



CITY OF DULUTH
CITY CLERK'S OFFICE
318 City Hall x 411 West First
Street Duluth, Minnesota
55802-1189 Phone (218) 730-5500
Fax (218) 730-5923

FOR OFFICE USE ONLY

Date Received: _____

Permit No.: _____

CITY HALL PERMIT APPLICATION

GOVERNMENT DATA PRACTICES ACT - CLASSIFICATION WARNING: The data you supply on this form will be used to process the permit you are applying for. You are not legally required to provide this data, but we will not be able to process the permit without it. The data supplied on this application are classified as either public data or private data on an individual. Persons with access to the data include city employees whose public duties require access.

Name of Event:	
Date of Event:	Day of Week:
Start Time:	Approximate Finish Time:
Approximate Arrival Time:	Estimated Attendance:
Event Sponsor(s) and/or Organization(s):	
Contact Person Day of Event:	Cell Phone Number:
Applicant Name:	
Address:	
Phone Number:	Email:
General Description of Event: Location (circle one): Inside (Rotunda) Exterior Steps Priley Circle Grounds	

MISCELLANEOUS INFORMATION

- Application must be submitted forty-eight (48) hours prior to event, except that permit applications for a Monday event will be accepted until 2:00 p.m. on the previous Friday.
- Reservation is made for a specific time period. Event must not exceed 180 minutes.
- Event participants must not exceed 150.
- Permit holder is responsible for the safe conduct of all participants attending event.
- City Hall must be left in a clean and orderly condition at the end of the event. Permit holder shall pick up all paper, garbage, and other debris generated from its use of City Hall and deposit it in the appropriate receptacles.
- Permit holder and event participants must follow the City Hall Use Policy, which will be provided to Permit holder upon issuance of permit.
- Permit is non-transferable.
- **A permit for use of the City Hall Public Space will not be issued to violators of this policy.**

I HEREBY STATE THAT ALL INFORMATION HERE IS TRUE AND CORRECT AND THAT I SHALL COMPLY WITH ALL PROVISIONS OF THE CITY HALL USE POLICY, ORDINANCES OF THE CITY OF DULUTH, AND LAWS OF THE STATE OF MINNESOTA AND THEIR AMENDMENTS.

Dated: _____

Applicant Signature: _____

CITY HALL PERMIT HOLD HARMLESS FORM

Permittee agrees to defend, indemnify, and save harmless the City from any and all liens, claims, suits, demands, liability, judgment costs, damages, and expenses which may accrue against or be charged or may be recovered from the City by reason of or account of any claim for damage arising from Permittee's use or occupancy of the premises whether or not person or persons including Permittee, its members, Permittee's employees, agents, volunteers, invitees, or tenants, whomsoever occasioned or caused by the contact, acts, or omission of Permittee, its members, volunteers, invitees, or tenants, or by reason of the use, development, operation, or maintenance of said 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 resulting from any defect in the construction or condition of all the interior and exterior premises of the site. The City does not waive its immunities under state or federal law.

Dated: _____

Permittee Signature: _____

Organization Permittee is Representing: _____

SUBMIT COMPLETED APPLICATION TO:

Office of the City Clerk
City of Duluth
411 W. First Street, Room 318
Duluth, Minnesota 55802
(218) 730-5500