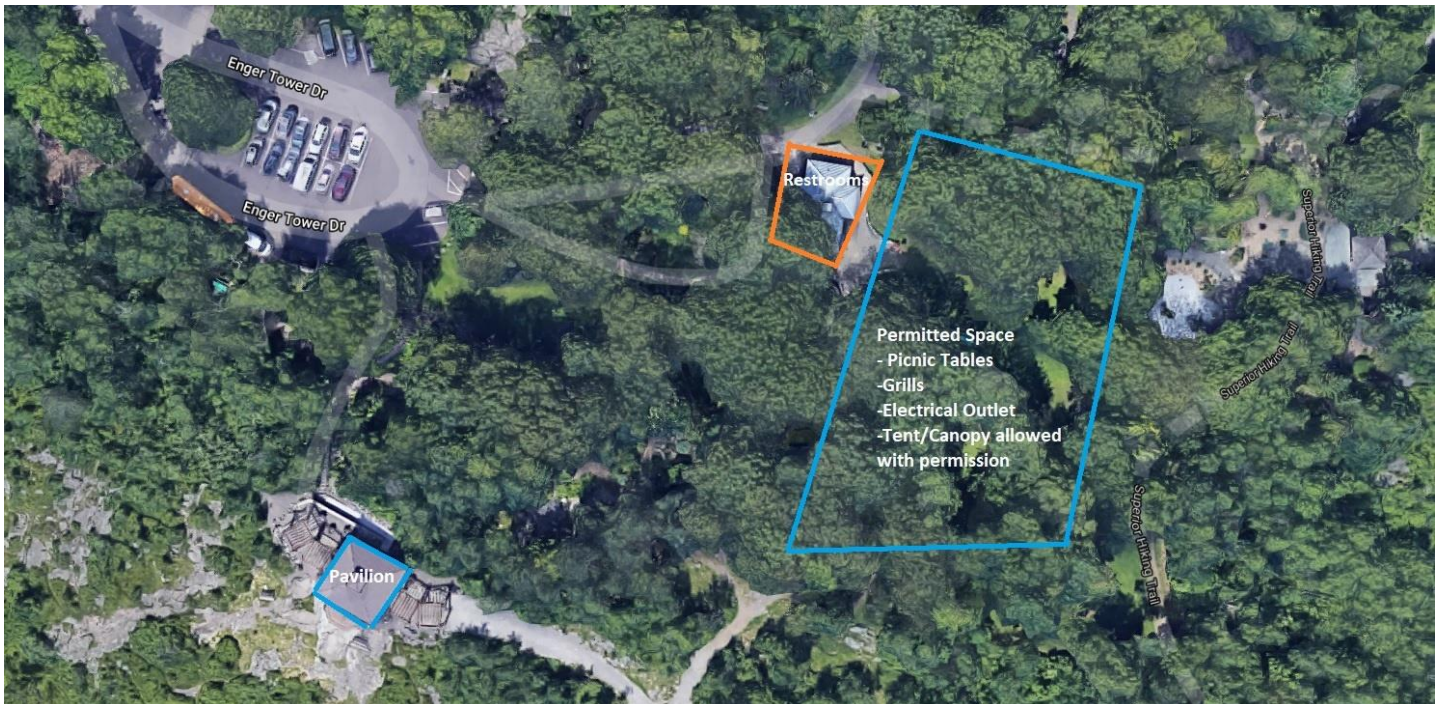
ENGER PARK

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

Enger Park, located on Skyline Parkway, provides panoramic views of Duluth and features a beautiful Japanese garden with a Peace Bell and the five story tall Enger Tower making it one of Duluth's most popular wedding destinations.

A popular wedding ceremony location is the pavilion situated on a rock outcropping, which offers wedding parties a view of a lifetime. The pavilion can accommodate 100 seated guests and has electricity on site. There are not tables or chairs at the pavilion, bring your own chairs or have them provided by a rental company of your choice. The park also offers grills, tables, flower gardens, trails, permanent-fully accessible restrooms, water and electricity and accommodates a maximum of 100 guests with 60 park spots.

The permitted space is the pavilion overlooking the City and the green space/picnic area. Enger Tower is not included in park rental.



GENERAL PARK WEDDING VENUES – 5hr Timeslots

BRIGHTON BEACH – [63rd Av E & Congdon Blvd](#)

CLOSED FOR CONSTRUCTION FOR THE 2020 & 2021 PARK SEASON

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.

CHESTER BOWL PARK - [1800 E Skyline Pkwy](#)

Stage, tables, playground, ballfield, soccer field, trails, restrooms, water, electricity. Parking for 80 cars. Please call 218.724.9832 or email info@chesterbowl.org to inquire about renting the Thom Storm Chalet at Chester Bowl Park. Permitted for 200 people.

GICHI-ODE' AKIING (LAKE PLACE PARK) - [N. 2nd Ave E. & Michigan Street](#)

Located right along the Duluth Lakewalk, this park provides panoramic views of Lake Superior and the stunning Duluth hillside. Wedding ceremonies only; picnic receptions are not allowed at this location. Park access is fully accessible. Up to 200 guests. Bathrooms and water at Endion Plaza, electricity on site, street and ramp parking available.

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. For a more intimate wedding ceremony there is a gazebo overlooking the amity river. Permitted for 400 people.

LINCOLN PARK - [25th Av W & 3rd St](#)

CLOSED FOR CONSTRUCTION FOR THE 2021 PARK SEASON

Pavilion, portable restrooms, grills, picnic tables, electricity, playground, trails, stone stage...good for both public and private events; parking for 10 cars.

LAKEWALK PARK AT ENDION STATION - [Lakewalk, Canal Park](#)

CLOSED FOR CONSTRUCTION FOR THE 2021 PARK SEASON

Located right along the Duluth Lakewalk, this park provides panoramic views of Lake Superior and the stunning Duluth hillside. Wedding ceremonies only; picnic receptions are not allowed at this location. Up to 100 guests. Bathrooms, water, 60 parking spots, off-street parking.

PARK POINT PAVILIONS - [5000 Minnesota Ave](#)

Located in the Park Point Recreation Area, we have two pavilions available for rental. The pavilions are right next to a public beach access. Pavilions have 5-7 picnic tables, grills, electricity, portable toilets and garbage receptacles. Ample parking is nearby. Permitted for 50 people.

SISTER CITIES PARK - [Above Lakewalk around 1st Avenue East](#)

Overlooks Lake Superior and features a Japanese-style arch, small grassy spaces, park benches, electricity, nearby bathroom building, and metered parking. Park access is fully accessible. Good only for intimate ceremonies with up to 50 people.

OTHER UNLISTED PARKS: Other City Parks are available for wedding events. Contact the Parks Permit Coordinator.

SPECIALTY WEDDING VENUES

Specialty wedding venues are reserved in two-hour time blocks and offer an experience unique to Duluth.

ROSE GARDEN

[11th Av E & London Rd](#)

(separate from Leif Erikson Park)

The Rose Garden features 3,000 rose bushes and other plants that are typically in bloom from the end of June through September. For weddings, the park also features a beautiful Gazebo (electricity on site) with views of Lake Superior as its backdrop. The Rose Garden remains open to the public during weddings, but the permit holder has exclusive use of the gazebo area. Flowers at the Rose Garden are typically in bloom end of June through September.

The Rose Garden is designated as standing space, use of chairs is only for those needing assistance. No picnic receptions or canopies are allowed. There is water and permanent restrooms with full accessibility located at the Rose Garden. The park accommodates up to 150 guests and offers 50 parking spots as well as on-street parking.

LAFAYETTE PARK COMMUNITY CENTER

[3016 Minnesota Ave](#)

Lafayette Park Community Center offers a beach house feel facility with access to Park Point Beach. The facility has hardwood floors, tables, chairs, projection screen (projector not available), playground, small kitchen with restrooms both inside and outside. The space is ideal for a small wedding event such as a ceremony, intimate reception or rehearsal space. The Center accommodates a maximum of 65 guests (seated only or tabled) with 12 parking spaces (one accessible spot) with the rest of the parking being on-street parking.

When reserving the facility for a wedding event, the permittee has exclusive access to the upper level of the Community Center, but not exclusive access to the beach or parking lot. Smaller beach weddings are allowed as long as the beach is not blocked to the general public.

MORGAN PARK COMMUNITY RECREATION CENTER

[1242 88th Avenue West](#)

Morgan Park Community Recreation Center offers a large indoor space suitable for all types of wedding events. The facility has large windows allowing for natural light, high ceilings, ample parking, projection screen (projector not available), small kitchen, restrooms, tables, chairs and a park outside the facility. The space is ideal for a medium to large wedding with occupancy of 150 for seated use (ceremony) or 100 for tabled use (reception). For an additional fee the pavilion in the park outside the building can also be rented.

Morgan Park Community Recreation Center makes for a nice indoor reception location when paired with Chambers Grove Park for an outdoor ceremony.

PARK POINT BEACH HOUSE

Information about the Park Point Beach House can be found on our website.

SPECIAL NOTICE FOR 2021 Permits:

Due to the pandemic, permit gathering sizes are variable. Permit holders will be required to follow all guidelines as set forth by the Minnesota Department of Health as they are stated on the date of your event. This may include a reduced gathering size, face mask use and social distancing. Refunds will not be issued in the event of reduced gathering size.

Below you will find the park capacity sizes under normal circumstances. As the date of your event approaches, you will be required to follow gathering size guidelines as determined by the MDH.

Brighton Beach – 100

Chambers Grove – 100

Chester Park – 200

Enger Park – 100

Gichi-ode' Akiing – 200

Leif Erikson Park – 1,500

Lester Park – 400

Rose Garden – 150

Sister Cities Park – 50

Park Point Pavilions – 50

Park Point Beach House - 200

Morgan Park Community Recreation Center – 150

Lafayette Community Center - 65

WEDDING EVENT PERMIT GUIDELINES

A "Wedding Event" is one that is:

- 1) a wedding ceremony
- 2) a wedding rehearsal
- 3) a vow renewal
- 4) a wedding ceremony and picnic reception combined (**Please note, formal wedding receptions that serve alcohol and have live music and dancing are not allowed in City of Duluth parks.**)

A Wedding Event Permit is required for all Duluth Parks. All wedding events, regardless of size, require a permit to reserve the space.

1. PERMITTEE

The individual who has been issued a Wedding Event Permit is pursuant to the regulations and is authorized to conduct permitted activities. The permittee is responsible for the safe conduct of all participants attending the Wedding Event.

2. PARTICIPANT

Any individual who is identified by the Permittee, including but not limited to, wedding guests, vendors, photographers, wedding coordinator, and others present at the event.

3. TIME SLOT

Wedding Event Permits (including rehearsals) are permitted in timeslots at all parks except the Rose Garden.

Timeslots are:

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

Rose Garden Gazebo and Lafayette Park Community Center are only reserved in 2-hour time slots for wedding ceremonies and/or photos. Charis are only allowed for the elderly or disabled guests at the Rose Garden. Canopies are not allowed in the Rose Garden. The Rose Garden remains open to the public; you only have exclusive use of the gazebo area. Rehearsals or photo shoots require a separate permit. Rose Garden/Lafayette timeslots are:

- 10am – 12pm
- 12pm – 2pm
- 2 – 4pm
- 4 – 6pm
- 6 – 8pm

The Wedding Event set-up cannot start before the time indicated on the permit or go past the end time indicated on the permit. There may be permits scheduled before and/or after your event. Plan accordingly. If you suspect time may be tight, you are encouraged to reserve additional time.

4. VENUE

Review of your application will take into consideration the capacity of the venue, this is done to preserve the resources, ensure you have a space adequate for the wedding event and still allow for other park visitors.

All venues and their amenities have maximum capacities based upon fire/safety regulations, seating capacities, parking provisions and intended use. City of Duluth reserves the right to deny any application if the expected attendance will exceed the safe capacity of venue.

5. EXCLUSIVE USE

The permit does not give “exclusive use” of the park - only the shelter/pavilion/trail/greenspace/gazebo/stage you have requested. The park is still open to the public. Permittee must have the signed permit in their possession to enforce its privileges. This includes politely asking individuals to move from the designated reserved space, if in use upon arrival. Any questions or concerns about the terms of the permit can be directed to the Wedding Permit Coordinator.

6. DAMAGE DEPOSIT

A \$100 refundable damage deposit is required for all building and park rentals. It is due at the time the reservation is made. Refunds of damage deposits may be fully or partially withheld for any of the following reasons:

- Damage to the facility
- Damage due to a canopy
- Misuse of the facility
- Inadequate cleanup
- Missing or damaged equipment
- Additional janitorial or staff time after your event
- Misrepresentation of the type of event being held
- Misrepresentation of the group/individual using the facility
- Early entry or late exit of the facility
- Not having a copy of the permit on site during the event

Reservations made less than 90 days from the event will have the deposit returned back onto the credit card. Reservations made more than 90 days from the time of the event will have the deposit returned in the form a check sent in the mail.

If the \$100 deposit creates an economic hardship, please contact the Wedding Coordinator to make other arrangements.

Damage fees that exceed \$100 will be billed to the permittee. Any unpaid damage fees will go to collections.

7. EVENT KIOSK AND ON-SITE PERMIT

There is an event kiosk located at Chambers Grove, Enger Park, Gichi-ode' Akiing, Leif Erikson, Rose Garden, Lester Park and at both Park Point Pavilions. Kiosks identify the date and time of a permitted event. Permittee can direct other park visitors to the kiosk if there are questions or concerns about the availability of the permitted space. In addition, the permittee is required to have the permit on-site during their event, which can be used to notify park visitors about the exclusive use of specific spaces for a permitted event.

8. EVENT SUPPORT

The City of Duluth offers permittee the opportunity to hire a City employee support staff for their wedding event. The employee is available during the event to enforce the permit, guide the permittee in acquiring city supported resources or other duties as detailed in the permit. The Event Support Staff is not hired to facilitate the event or to be used as an event setup and/or take down resource.

9. WEDDING REHEARSAL RENTAL

Wedding rehearsal rentals are charged for a 5-hr timeslot and only available Monday – Thursday at a rate of \$60-resident/\$90-nonresident per timeslot. If you want to hold a rehearsal outside on Friday – Sunday, regular Private Event Permit fees apply. If a picnic reception (rehearsal picnic/grooms picnic) will be during this time slot, the picnic reception fee also applies. The wedding rehearsal rate is only for couples that are also having their wedding at a city park or the Park Point Beach House. For couples having their wedding at another location but wanting to use a city park for the rehearsal or rehearsal dinner/gathering, standard wedding rates apply.

10. TENTS AND CANOPIES

Tents, canopies and or inflatables must be clearly identified on the venue map with the location and size and dimension of each. Additional permits and inspections may be required at the expense of the Permittee and may be required to obtain up to two weeks before event date. No tent/canopy installation allowed at the Rose Garden.

NO TENT PERMIT REQUIRED:

- Small pop-up tents
- Weighted to the ground (cannot be staked to the ground)
- 400 sq ft or smaller

TENT PERMIT REQUIRED: Permit found [HERE](#) (Contact lifesafety@duluthmn.gov or 218-730-4380)

- Larger than 400 sq ft
- Tents/canopies set side by side totaling more than 700 sq ft
- Tents/canopies being staked to the ground

SITE INSPECTION REQUIRED: (Contact gopherstateonecall.org or 800-252-1166)

- Any staked tents/canopies

Gopher State One Call must be called two weeks before your event at 800-252-1166 to be shown onsite where you intend to stake; this is to determine the safest location that will not interfere with underground utility lines. This may be coordinated with your canopy provider. This is a State law.

11. CANOPY

A \$100 refundable canopy deposit is required for all canopy installations. Permittee is responsible for any damage fees incurred by the setup and take down of the canopy.

12. PICNIC RECEPTION

Picnic receptions are allowed at most parks, except the Rose Garden, Endion Station, Gichi'ode-Akiing and Sister Cities Park. A picnic reception fee will be added to your total. . A "picnic" reception is allowed with food and lower-key music such as something acoustic – and with proper permitting, alcohol can also be served. But a reception with amplified music like a live band or DJ, with or without dancing, is only allowed in our City buildings, not outdoor parks. For that reason, many hold their wedding ceremonies in parks and move the reception to another venue.

13. PHOTOGRAPHY

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.

14. PHOTOS/VIDEOGRAPHY

Photographs and video are occasionally taken of participants while they are in programs, special events, city facilities or enjoying parks/trails. Please be aware that these photos may be published by the City of Duluth.

Duluth Parks and Recreation would like to see and share your photos of the City's parks and of citizens enjoying and utilizing our facilities. To share photos with us, go here forms.duluthmn.gov/Forms/Parks-Photo-Release-Consent

15. SIGNAGE, CHAIRS AND DECORATIONS

Fastening, stapling or attaching any rope, sign, banner, flyer, game or other object to natural features such as trees and shrubs is prohibited. To avoid turf damage, chairs must not push into the ground. Signage is only allowed to be put up the day of the event and must be removed the same day. The use of spray paint is prohibited, any damage from use of such products will result in damage fees at a rate of \$50/hr.

Decorations must be put up the day of the event, not the day before and must be taken down promptly after the event ends. Stickers or other such decoration/event items cannot be adhered to any natural feature or park structure.

Confetti must be of a natural material, such as flower petals or leaves. Glitter, plastic confetti and rice are not allowed. For outdoor events, take into consideration that decorations may blow away in the wind. Decorations need to be secured.

16. CAMPFIRES

Campfires are not allowed in City Parks. Chambers Grove has a fireplace at the pavilion available for use.

17. STAGE/RISER INSTALLATION

No additional permit or inspection is required unless the structure has a canopy. Permittee is responsible for fees associated with any damage due to installation of such structure.

18. VEHICLE ACCESS

A key is available to allow vehicle entry for unloading of supplies only at Lester Park. A \$20 refundable key deposit is required. Vehicles cannot remain in the park and the post or gate must remain locked during the Wedding Event.

All motorized vehicles must remain in the parking lot and are not allowed on any off-road area such as park pathways, trails, grass, fields, sidewalks, etc.

19. FOOD TRUCKS

Wedding Event Permittees are allowed to invite food trucks to their event. Permittee must notify the Wedding Permit Coordinator to have the food truck added to the permit. Identify the name of the food truck and the duration of their time during your event.

If the food truck currently holds a Commercial Operator Permit for parks, no additional fees apply. If the food truck does not currently hold a Commercial Operator Permit for parks, a \$25 fee will be charged to the permittee for the food truck to operate in the park.

Food Truck Operator Policies:

- Must have a Mobile Food Cart/Mobile Food Vehicle License from Both the City of Duluth – City Clerk's Office and the Minnesota Department of Health
- Cannot drive on grass. Must stay in designated parking areas only.
- If taking up metered parking spaces, food truck is required to pay the fees
- Must be more than 200ft from any restaurant
- Operator is responsible for clean-up and trash removal, Operator must provide waste containers and recycling for customer (Permittee) to use
- No glass bottles allowed
- Food Truck cannot impede normal traffic flow, cannot park on grass or pathways
- Operator will be charged for any damages or extra trash cleanup

20. GARBAGE/RECYCLING

When additional garbage and recycling receptacles are needed beyond what is already available at the venue, they will be arranged and paid for by the Permittee. If garbage will overflow the currently available garbage/recycling receptacles at the venue, Permittee is responsible for arranging for more receptacles. Garbage needs are determined by number of participants, type of event, if food is being served and what type of container in which food is served. Consult directly with provider of choice.

[WLSSD provides "Waste Free Party Kits"](#) at no charge, inquire at 218-722-3336 to reserve a kit.

21. FOOD

You may use existing grills or bring additional portable grills. Coals, hot water or cooking oil/grease cannot be dumped on lawns, turf, landscaped areas, waterways, catch basins or sewers, and must be disposed of properly. Grease and food waste must be composted or thrown in the garbage. For safety reasons, glass containers are prohibited. For additional information, contact Todd Carlson at 218-730-4051 or

tcarlson@duluthmn.gov

22. PETS

Pets must be leashed at all times and are not allowed on playground areas. Pet waste must be disposed of in a proper manner.

23. RESTROOMS AND PORTABLE TOILETS

When additional toilet facilities are needed beyond what is already available at the venue, they will be arranged and paid for by the Permittee. Consult directly with a provider of choice as to the number of amenities that will be sufficient for the event.

Venues that have permanent restroom facilities are open Memorial Day to September 30. Plan accordingly.

Restroom Facilities at the following parks:

- Gichi-ode' Akiing Park: Permanent restrooms with full accessibility at Endion Plaza (automatically lock at 10pm)
- Lester Park: 3 Portable toilets (one fully accessible)
 - 1 portable toilet during the off season
- Enger: Permanent restrooms with full accessibility (automatically lock at 10pm)
 - 3 portable toilets during the off season
- Brighton Beach: 2 Portable Toilets (one fully accessible)
 - 1 portable toilet during the off season
- Chambers Grove: Permanent restrooms with full accessibility (automatically lock at 10pm)
 - 1 portable toilet during the off season
- Chester Park: Permanent restrooms with full accessibility at the Chalet (automatically lock at 10pm)
- Leif Erikson Park: 3 Portable Toilets (one fully accessible)
 - Permanent restrooms with full accessibility at the Rose Garden
 - 1 portable toilet during the off season at the Rose Garden
- Fairmont Park: Permanent restrooms with full accessibility (automatically lock at 10pm)
- Lincoln Park: Portable Toilets tbd
- Memorial Park: No restrooms available
- Park Point Pavilions: Portable Toilets (one fully accessible)
- For restroom facilities and accessibility at other parks, inquire with the Parks Permit Coordinator

24. ELECTRICITY

Many venues are equipped with 110 volt electrical outlets. Multiple items may cause overloads. Additional electrical needs in some cases may be accommodated through a portable electric panel. Arrange for a Portable Electric Panel rental with the Parks Permit Coordinator. There is a \$200 rental fee per panel.

If electricity is important for your event, it is suggested that you visit the park several days before your event to test the outlet and ensure electricity is working.

Electricity is available at the following venues:

- Gichi-ode' Akiing Park: 2 outlets in the grassy bowl area on the lake side (locked units, inquire with Parks Permit Coordinator for access)
- Lester Park: On a post near the pavilion (bring an extension cord and power strip)
- Enger: At the pavilion and at the bathrooms
- Brighton Beach: None available
- Chambers Grove: At the pavilion
- Chester Park: On the stage and on the light pole near the playground
- Leif Erikson Park: On the stage (locked units, inquire with Parks Permit Coordinator for access)
- Fairmont Park: None available
- Lincoln Park: None available
- Memorial Park: At the pavilion
- Park Pont Pavilions: At the pavilion
- Rose Garden: Outlet at the top of the Gazebo
- Sister Cities Park: On a post to the right of the ramp entrance
- Electricity available at other parks, inquire at 218-730-4305

25. WATER

Water is only available at venues with permanent restrooms. Water is only available from Memorial Day to September 30. Please do an inspection to ensure water is available if needed for your event. Otherwise Permittee is responsible for providing their own water source.

26. SIDEWALKS AND TRAILS

Wedding event cannot be set up on or block sidewalks and trails as these amenities are open to the public. Must keep a minimum of five feet from sidewalks and trails.

27. AMPLIFIED SOUND

No amplified sound (including sound checks) before 8am and after 10pm. Sound must be directed away from residence and businesses when possible and be at a reasonable decibel.

28. OFF SEASON WEDDING EVENT REQUESTS

Your request for use of a park before Memorial Day or after October 15 will be considered on a case-by-case basis. Park permits are generally not issued before Memorial Day due to the unpredictability of weather and permanent restrooms may not be open due to cold weather. The gate at the entrance to Enger Park is closed through the winter and not plowed. Enger Park entrance opens when the snow melts.

29. LOST AND FOUND

The City is not responsible for personal property that is lost or stolen. Inquire about lost items at the Duluth Police Department.

30. SITE VISIT

A site walk through is recommended well before any Wedding Event to ensure you have time to ask questions in preparation for your day.

31. INCLEMENT WEATHER

Duluth Parks and Recreation reserves the right to cancel or relocate an event due adverse property conditions due to inclement weather. Refunds will not be granted for inclement weather unless the event was cancelled by the Duluth Parks and Recreation.

32. OTHER LOCAL EVENTS

When making a wedding reservation, consider other events in Duluth that may be happening at the same time, which could make travel and lodging challenging.

- [Grandma's Marathon](#) (June)
- [Park Point Art Fair](#) (June)
- [Movies in the Park](#) at Leif Erikson Park (every Friday in July and August)
- [Northshore Inline Marathon](#) (September)
- [Chester Bowl Fall Festival](#) (September)
- [Lester River Rendezvous](#) (September)

Contact [Visit Duluth](#) or the individual websites to inquire about exact dates.

33. ALCOHOL CONSUMPTION PERMIT

All events with alcohol consumption of any sort must have an Alcohol Consumption Permit in addition to the event permit. Applications must be submitted at least 30 days in advance of the event. Permit fee is \$150.

Apply at: forms.duluthmn.gov/Forms/Parks-Alcohol-Consumption-Permit

Pending review of the application 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 by the Police Department directly.

Security requirements are determined by Officer Cha Vang. Direct questions, **after** you've submitted your online application to either 218-730-5687 or cvang@duluthmn.gov

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.

No Alcohol Consumption Permit will be issued without security requirements first approved by the Duluth Police Department. Permittees found to be consuming or distributing alcohol without an Alcohol Consumption Permit are subject to a ticket 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 and MN State Statute: 340A101, 340A.414

WEDDING EVENT PERMIT GUIDELINES – EXCLUSIVE TO BUILDING RENTALS

1. CONTACTS

Weekday During Business Hours

- For building concerns: 218-730-4303
- For permit questions: 218-730-4305
- For emergencies: 911

Weekend and After Hours Emergencies

Emergences are defined as no water, overflowing plumbing fixture, no electricity, inability to access or secure the building (doors or windows cannot be locked)

- Joe Miller: 218-730-4432
- Public Utilities Dispatch: 218-730-4000

Numbers are only for circumstances that cannot wait until the next day to be addressed. If it can wait, report it to the Parks and Recreation Division of Public Administration at 218-730-4300.

2. KEYS

The building key will need to be picked up from the Parks & Recreation Office (City Hall, 411 W 1st St., ground floor) the day before your event, before 3:30 pm. The key must be returned by the day after your use. Office hours are Monday-Friday, 8am-4pm. If your event is on the weekend, you must pick up your key on Friday, and return it on the following Monday.

Some buildings have a hex key hanging from a chain next to the door on the inside. This key is used to unlock the door so it can remain open during your event. Ensure the door is again locked upon departure.

If building keys are not returned, \$20 of the damage deposit will be retained.

3. AMENITIES

Unless indicated in the facility amenities section, rental does NOT include use of refrigerators, freezers, stove, microwave, coffee maker, serving utensils, dishes, and cleaning products are not provided. Plan to come fully equipped with coolers and serving supplies if food is being served, or to supplement any special needs not included in the building use.

4. BUILDING ACCESS

Access to the facility is ONLY during rental reservation times indicated on the permit. No early access is allowed. Facility may be booked before or after your reservation.

5. RENTAL CLEAN UP

The facility must be cleaned in a manner in which you found it.

- Garbage – Empty all garbage cans into dumpsters situated outside
- Kitchen – Wipe all counters, sweep all floors, empty garbage, remove everything from fridge.
- Bathroom – Empty garbage, replenish toilet paper with supply, sweep floor.
- Common Area(s) – Return tables and chairs as you found them, ensuring they are wiped off if needed. Sweep floors and empty garbage. All decorations must be removed from the facility.
- Sand – At Lafayette sand from the beach can take some extra time to sweep out of the facility.
- Mopping – Mops are available if needed. Do not leave food or sticky residue on the floors. In the winter, mopping may need to happen if snow and salt are brought into the facility with heavy traffic.

6. LIGHTED CANDLES

Open flame candles are not allowed. Fake candles operated by battery are allowed.

7. FOOD/CATERING

If food and alcohol are provided for free by the private party, a licensed caterer is not required. If alcohol is for sale, a licensed caterer is required for the sale of the alcohol and the service of the food. See requirements under Alcohol Consumption Permit.

If you are using a caterer, the caterer must have:

1. Current applicable licenses, issued by the State of Minnesota
2. All necessary sales tax permits
3. Product liability insurance

All permitted events are required to have the following Hold Harmless Waiver signed before permit is issued.

WEDDING EVENT PERMIT HOLD HARMLESS WAIVER

Permittee agrees to defend, indemnify and save harmless the City and its employees, agents and assigns from any and all liens, claims, suits, demands, liability, judgments, costs, damages and expenses which may accrue against or be charged to or recovered from the City by reason or on account of any claim for damage or injury arising out of Permittee's use or occupancy of the reserved space or premises whether or not occasioned or caused by person(s) including Permittee, its members, employees, agents, volunteers, invitees, or tenants, or by reason of the use, development, operation, or maintenance of said space or premises by Permittee under this agreement. Upon ten (10) days' written notice, Permittee will appear and defend all claims and lawsuits against the City growing out of any such injury or damage. The City does not waive its immunities under state or federal law.

