



**CITY OF DULUTH  
REQUEST FOR PROPOSALS FOR**

**Beach House Management**

**RFP NUMBER 25-AA06**

**ISSUED January 17, 2025**

**PROPOSALS DUE February 14, 2025**

**SUBMIT TO**

**CITY OF DULUTH  
ATTN: PURCHASING DIVISION  
CITY HALL, ROOM 120  
411 WEST 1ST STREET  
DULUTH, MN 55802**

## PART I - GENERAL INFORMATION

**I-1. Introduction and Project Summary.** The City is seeking proposals for management of the Beach House located at Park Point Recreation Area from organizations with experience in facilities event coordination, operations, and management. Additional detail is provided in **Part IV** of this RFP.

The Park Point Beach House (Beach House), 4750 Minnesota Ave Duluth MN 55802, located near the end of Minnesota Point at the Park Point Recreation Area, is a seasonal building surrounded by the sand dunes near Lake Superior. It is a popular destination for beach goers, graduation parties, weddings, receptions, family reunions, corporate and private meetings, and other social events.

The Beach House is a large seasonal event space designed to host a maximum capacity of 200 people based on fire/safety regulations. As one of the larger casual park-style buildings in Duluth, the Beach House draws individuals looking for a blend of indoor space in a park setting to host mid-size to large events. The building is open for reservations from Memorial Day Weekend through the end of September. Official dates vary year to year based on weather, calendar, and projects.

In 2024, the Beach House hosted 79 events, with an estimated 8,615 total attendance.

The Beach House also hosts the lifeguard program within a small office inside the building. A successful operator of the Beach House will need to work closely with the lifeguard program to communicate schedules for upcoming events. While the building events and the lifeguard program are separate services, offered by separate providers, there are some areas of building operations that overlap for use that a successful operator will need to be aware of. This includes public access to the restrooms during specific lifeguarding hours and lifeguarding staff access to various areas of the building throughout their program hours.

The City of Duluth wishes to find a multi-year event services partner to both promote the space as an event venue and provide exceptional event management services. The operator selected through this process will be responsible for the year-round customer service and coordination necessary to plan and implement events and reservations for the summer season.

**I-2. Calendar of Events.** The City will make every effort to adhere to the following schedule:

Activity	Date
RFP Posted	1/17/2025

Pre-proposal Site Tour – In Person (Optional) (Building is not heated and winterized in off season with limited shoveling to door, dress for weather)	1/29/25 2:30-3:30 p.m. – RSVP Required by 1/28/25
Pre-proposal Conference – Virtual (Optional)	1/30/25 1-2 p.m.
Deadline to submit Questions via email to purchasing@duluthmn.gov	2/4/25
Answers to questions will be posted to the City website no later than this date.	2/7/25
Proposals must be received in the Purchasing Office by 3 PM on this date.	2/14/25
Interviews tentatively scheduled the week of:	3/3/25

**I-3. Rejection of Proposals.** The City reserves the right, in its sole and complete discretion, to reject any and all proposals or cancel the request for proposals, at any time prior to the time a contract is fully executed, when it is in its best interests. The City is not liable for any costs the Bidder incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

**I-4. Pre-proposal Conference.** The City will hold an **OPTIONAL** pre-proposal site tour and conference as specified in the Calendar of Events. Interested Bidders can attend the pre-proposal conference via Microsoft Teams meeting through the link available at <https://www.duluthmn.gov/purchasing/bids-request-for-proposals>. An RSVP is required for the tour, but not for the conference.

**I-5. Questions & Answers.** Any questions regarding this RFP must be submitted by e-mail to the Purchasing Office at [purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov) **no later than** the date indicated on the Calendar of Events. Answers to the questions will be posted as an Addendum to the RFP.

**I-6. Addenda to the RFP.** If the City deems it necessary to revise any part of this RFP before the proposal response date, the City will post an addendum to its website <http://www.duluthmn.gov/purchasing/bids-request-for-proposals/>. Although an e-mail notification will be sent, it is the Bidder's responsibility to periodically check the website for any new information

**I-7. Proposals.** To be considered, hard copies of proposals must arrive at the City on or before the time and date specified in the RFP Calendar of Events. The City will not accept proposals via email or facsimile transmission. The City reserves the right to reject or to deduct evaluation points for late proposals.

Proposals must be signed by an authorized official. If the official signs the Proposal Cover Sheet attached as Appendix A, this requirement will be met. Proposals must remain valid for 60 days or until a contract is fully executed.

Please submit one (1) unbound or paper-clipped paper copy of the Technical Submittal and one (1) paper copy of the Cost Submittal. **The Cost Submittal must be in a separate sealed envelope.**

All materials submitted in response to this RFP will become property of the City and will become public record after the evaluation process is completed and an award decision made.

**I-8. Small Diverse Business Information.** The City encourages participation by minority, women, and veteran-owned businesses as prime contractors, and encourages all prime contractors to make a significant commitment to use minority, women, veteran-owned and other disadvantaged business entities as subcontractors and suppliers. A list of certified Disadvantaged Business Enterprises is maintained by the Minnesota Unified Certification Program at <http://mnucp.metc.state.mn.us/>.

**I-9. Agreement.** The awarded proposer will be required to enter into an operating agreement with the City of Duluth. This operating agreement will have an initial term of three (3) years.

**I-10. Award.** The agreement will be based on the operation and shared revenue model submitted in the proposal that will be most mutually beneficial to the operator and City for long-term success.

**I-11. Term of Contract.** The term of the contract will begin once the contract is fully executed and is anticipated to end by December 31, 2027. The selected Bidder shall not start the performance of any work nor shall the City be liable to pay the selected Bidder for any service or work performed or expenses incurred before the contract is executed.

**I-12. Mandatory Disclosures.** By submitting a proposal, each Bidder understands, represents, and acknowledges that:

- A. Their proposal has been developed by the Bidder independently and has been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or suppliers of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or competition, and that the contents of the proposal have not been communicated by the Bidder or its employees or agents to any person not an employee or agent of the Bidder.
- B. There is no conflict of interest. A conflict of interest exists if a Bidder has any interest that would actually conflict, or has the appearance of conflicting,

in any manner or degree with the performance of work on the project. If there are potential conflicts, identify the municipalities, developers, and other public or private entities with whom your company is currently, or have been, employed and which may be affected.

- C. It is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government.
- D. The company is either organized under Minnesota law or has a Certificate of Authority from the Minnesota Secretary of State to do business in Minnesota, in accordance with the requirements in M.S. 303.03.

**I-13. Notification of Selection.** Bidders whose proposals are not selected will be notified in writing.

## **PART II - PROPOSAL REQUIREMENTS**

**Scored Questions-Each worth 7 points totaling up to 70 points in all:**

1. What makes your organization qualified to manage the Beach House?
  - a. Include experiences managing similar venues, number events, size of event center, type of event center, type of events, event set up and on-site event management, post event clean up, etc.
2. What is your organizations experience in handling long term reservation processes and event calendars?
3. Describe your staffing model that will meet the needs of:
  - a. customer service for reservations and financial management, year-round,
  - b. tours and onsite visitation, year-round, heavier April – Sept.
  - c. event season on site event management during events, May – Sept.
  - d. janitorial services related to events, May – Sept.
  - e. what personnel support do you anticipate needing from the City of Duluth?
4. Describe your marketing and promotions strategy for the Beach House.
5. Describe your operational model plan.
  - a. I.e. will you have an exclusive vendor or caterer list model? Will you operate as the exclusive vendor for a service at the Beach House?
6. Describe your ideal communications plan working with City of Duluth staff.
7. Describe your process for ensuring events are not breaking City of Duluth ordinance, or parks ordinance or city code.
  - a. For example, there are strict rules and regulations in Duluth around alcohol and serving of alcohol. Tell us how you might go about ensuring your clients are following ordinances and city code?
8. How will you hold event organizers accountable to the rules and policies for the park? I.e. damage, non-compliance, etc.
9. Describe how you plan to utilize the permit guide document that has been created to date.

- a. Will you use this as a guiding document? Do you see policies or procedures that need to be changed? Do you plan to create your own?
10. References: Provide contact information (phone and email) for three professional references who we can speak to about your organizations ability to manage the Beach House operations and events.

**Non-scored question – answer optional and will not affect final score nor selection:**

1. What long-term investments do you recommend to the City of Duluth in the Beach House to improve event experience, recruit events, etc.?

**Cost – Submit in a separate sealed envelope:**

For the consideration of the operator of the Beach House, the City of Duluth is looking for a proposed approach to balancing the use of the facility to provide community events with the desire to operate in a sound financial manner. The intent is to maximize a mix of community benefitting events while minimizing the annual operating support borne by the City. Creative and experienced approaches in striking this critical balance are of the utmost importance to the city.

To be considered for this exclusive agreement, the operator must specify the amount of gross revenues the operator is willing to pay to the City of Duluth from all the fees collected each year, or other shared revenue models that will provide the City of Duluth with long-term capital funds for ongoing building maintenance.

Include the following budget information:

- a. All rental revenues and how many rentals anticipated each year
- b. Baseline compensation your business requires to operate the Beach House
- c. Anticipated payments the city can expect to receive from rental revenues
- d. Proposed revenue models

**PART III - CRITERIA FOR SELECTION**

The proposals will be reviewed by City Staff. The intent of the selection process is to review proposals and make an award based upon qualifications as described therein. A 100-point scale will be used to create the final evaluation recommendations. The factors and weighting on which proposals will be judged are:

Part II Scored Questions 1-10	70%
Cost Proposal	30%

**PART IV – PROJECT DETAIL**

A. Background

Prior to 2021, the City of Duluth held a contract with the Duluth YMCA for both lifeguard services at the Beach House and management of the Event center spaces and outdoor

park green spaces. That contract allowed for the Duluth YMCA to retain all profits from the facility, which were used to fund the lifeguarding services offered at no cost to the general public. In an effort to separate event management from public lifeguarding services, in 2021, the City Parks and Recreation Division assumed the role of event management and the Duluth Y continued to provide lifeguarding services via a separate contract.

Since 2021, the City has developed Event Permitting Guidelines, made improvements to the facilities, and learned more about the desired uses, necessary operations, and potential for the future use of this facility. Parks and Recreation has established some rules and policies regarding the Beach House which are attached as Appendix B. Additional rules may be developed to regulate event or services.

#### B. Facility Features

The Beach House is located at 4750 Minnesota Ave, Duluth MN near the end of Minnesota Point, near Sky Harbor airport, at the Park Point Recreation Area. The Beach House is a Rectangular seasonal building, that has no air conditioning or heating elements. The building sits on top of the sand dunes on the shores of Lake Superior. The Beach House was built in 1939. The lake side of the building was resided about 5-10 years ago, including window replacements. In the last 2 years the interior (ceiling, walls, restrooms) were repainted. Additional improvements include replacement of restroom partitions, epoxy on restroom floors, new lighting in main event space throughout, new counter tops on serving counter, replaced all chairs, replaced beverage cooler, installation of sprinkler system, card swipe access on the main door, and a new accessible pathway for visitors to walk and roll between the building and the main path to/from the parking areas.

- The Beach House aesthetics have a rustic feel. With natural dune grasses surrounding much of the outside area.
- There is a paver patio on the lake side.
- Paved public parking lot.
- Public restrooms, accessible during lifeguard hours, maintained via the final terms of the management agreement.
- Catering kitchen includes microwaves, two standard fridge units, beverage cooler, serving counter and shelf storage. There are no cooking appliances. Serving counter area in large main hall.
- Janitorial storage room.
- Lifeguard room and office.
- Equipment replacement, additions, and facility repairs and enhancements are completed and/or funded at the City's discretion.

#### C. Dates of Operation

The building is open for reservations for the Summer Season from Memorial Day Weekend through the end of September. Official dates vary year to year based on weather, calendar, and projects).

The City of Duluth wishes to find a long-term event services partner to both promote the space as an event space and provide exceptional event management services. The operator selected through this process will be responsible for the year-round customer service and coordination necessary to plan for the Summer season.

Generally Rental Hours are 8 a.m. – 10 p.m. for amplified music, and customers have from 10 p.m.- midnight to take down and clean up per their contracts. The schedule for private rentals is something that requires routine communication with the lifeguarding provider and the event renter to be very clear about public access and exclusive use of the facility at various times. Private events may not restrict public access to restroom during agreed upon times during the Summer season.

It is the responsibility of the operator to detail their staffing plans in the RFP to include load in/out, as well as staffing during the scheduled event. In addition to onsite management, the operator will need to be available year-round as the point of contact by phone/email to respond to customer inquiries. Operator can expect off-season requests for tours of the space. Parks and Recreation has worked to limit these to pre-established “Open house dates” as a way to be efficient with time and avoid tours when the ground is deeply snow covered. Snow clearing to the building is not provided during the Winter

Note: There are a few events in 2025 that were booked prior to event hours policy changes. The operator and City will need to determine how to move forward with those specific reservation outliers. Event hours prior allowed events to be held till midnight, the few events that were booked under this assumption, the City and operator will either need to work with clients to find a solution to shorten their hours into the new rental hours, or find a way these events can still be held for the hours they planned.

#### D. Building Maintenance and Janitorial

The City of Duluth will be responsible for all large-scale repairs and building maintenance.

Janitorial will be the responsibility of the operator of the space and occurs in coordination with the lifeguarding services provider. These services can be contracted out or performed in-house by the operator but must be consistent and responsive to the event schedule and public access during lifeguarding services.

All outdoor grounds maintenance and building maintenance is the responsibility of the City of Duluth, and operator will work with a point person from Park Maintenance or Property and Facilities Management as necessary.

The operator is responsible for ensuring that all trash and recycling is removed from the building each day and after each event or reservation.

A pre-season and post-season walk through of the building will be done with City of Duluth staff and operator each season.

#### E. Utilities and Services



The City of Duluth will pay for Trash and Recycling dumpsters located in the large parking lot.

The City of Duluth is responsible for all utilities, this includes water, sewer, gas, electricity.

The Beach House does not have internet access. There is a wall phone in the Lifeguard office for emergencies and the City of Duluth will continue to cover costs for the landline.

F. Food, Beverage, Alcohol, Licenses

Events at the Park frequently include the service of food, beverages, and/or alcohol. Licenses for these items and all other operations at the Park are the responsibility of the operator. The operator must ensure that all food, beverage, and alcohol vendors have secured the required permits to sell and/or give out their products and meet all applicable licensing laws, codes, ordinances, and standards.

G. Proposed Scope of Services

The successful proposer will enter into a services agreement with the City of Duluth to manage events and event facilities at the Beach House. This includes both the promotion of the Beach House as an event space (marketing, advertising, networking) and the management of the events themselves. The City is seeking a multi-year event services partner to provide exemplary service and generate revenue for the operations, maintenance and improvement of the Beach House (without negatively impacting other Park users).

The scope of services may include, but will not be limited to the following:

- a) Development and coordination policies, procedures, calendar and materials;
- b) Preparing scheduling, operations and financial records and reports that conform to requirements under Section J, Reporting Requirements.
- c) Developing and distributing promotional material for the Beach House;
- d) Responding to clients within no more than 2 business days of contact;
- e) Scheduling the showing of facility to prospective clients within no more than one week of request – weather/season dependent;
- f) Booking, scheduling and staffing events;
- g) Completing & submitting the facility rental permit application with all corresponding documentation and fees in a timely manner for rentals;
- h) Follow the fee schedule for all fees; propose new/revised fees to City for consideration
- i) Adhere to the guidelines and procedures for accepting and processing payment for event rentals;
- j) Compliance with Ordinances and policies for events including noise, parking and park usage.
- k) Maintaining the Events Facilities and equipment in a safe, clean, and attractive condition in accord with high standards expected by the City of Duluth and by Event Facility users;
- l) Setting up the Beach House for events;
- m) Cleaning up the Beach House following events;

- n) Promptly informing Property & Facilities Management of maintenance and repair needs;
- o) Recommending capital improvements to Parks and Recreation Assistant Manager that can increase the ability to generate revenues;

#### H. Reservations and Financial

Historic Reservation information is as follows:

2021: 45 reservations (4,625 attendees), \$18,743 revenue

2022: 65 reservations (6,345 attendees), \$25,180 revenue

2023: 70 reservations (7,900 attendees), \$57,390 revenue

2024: 79 reservations (8,615 attendees), \$64,530 revenue

Booked To Date: 2025: 42 reservations, \$51,950 revenue

2025 Council approved Fee Schedule:

RENTAL FEES:

- \$130/hr for Duluth Residents + \$500 refundable damage deposit
- \$185/hr for Non-Residents + \$500 refundable damage deposit

Fees are a base reference for site rentals, operator may negotiate different terms into their final contract.

#### I. Payment Schedule

Typically operator is paid in quarterly installments for the contract year, open to proposals for alternate payment schedules.

#### J. Reporting Requirements

Operator will be responsible for current reservation schedule reporting to Parks and Recreation on a weekly basis during the Summer season, at least monthly the rest of the year, and an end of season detailed financial and event report will be required.

### **APPENDICES**

**Appendix A – Proposal Cover Sheet**

**Appendix B – Beach House Policy Guide**

**APPENDIX A - PROPOSAL COVER SHEET  
CITY OF DULUTH  
RFP# 25-AA06**

<b>Bidder Information:</b>	
Bidder Name	
Mailing Address	
Contact Person	
Contact Person's Phone Number	
Contact Person's E-Mail Address	
Federal ID Number	
Authorized Signature	
Name & Title of Authorized Signer	
Email of Authorized Signer	

**APPENDIX B – BEACH HOUSE POLICY GUIDE  
CITY OF DULUTH  
RFP# 25-AA06**



**Duluth Parks  
& Recreation**

# **Park Point Beach House 2025 Rental Permit Guide**

Updated 12.27.2024

Parks Permit Coordinator

218-730-4305

[parks@duluthmn.gov](mailto:parks@duluthmn.gov)

**EARLY ACCESS and LATE EXIT are NOT ALLOWED. Setup and tear down of supplies provided by you and/or your vendors must be scheduled within the reservation. Reservations can be made between the hours of 8am-12am.**

**\*Music and alcohol consumption must end at 10pm, permittee can rent the space until 12:00am for clean up.**

**EVENTS HOSTED AT THE PARK POINT BEACH HOUSE:**

- Wedding Events: Ceremony, reception, vow renewal, etc.
- Parties: Birthday, Graduation, Anniversary
- Showers: Baby, Wedding
- Reunions: Class, Family
- Corporate Event
- Team gatherings
- Church Service
- Celebration of Life
- If your event is open to the public, it is considered a Special Event. Inquire with the Park Permit Coordinator for more information

**RENTAL FEES:**

- \$130/hr for Duluth Residents + \$500 refundable damage deposit
- \$185/hr for Non-Residents + \$500 refundable damage deposit

**CANCELLATION POLICY:**

To receive a refund the individual named on the permit must submit the cancellation request in writing to [parks@duluthmn.gov](mailto:parks@duluthmn.gov)

- 0-6 months: no refund
- 6-12months: 50% refund
- 12+ months: 100% refund minus \$100 processing fee

**ADD ON'S:**

All Add On's must be secured and paid for at least 30 days prior to your rental date.

- Alcohol Consumption Permit: \$150
- Yard Games: \$35
- Permit Modification Fee: \$30

**HOLDS**

We do not hold dates, you are required to make full payment for all reservations. We will work with you to move the date if feasible with a \$25 administrative fee.

**RESERVATION CONSIDERATIONS**

- Your reservation must include setup time and tear down time. We do not allow for early entry or late exit.
  - Changes to reservation times are allowed up to 30 days in advance of the event. After that time reservations cannot be changed.
- Keep in mind that if you have a reservation scheduled to start later in the day, another customer may book the time before your event thus not allowing you to add hours at a later date.
- If you want to reserve set up time the day before your event, you are required to pay for all hours that your supplies are in the facility between the hours of 8am-10pm.
- You are responsible for returning the facility back to its original condition within your rental time. The only exceptions are the restrooms and garbage removal from the building which is done by the Event Host on-site.
- The most common problems associated with rental reservations is that the renter does not allow enough time for event setup and event clean up. Reserving more time at the beginning and end of the event will reduce stress the day of the event.

# **PARK POINT BEACH HOUSE EVENING EVENT PERMIT GUIDELINES**

## **(Permit guidelines are subject to change)**

### **1. PERMITTEE**

The individual who has been issued a Facility 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 Permitted Event.

### **2. PARTICIPANT**

Any individual who is identified by the Permittee, including but not limited to, guests, vendors, photographers, wedding coordinators, a competitor, contestant, performer, exhibitor, vendor, invited guest, ticket holder, registrant, sponsor, and a participant entity's employees, agents and volunteers who are present at the event and the event organizer and their employees, agents and volunteers present at the event.

### **3. FACILITY SCHEDULING**

Permittee gains access to the Beach House during the hours of rental only. Set up and tear down time must be included in your rental time. The Beach House Event Host is expected to lock the doors at the event end time indicated on the permit. Alcohol service and consumption can start at the time of your rental and must end by 10pm. Permittee is allowed to rent the space from 10pm-12am for tear down purposes.

Split rentals are not allowed. Rentals must be continuous. For example, we would not allow a rental from 11am-2pm and then again from 4pm-11pm on the same day. If your event decorations and supplies are in the space, you are required to pay for the entirety of the rental.

### **4. VENUE**

Review of your application will take into consideration the capacity of the venue, this is done to preserve the building and ensure you have a space adequate for the event. The Park Point Beach House has a maximum capacity of 200 based upon fire/safety regulations, seating capacities, parking provisions and intended use of the space. City of Duluth reserves the right to deny any application if the expected attendance will exceed the safe capacity of venue.

### **5. DAMAGE/ALCOHOL VIOLATION DEPOSIT**

A \$500 refundable damage deposit is required for all facility permits. 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:

- Non-Compliance of permit rules as detailed in this guide, on the permit and posted signage at the venue
- Violating policies detailed on the alcohol consumption permit (if applicable)
- 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 or the group/individual using the facility
- More guests than the number indicated on the rental or alcohol permit
- Early entry or late exit of the facility, patio or into the Rec Area grounds

If the deposit creates an economic hardship, please contact the Park Permit Coordinator to make other arrangements. Damage deposits can be submitted in the form of a check, in which case we would not cash the check unless there are damage fees. If there are no damage fees, the check would be destroyed or returned to the Permittee. Damage fees that exceed \$500 will be billed to the permittee. Any unpaid damage fees will go to collections.

## **6. EXCLUSIVE USE**

The permit does not get “exclusive use” of the park or the beach - only the Park Point Beach House. The patio is available for use but is open to the public during lifeguard hours. The park and beach are still open to the public. Permittee must have the signed permit in their possession to enforce privileges of the Beach House. Any questions or concerns about the terms of the permit can be directed to the Park Permit Coordinator.

## **7. BEACH USE**

The sand area immediately behind the Beach House is NOT for wedding ceremonies or exclusive use during the event. This area is the designated safe swimming area for the City of Duluth and cannot be sectioned off for any reason. If you so choose to hold your ceremony on the beach it should be known that the beach is open to the public and you cannot block the public from passing through the space (please read through the beach/patio ceremony considerations section at the end of the permit).

## **8. YARD GAME RENTAL**

There are yard games available at the Beach House for rent. The rental of the games must be coordinated before the event. Attendees using the games are required to return them to the Event Host before departure. Permittee will be billed for any lost or damaged games. To secure access to the yard games contact Parks and Rec to pay the \$35 rental fee. The games may vary, generally available are giant jenga, bean bags, bocce ball and volleyballs.

## **9. CLEAN-UP**

Permittee is required to return the facility back to its original condition within the rental hours stated on the permit. If permittee wants to come back the next day to do a clean up, that rental must start at 8am. Mop, brooms, dust pans, sanitizer spray and paper towels are available for the clean up. Permittee is responsible for the following clean up tasks:

- Cleaning off tables and putting away all tables and chairs
- Sweeping the floors and spot mopping where needed. Food cannot be left on the floor.
- Wiping down counters and sinks, no food can be left in the sinks.
- Removing all personal items from the building.
- Empty all items from the fridge and beverage cooler and wipe out if needed.
- Wipe off spills in the microwave.
- Wipe off counter tops.
- Clean out sinks. No food or ice allowed to be left in the sinks.
- Wipe off tables and chairs if needed. Put away all tables and chairs.
- Removing all personal items from the facility, including items supplied by vendors.
- Sweep the floors and spot mopping where needed. No food allowed to be left on the floor.

## **10. EVENT PLANNING**

The Beach House is a DIY venue. We do not provide event planning services, it is up to the renter to plan their event and not rely on Parks and Recreation Staff for guidance or recommendations as to how to host the event.



## **11. BEACH HOUSE EVENT HOST**

A Beach House Event Host will be assigned to work your event starting at 4pm until the end of your rental. If your event needs additional support before 4pm they may be assigned earlier.

The Event Host will...

- Mange lights.
- Service the restrooms and garbage cans during the event.
- Tend to any emergencies and ensure no damage comes to the building.
- Provide access to cleaning supplies.
- Be stationed in the office for most of the event. They will occasionally go off property, in that case they will leave you with a cell number.

The Event Host will not...

- Set-up for your event. All set-up is your responsibility. This includes setting up tables and chairs.
- Tear-down for your event.
- Provide table service (serving or table clearing) for meals.
- Flip a room in the middle of an event. For example, they will not take down chairs from a wedding service and put up tables for a reception.
- Allow alcohol service unless all requirements of the Alcohol Consumption Permit have been met.

## **12. VEHICLE ACCESS**

Vehicle access allows you to pass through the gate at the West parking lot, drive on the sidewalk and park at the bottom of the stairs and ramp on the front of the facility. This is only for drop off service. Vehicle access is only allowed during your rental time. Early entry into the Rec Area with a vehicle will result in a forfeiture of the damage deposit.

After using the gate for unloading purposes or dropping off guests for closer accessibility, all motorized vehicles must then move to the parking lot and are not allowed on any off-road area such as park pathways, trails, grass, fields, sidewalks, etc.

Do not drive around the gates as the ground is mostly sand. Vehicles that get stuck in the sand due to going around the gate incur towing expenses. The gate closest to the entry of the Recreation Area is not accessible, everyone must use the gate on the far side of the Recreation Area, unless authorized due to being a larger vehicle or having a trailer. Refer to the map in this guide.

## **13. SIDEWALKS AND TRAILS**

The 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.

## **14. VENDORS**

Permittee must notify all outside vendors that supplies can only be brought in and set up during the permitted time. If vendors need more time before or after an event, it is the responsibility of the permittee to reserve the extra time. If vendors arrive early or stay late the permittee will be billed for said time (see end of permit for information to send to your vendors).

## **15. AMPLIFIED SOUND**

Amplified sound or DJ services can only be set up inside the building. No amplified sound is allowed outside the building. The only exception is amplified sound allowed on the patio during a ceremony.

## **16. KITCHEN AMENITIES**

There is not technically a kitchen at the Beach House. There is no stove or oven. However, there is plenty of counter space, a dual stainless steel sink, a beverage cooler, a microwave and two standard kitchen fridge/freezer units. The facility does not have an ice maker.

## **17. DECORATIONS**

Decorations not allowed:

- Confetti, glitter or rice both inside and outside
- Fake flower petals outside the building
- Flame lit candles or Chinese lanterns
- Duct tape, nails or staples (command strips are allowed)
- Smoke or fog machines

Permittee must provide their own extension cords. A step ladder will be available for use. There are hooks or nails strategically placed around the facility at 8ft high for your decorating convenience.

Sparklers are allowed to be used outside, must be 10ft or more from the building. All trash associated with the sparklers must be placed in a trash receptacle. Fireworks that explode or shoot in the air are illegal in Minnesota.

## **18. CANDLES & CEREMONIAL SMUDGING**

Candles are not allowed as decorations in the building. The only time they are allowed is as a part of a ceremony.

FIRE/COALS/SMOKE: Per Minnesota Fire Code candles and other open-flame devices are permitted in places of assembly for the purpose of religious ceremony when adequate safeguards have been taken to prevent accidental fires and burn injuries. MSFC 308.1.7

Open flame and smudging are allowed only during a ceremony as long as safeguards are in place. Open flame and smudging must be pre-approved by the Parks Permit Coordinator.

Adequate Safeguards Required by Permittee:

- Windows and doors will be opened during times of smoke generation and remain open until smoke is no longer seen in the building.
- Identify the location of the fire extinguisher in the building in the event it is needed and have a bucket of water near the coals to extinguish if needed.

SMOKE ALARMS: Alarms will not be turned off during this event. In the event that the alarms are engaged, the Fire Department will be dispatched to the facility to turn them off.

DAMAGES: Permittee will be responsible for any damages to the facility in regards to the smoke whether it is physical in nature or that of residual smell.

## **19. 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](https://forms.duluthmn.gov/Forms/Parks-Photo-Release-Consent)

## **20. PHOTOGRAPHY**

Plan your professional 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 at the Beach House.

## **21. WEATHER & FACILITY TEMPERATURE CONTROL**

The weather near Lake Superior can be very unpredictable. When considering an evening event at the Park Point Beach House, keep in mind that between May and October the weather can be hot and cold within the same day. In Duluth, there is most always a wind blowing. It can appear sunny on top of the hill in Duluth, but foggy near the lake (or vice versa). There has been snow in the months of May and September and 100 degree days in July and August.

The Park Point Beach House has no heating or cooling system. Between May and September the temperature stays fairly mild inside the facility, but can be cooler or warmer depending on the outside space. There are two pedestal fans at the beach house, or permittee can bring their own fans. Doors can be propped open to provide air flow, and some of the windows have the ability to be opened.

## **22. INTERNET/WIFI**

There is no internet or wifi available in the facility.

## **23. ELECTRICITY**

The Beach House is equipped with 110 volt electrical outlets, 220 volt-outlets are not available. Multiple items may cause overload; please be careful. There are two outlets on the patio and one outlet on the Bay side of the building. Extension cords are not allowed to extend off of the patio.

## **24. LIGHTS**

The overhead lights in each section of the building are on their own switches. The Event Host can turn off specific sections as requested.

## **25. STORAGE**

There is limited storage at the Beach House for left over decorations or after event clothing changes. Permittee is allowed to store supplies in the kitchen area behind the curtains, under the kitchen counters and in the table/chair storage area. Storage is not allowed in the Event Host Office or in the janitorial supply room.

## **26. GARBAGE/RECYCLING**

There are multiple garbage's and recycling bins on site. Garbage's are tended to by the event host. If you plan to have a waste free event, please note:

[WLSSD provides "Waste Free Party Kits"](#) at no charge, inquire at 218-722-3336 to reserve a kit. You are responsible for removing all compostable party kit material.

## **27. RESTROOMS**

Beach House bathrooms will be cleaned by the Beach House Event Host after the Beach House closes to the public each day. Restroom closures occur at 6pm Fri-Sun and 5pm Mon-Thurs. Permittee only has exclusive use of restrooms after these times. Do not assume the restrooms can be turned into a changing room before they close to the public.

Paper towels and toiletries will be provided. There is a women's restroom with three stalls and a men's restroom with two stalls and a urinal.

## **28. FOOD/CATERING**

Permittee is allowed to bring in a caterer or provide food on their own. Sterno burners are allowed for food warming as there is no stove at the Beach House.

There are no grills onsite. Permittee is allowed to bring a grill(s) onsite, they must be 10ft or more from the building. If permittee wants to bring in a grill that is on a trailer, they may do so. It can only be parked at the bottom of the stairs.

## **29. GRILLS**

Standard grills are allowed on the patio. Care should be taken as to not allow grease or food to collect under the grill. Charcoal and ash must be removed off of park property by the permittee.

## **30. CAMPFIRES/BONFIRES/FIRE PLACE**

Bringing in your own fire ring or pit is not allowed. Fires and tiki torches are not allowed on the beach. The Beach House fireplace is not functional.

## **31. FOOD TRUCKS**

Permittees are allowed to invite food trucks to their event. Permittee must notify the Park Permit Coordinator to have the food truck added to the permit and an additional vendor fee of \$25 is issued.

## **32. PETS/SERVICE ANIMALS**

Pets are not allowed inside the Beach House at any time. Service Animals are allowed. Pets are allowed on the patio and beach as long as they are on a leash.

## **33. PLANTERS**

Due to the weather and temperatures near the lake, each year the planters flanking the front doors to the Beach House generally get planted in mid-June and are emptied in early-September. Permittee is allowed to decorate the planters if when they are not planted with flowers.

## **34. TENTS**

Tents and canopies are not allowed to be installed at the Park Point Rec Area. The pavilions are available for rental if you are wanting additional outdoor covered spaces.

## **35. BEACH HOUSE TOUR**

A site walk through is recommended well before any event to ensure you have time to ask questions in preparation for your day. We do not do tours in the winter. Once the snow clears tours resume in the Spring, generally sometime in April.

## **36. OTHER LOCAL EVENTS**

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

- [Grandma's Marathon](#) (June)
- [Park Point Art Fair](#) (June)
- Park Point Garage Sales (June)
- [Grandma's: Park Point 5 Mile Race](#) (July)
- [Northshore Inline Marathon](#) (September)

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

## **37. EVENT LIABILITY INSURANCE**

Permittees are strongly encouraged to provide event insurance with an additional liquor liability if alcohol is being served. Event insurance may help you breathe a little easier. A policy can pay for any damage or injuries that occur during the big event, or reimburse you if it's postponed or canceled.

## **38. DON'T GET BRIDGED**

Have you ever been "bridged" when heading out to Park Point? This happens when the lift bridge goes up to let a ship or boats through. Getting bridged can delay you up to 30minutes. Keep this in mind when planning an event at the Beach House. This is something that event attendees, vendors and you should know when planning an event or traveling to the Beach House for a tour.

### **39. 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 at 218-730-5130.

### **40. ITEMS NOT INCLUDED IN RENTAL**

- Table linens
- Tableware (plates, bowls, cups, spoons, forks, knives)
- Decorative lights (string lights, disco ball, party lights)
- Arches
- Ice Maker

Arrangements for these amenities are to be made by the permittee. The facility also does not have a designated changing area for wedding parties to get ready for the event. Wedding parties are encouraged to get ready for the event off-site.

#### 41. TABLES AND CHAIRS


Permittee is responsible for setting up all tables, chairs and decorations for their event. Tables and chairs are provided by the Beach House. **Tables and chairs are NOT allowed outside the building.** Additional tables and chairs may be brought in either by you or by a vendor for use outside the building.

The Beach House is stocked with tables and chairs to accommodate 200 people. If you are looking for particular tables and chairs, we recommend renting from a local vendor of your choice. The Beach House cannot guarantee specific inventory numbers due to the rental facility as well as wear and tear on the items during public hours. Table coverings not provided.

Photos show the table seated for 6 and 8. [The chairs are rated at a 300lb load.](#)

- 22 – 5ft round tables
- 11 – 6ft banquet tables
- 5 – 8ft banquet tables
- 1 – Rectangle High Top table (2ft x 4ft)
- 4 – Black Round Pub Table (24in across and 40in hig

**Tablecloth Lengths**

If your table measures	Your table seats	Table Shape	Lap Length Tablecloth	Floor Length Tablecloth
60" Round	8		90" Round	120" Round



## 42. ALCOHOL CONSUMPTION PERMIT

City code states that alcohol service and/or consumption is not allowed on park property unless an Alcohol Consumption Permit has been secured. This policy is strictly enforced at the Park Point Beach House.

If an Alcohol Consumption Permit has not been secured for your event and guests are found to be in possession of and/or consuming alcohol they will be asked to leave and/or your event may be shut down.

Alcohol Consumption Permits must be secured no later than 30-days in advance of the event. Permit requests submitted less than 30 days in advance of the event may be denied.

Alcohol Consumption Permits are \$150 and can be applied for at <https://secure.rec1.com/MN/duluthparks/catalog>

**Less than 100 attendees:** For events with less than 100 attendees, only the permit needs to be secured.

**More than 100 attendees:** For events with more than 100 attendees the permittee is required to secure event insurance. Number of attendees is the total number of people attending the event, this includes children and those that do not drink alcohol.

- Secure event insurance with the following requirements
  - The minimum amount of General Liability policy shall be \$1,000,000 each occurrence.
  - A “Certificate of Insurance” listing the City of Duluth as the additional insured and certificate holder, along with the park name, event name and event date.
    - Certificate Holder should be listed as:  
City of Duluth  
411 West 1<sup>st</sup> St  
Duluth, MN 55802
  - Certificate can be faxed to 218-730-5913 or emailed to [cseverson@duluthmn.gov](mailto:cseverson@duluthmn.gov)
  - A sample of the Certificate of Insurance is on the next page with all items required on the document highlighted in yellow.
  - TIP: You can check with an insurance provider that you already use or there are insurance companies online that provide event insurance for such activities. While we don’t have a preferred vendor for event insurance, [theeventhelper.com](http://theeventhelper.com) is often used.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/29/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Will Maddux
East Main Street Insurance Services, Inc.	PHONE (A/C, No, Ext): () 477-6521
Insurance Agent	FAX (A/C, No):
PO Box 1298	E-MAIL: info@theeventhelper.com
Grass Valley CA 90210	INSURER(S) AFFORDING COVERAGE
	INSURER A : Evanston Insurance Company
	INSURER B :
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y	N	3DS5475-M3342644	08/23/2024 12:01 AM	08/25/2024 12:01 AM	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input checked="" type="checkbox"/> Host Liquor Liability						MED EXP (Any one person) \$ 10,000
	<input type="checkbox"/> Retail Liquor Liability						PERSONAL & ADV INJURY \$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE \$ 2,000,000
<input checked="" type="checkbox"/> POLICY	<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ 2,000,000
OTHER:							Deductible \$ 500
AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident) \$
<input type="checkbox"/> ANY AUTO							BODILY INJURY (Per person) \$
<input type="checkbox"/> OWNED AUTOS ONLY							BODILY INJURY (Per accident) \$
<input type="checkbox"/> HIRED AUTOS ONLY							PROPERTY DAMAGE (Per accident) \$
<input type="checkbox"/> SCHEDULED AUTOS							\$
<input type="checkbox"/> NON-OWNED AUTOS ONLY							
UMBRELLA LIAB							EACH OCCURRENCE \$
EXCESS LIAB							AGGREGATE \$
DED							\$
RETENTION \$							
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							PER STATUTE
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		Y/N					OTH-ER
If yes, describe under DESCRIPTION OF OPERATIONS below			N/A				E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
Event Cancellation Insurance				4IM52800-MC3233346	04/04/2024	08/25/2024	Cancellation \$15,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19. Attendance: 200, Event Type: Wedding (Ceremony, Reception, Rehearsal). Location: Park Point Beach House; Event Name: Fiance Name/Fiance Name Wedding; Event Date: 8/23/2025

## CERTIFICATE HOLDER

## CANCELLATION

City of Duluth 411 West 1st St Duluth MN 55802	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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### **ALCOHOL CONSUMPTION AREAS**

Alcohol consumption at the Park Point Beach House is restricted to the indoor space and the outdoor patio space indicated on the image.

All alcohol being served either by the private party or by a licensed vendor must do so only inside the building. Alcohol may be carried onto the patio, it may not be served on the patio.



## **BEACH/PATIO WEDDING CEREMONY CONSIDERATIONS**

Park Point is a place filled with memories for many people wanting to get married on the beach. The location can also provide for a unique experience for attendees. Please use the provided information when deciding to host a ceremony on the beach.

### **General Considerations**

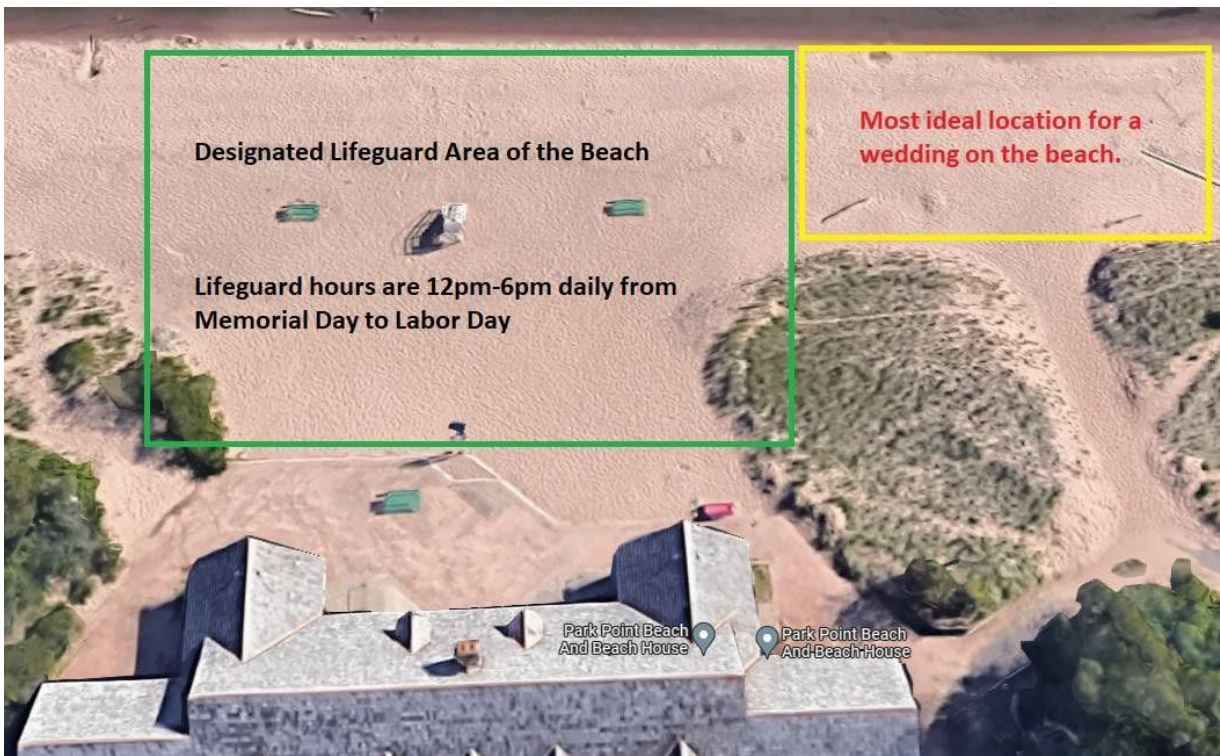
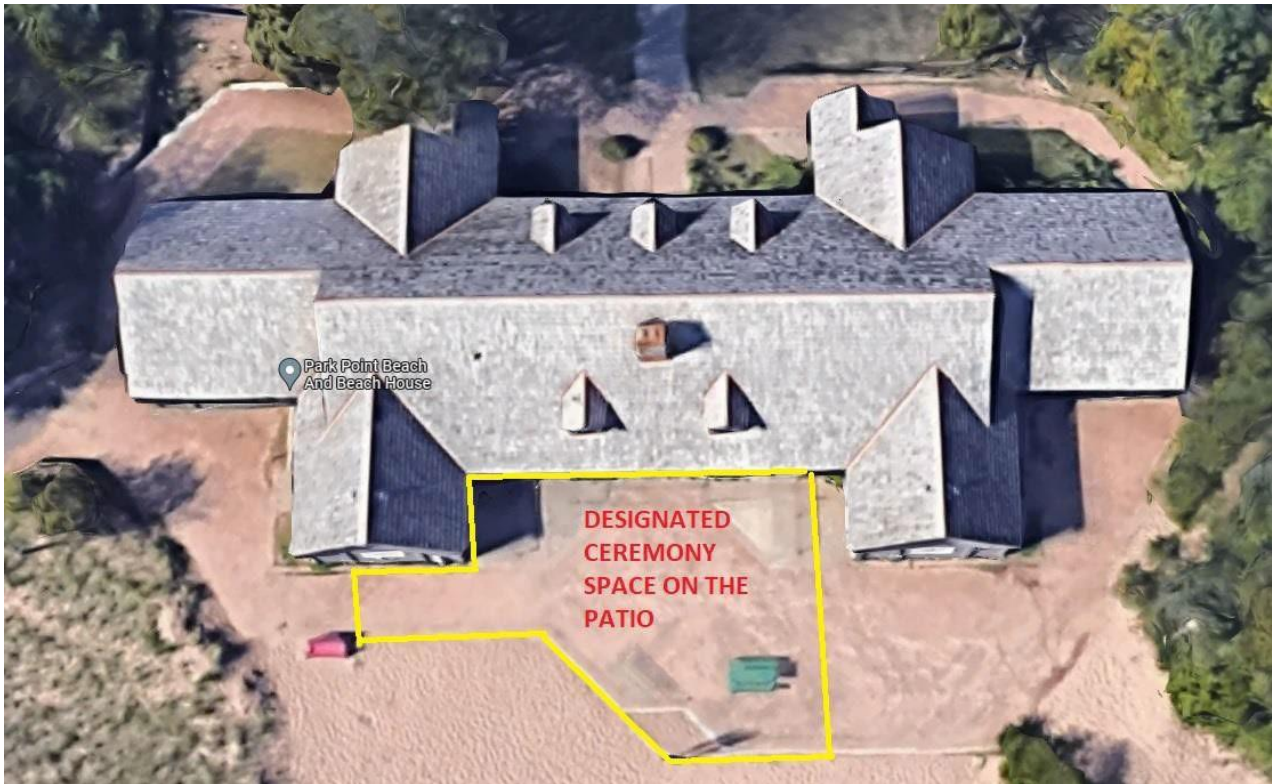
- Have a back-up plan! To reduce the stress that weather can create have a back-up plan for an indoor ceremony if needed. Also have people lined up to execute the indoor wedding space if needed.
- Depending on wind and waves they can drown out voices during the exchange of vows. A PA system is encouraged. If on the beach it will need to be wireless, if on the patio there are electrical outlets. There is not a PA system available at the Beach House.
- Make your décor windproof. It is often windy at the Park Point Beach. Ensure items are sturdy, unbreakable and held down if they may fly away. Flowers, candles, ribbons and balloons are easily blown.
- Fake flower petals are not allowed to be scattered for a ceremony, only real petals.
- The weather on Park Point can be variable depending on the time of day. Consider providing the following for guests during a ceremony:
  - Blankets
  - Umbrellas
  - Sunglasses
  - Flip-flops
  - Sunscreen
- Plan wisely and avoid crowds. This is done by knowing the time of day and time of year when the beach is busy or not. The busiest time of year is from Memorial Day to Labor Day. The busiest time of day is from 12pm-5pm.
- Large outdoor weddings of more than 100 attendees can sometimes be too many people. Having a standing only ceremony with more than 100 attendees will create visibility issues with some people not being able to see. Providing chairs for over 100 attendees can create a special issue in which guests cannot hear because they are spread out over a large area.
- Other beach visitors can be loud with children having fun or music playing.

### **Beach Considerations**

- The beach on Park Point is open to the public, there is no exclusive use space for a wedding. Other beach goers are allowed to pass by the ceremony space. If you are wanting privacy or an intimate ceremony find a space away from the Beach House and pavilions.
- Beach ceremonies are not easily accessible for everyone. There may not be a boardwalk out to the ceremony site and the distance from the parking lot to the ceremony site may be a long way to walk for some guests.
- If you are having a vendor deliver supplies (chairs, pa system, etc.) the fees may be higher to have them delivered to the beach.
- Vehicle access is not allowed onto the beach. This includes golf carts, atv's, sxs, etc. No exceptions!
- Sand in shoes can be uncomfortable. Notify guests to wear footwear that is appropriate for the sand or make footwear available for them during the ceremony.
- The sand on Park Point is quite soft which can make chairs sink into the sand. Consider this when deciding if you will be providing chairs for guests. It may be better to have a few chairs or benches for guests needing assistance and requiring all other guests to stand for the ceremony.
- Lots of items wash up and blow up on the beach. You are encouraged to walk through the beach ceremony site before the wedding to pick up any garbage and move any debris (drift wood, logs, etc.) that may be in the area.
- Walking on the beach grass is prohibited for any reason (ceremony, pictures, etc.). The beachgrass on Park point is rare and a threatened species.

## Patio Considerations

- The patio and beach behind the Beach House are open to the public. Exclusive use of the patio starts at 6pm after lifeguards are off duty. If you intend to have a ceremony while lifeguards are on duty you can do so, but it is understood that the lifeguards have life saving supplies on the patio that cannot be moved. Additionally a path from the lifeguard office out to the beach must remain unobstructed during lifeguard hours.
- Patio ceremonies are best hosted after 6pm daily or anytime during the day after Labor Day.
- The chairs at the Beach House are not allowed out onto the patio. The sand is hard on the chairs.





# VENDOR INFORMATION

Please share this with vendors or family/friends helping with event set up and tear down.

## GENERAL INFORMATION

- Address: 4750 Minnesota Ave.
- There is an Event Host at the PPBH. The customer is responsible for coordinating vendor access with the Event Host.

### 1. FACILITY ACCESS TIMES

Vendors are allowed to access the facility only during the hours that were reserved by the customer. Early and late access are not allowed. If you are needing early or late access, coordinate to reserve more time. Rental hours are available between 8am – 12:00am daily.

The customer will lose their damage deposit and be billed \$130/hr for vendors that arrive before or stay after the scheduled rental time.

### 2. GATE ENTRY

Vendors can have gate access, which allows for an easier drop off/pick up of supplies. Gate access cannot be assumed, it must be scheduled with the Event Host. **Please do not drive around the gates.** Driving on the grass past the pavilions creates a safety hazard for other park visitors.

### 3. FOOD TRUCK POLICIES

- a. 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
- b. Can only park in the grass at the front of the Beach House near the flag pole. There is no electricity for food trucks onsite.
- c. If taking up metered parking spaces, food truck is required to pay the fees
- d. Must be more than 200ft from any restaurant
- e. Operator is responsible for clean-up and trash removal, Operator must provide waste containers and recycling for customer (Permittee) to use
- f. No glass bottles allowed
- g. Food Truck cannot impede normal traffic flow, cannot park on grass or pathways
- h. Operator will be charged for any damages or extra trash clean up

### 4. OUTDOOR GARBAGE

Vendors or permittees that leave garbage outside will not have the damage deposit returned. Vendors using zip ties to affix items to the outside of the building or other facility spaces are required to dispose of zip ties after the event.

### 5. LIABILITY

Permittee is responsible for all operations of vendors. Any damage fees assessed that may occur due to the negligence of a vendor is the responsibility of the permittee.

### 6. SOCIAL MEDIA

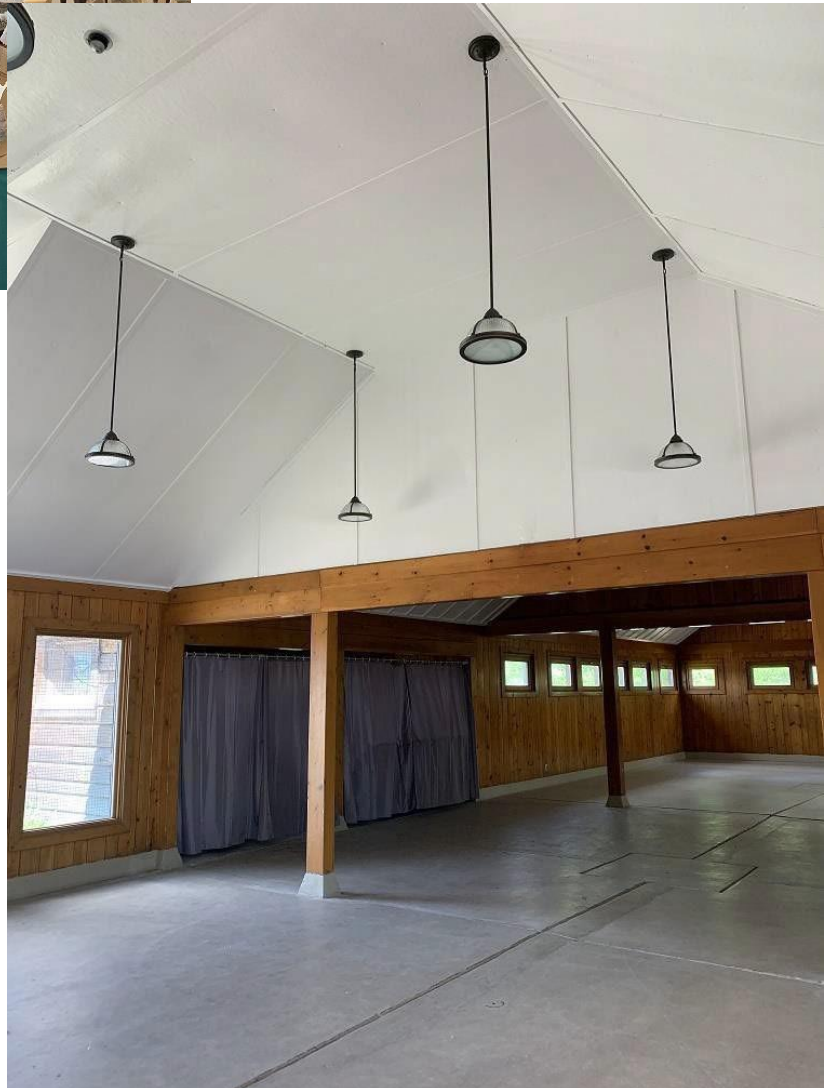
Many vendors post on social media and we would love to be tagged @DuluthParksMN

Map of gate and parking location (for use while unloading/loading).





















LAKE SIDE

MENS RESTROOM

OFF-  
ICE

OFFICE

JANITOR'S  
CLOSET

WOMEN'S RESTROOM

KITCHEN

190

200

437

346

82.5

118.5

346

234

1856

r

L

7

J



### CEREMONY CHAIR SET-UP

- The chairs provided at the Beach House are only for indoor use. They are not allowed out onto the patio or the beach. No exceptions! The sand is very hard on the chairs.
- If you want chairs on the patio or beach they will need to be provided by you or a vendor.
- While the Beach House accommodates 200 guests, it may not be an ideal space for 200 guests to be seated for a ceremony. Most often the ceremony is set up on the kitchen side of the facility since the other end is often already set up for a meal.
- During the busy season (Memorial Day – Labor Day) it is only recommended that the patio be used in the evening (5pm) or later. We do not remove beach visitors from the space.



88 seated guests



88 seated guests





130 seated  
guests

