



# Special Event Permit Guide

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Updated  
12.27.24

## FEES

Rental reservations can be made online at <https://duluthmn.gov/parks/reservations-permits/>

### PARKS SPECIAL EVENT PERMIT FEES

- 1-150 people: \$175 resident / \$280 non-resident (per time slot)
- 150+ people: \$275 resident / \$375 non-resident (per time slot)
- Refundable Damage Deposit: \$500

### PARK TIME SLOTS

- 7am – 3pm
- 4pm – 10pm
- 7am – 10pm (equal to two time slots)

### SPECIAL EVENT ADD ON'S

- Vendor/Food Truck Fees \$25/vendor
- Trail User Fee \$0.75/participant
- Electricity Access \$25/day
- Alcohol Consumption Permit \$150
- Portable Electric Panel Rental \$250
  - Only available for certain sites

### SPONSORSHIP

Permit fees are only waived for events that are officially sponsored by the City of Duluth Parks and Recreation Division. See additional information below in the Special Event Permit Guide.

### GROUP PROGRAMMING

Schedule a program with Duluth Parks and Recreation for your Special Event! Our programs are customized for each event. Parks and Recreation Staff come to your event location with all the equipment and supplies to facilitate a lesson or activity that compliments your Special Event.

Prices vary depending on program and participant numbers. Call or email to inquire about times and program options for your group: 218-730-4300 or [parks@duluthmn.gov](mailto:parks@duluthmn.gov)

Choose from the menu of options for your Special Event!

### Outdoor Education

#### Programs:

- Astronomy
- Forest Ecology
- GPS/Geocaching
- Team Building
- Nature Art
- Orienteering/Map & Compass
- Survival Skills
- Water Ecology
- Wildlife Studies

#### Recreation Activities:

- Archery
- Arts and Craft Kits
- Disc Golf
- Fishing
- Kickball
- Snowshoeing
- Soccer
- Ultimate Frisbee
- Wiffleball
- Yard Games: Croquet, Bocce Ball, Corn Hole, Kubb, Giant Jenga, Giant Connect 4

A special event is one that is: 1) open to the public and/or 2) charges an admission or registration fee. Private events subject to this permit requirement are those that have a higher safety risk (inflatable games, etc.) or are considerably higher in attendance.

If your event is a private “by invitation only” occasion, such as a family reunion or company picnic, call 218-730-4305 to determine the proper permit. If your event is held on city streets only, the proper permit is available through the City Clerk’s Office at 218-730-5404. If your event is on park land and city streets, both a park and city permit is required.

## **SPECIAL EVENT PERMIT PROCESS**

1. Applicants should pick a specific venue and date for the event.
2. Submit a Special Event Application for your event. Applications can be submitted two years in advance. Applications can be requested by contacting the Parks Permit Coordinator or at our online reservation system. Return completed application and supporting documents to the Parks Permit Coordinator at [cseverson@duluthmn.gov](mailto:cseverson@duluthmn.gov) or 411 West. 1<sup>st</sup> St. Duluth, MN 55802
  - Ensure the “Hold Harmless” section of the application is signed.
3. All applications are subject to review and are to be submitted a minimum of 30 days prior to the event. Parks Permit Coordinator reserves the right to require additional information/documentation regarding the event.
  - Submittal of a Special Event Permit Application does not grant a permit or conformation to conduct the event. Duluth Parks and Recreation is not responsible for any inconveniences caused by advertising done before a Special Event Permit is granted.
  - Duluth Parks & Recreation reserves the right to cancel or not issue permits due to construction and/or maintenance, lack of resources to support the event or because the maximum threshold for Special Events in the City at one time has been reached.
4. Approved applications will be invoiced for rental space and other fees that may apply. Fees must be paid before permit is issued.
  - Vendor fees and user-participant fees may be invoiced after the event, this will be noted on the permit.
5. Certificate of Insurance is required to be submitted to the Parks Permit Coordinator no later than 30 days in advance of the event, or the permit will not be issued.
6. Additional permits, fees or permissions may be required before the Parks Special Event Permit is issued. Examples:
  - Alcohol Consumption Permit
  - Tent Permit
  - Burning Permit
  - Contact Gopher One for tent staking guidelines
  - Contact Duluth Police for street closures or security
  - Contact neighborhood residents for event notification
  - Additional Portable Toilets and/or Garbage are secured
  - Securing a Portable Electric Panel
7. Permit Issued: (use the list below as a guideline)
  - Submit Special Event Application
  - Submit an Event Map and/or Route Map
  - Certificate of Insurance submitted and approved
  - All fees paid
  - Additional requirements are fulfilled

# GENERAL SPECIAL EVENT PERMIT GUIDELINES

(activity/venue specific guidelines are detailed further down the document)

Please use the permit guide below to plan your event and to fill out the Special Event Permit Application. All references to parks also apply to trail permits. The information collected in the application is a guide to be used by the permittee and the Parks and Recreation Department to ensure your event is successful. The permittee is fully responsible for the planning of the event which includes securing supplies, amenities and additional permits as needed. Parks and Recreation is responsible for ensuring park managed spaces are in order for the event as well as providing add-on amenities as detailed in the permit.

## 1. PERMITTEE

The individual who has been issued a permit pursuant to the regulations and is authorized to conduct permitted activities.

## 2. PARTICIPANT

Any individual who is identified by the Permittee, including but not limited to, 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. PUBLIC MEETINGS

If your event is a public meeting being held at a Park or Pavilion, in which a City Employee is a part of the meeting agenda and is present on behalf of the City, the permit fee will be waived. You still must secure a permit to reserve your time and space.

## 4. VIRTUAL EVENTS

Event organizers that are facilitating virtual events in parks or on trails are still required to permit the event.

## 5. EXCLUSIVE USE

The permit does not give "exclusive use" of the park - only the shelter/pavilion/trail/greenspace 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 Parks Permit Coordinator.

## 6. TIMELINE

Events are restricted to hours of public use for the property. If access to the venue is necessary for set-up or tear-down either before or after public use hours, the Permittee will be charged a fee to cover costs associated with the request, if approved.

Special Events are permitted in timeslots. Timeslots are 7am-3pm, 4pm-10pm or 7am-10pm (double slot). The double slot will also be charged for two timeslots.

The event set-up cannot start before the time indicated on the permit and clean-up cannot go past the end time indicated on the permit. Plan accordingly. If you suspect time may be tight, you are encouraged to book a double slot.

Parks are open for reservations Memorial Day until October 31. Contact the Parks Permit Coordinator for permitting outside of these dates.

## **7. PERMITTING A SERIES**

A series occurs when an event organizer facilitates several of the same events over a specific period of time. A series permit allows for the event organizer to pay for one Special Event Permit and hold up to 4 events under that permit. If there are more than 4 events within the series, additional Special Event Permits need to be secured. If trails are utilized, permittee is still required to pay the \$0.75 per person user fee for each event within the series.

### **Permit Considerations:**

- Must be a non-profit, school entity or farmer's market.
- Cannot collect a registration fee for the series or ALL proceeds must be donated. If a registration fee is being accepted for the series, then this series permitting does not apply, rather a Special Event Permit will need to be acquired for each individual event within the series.
- Events cannot exceed one permitted timeslot per day.
- Events should be of the nature in which they populate few or no spectators; or are educational in nature.
- Series events are those in which participants show up to participate, and then leave the event space. No lingering, mingling or loitering type of activities will occur (vendor booths, race celebrations, food sales, etc.)
- Equipment set up for the series is minimal.

### **Permit Amenities:**

- Permittee does not have exclusive use to any structures such as pavilions, stages or Community Centers, permitting is limited to trails, green space and forested areas as identified on the permit.
- If there are no restrooms or garbage facilities on site, permittee is required to secure these amenities.

## **8. SIDEWALKS AND TRAILS**

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.

## **9. DAMAGE DEPOSIT**

A \$500 refundable damage deposit in the form of a check (payable to the City of Duluth) is required for all Special Event 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:

- Damage to the park
- Misuse of the park
- 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 park
- Early entry or late exit of the park
- Failure to secure an Alcohol Consumption Permit
- Not having a copy of the permit on site during the event

If the \$500 deposit creates an economic hardship, please contact the Parks Permit Coordinator to make other arrangements.

If no damage fees are assessed, the check will be shredded one week after the event. Damage fees that exceed \$500 will be billed to the permittee named on the permit. Any unpaid damage fees will go to collections.

## **10. FEES AND DEADLINES**

All applicable fees and all requested documentation/information must be submitted no later than 30 days prior to the event date. As detailed on the permit, events with per-participant fees (walk, run, rally, march, etc.), final numbers must be submitted within 7 business days after event takes place to generate a final invoice.

## **11. VENUES**

In regards to the permit, a venue is any City property permitted by the Parks and Recreation Department. This includes parks, pocket parks, trails, sport fields/courts and Community Centers as well as the parking lots at these locations.

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 event and still allow for other visitors.

A permit does not give “exclusive use” of the venue to the Permittee – only the shelter/pavilion/green space you have requested or other predetermined, designated spaces. The venue is still open to the public during your event. Permittee must have the 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.

All venues and there 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.

Typical park capacity numbers for Special Events under normal circumstances are as follows:

- Brighton Beach – 100
- Chambers Grove – 100
- Chester Park – 200
- Enger Park – 100
- Gichi-ode’ Akiing – 400
- Leif Erikson – 1500
- Lester Park – 1000
- Lincoln Park – 100
- Park Point Rec Area - 1500

## **12. RIGHT TO DENY**

Applications that fail to meet the requirements in this permit guide may not be processed. The City reserves the right to turn down an application based on past performance of an event including but not limited to failure to follow the rules and regulations pertaining to the policies set forth in the Special Event Permit Guide.

## **13. AMENITIES AND EVENT SET-UP**

Duluth Parks and Recreation does not provide amenities such as sound systems, stages, tables, chairs, tents, canopies, fencing, barricades or other such equipment. These additional amenities and event features are coordinated and provided at the sole expense and risk of the Permittee.

Parks and Recreation does not wash off picnic tables or clear bird droppings off of sidewalks specifically for permitted events.

#### **14. VENDORS**

All vendors selling services, food or products at your event must have:

- Current applicable licenses, issued by the State of Minnesota
- All necessary sales tax permits
- Product liability insurance

In addition to standard permit fees, the city charges a vending fee of \$25 per 10' x 10' space per day. Food Trucks are also vendors, the permittee will be charged \$25 per food truck. Vendor fees may be calculated and paid for after the event. This information will be detailed on the permit.

#### **15. VENUE MAP/ROUTE MAP**

In addition to the Special Event Application you are required to submit a site plan/route map for your event. These plans should include but are not limited to the following:

- Route map including direction of travel
- Street closure and crossings
- Barricade placement
- Parking
- Trash cans
- Restrooms
- Vendors
- Alcohol Consumption area
- Tents
- Inflatables
- Entrance/Exit to event
- Stage/riser
- Registration area

The more information you provide, the better. Google Maps or Map My Ride are both excellent starting points to successfully create maps for your events. The plan should be in a clear, legible manner. To supplement the site plan, a detailed narrative and/or timeline of the event including description of activities, schedule of events and other pertinent information will better assist in reviewing and planning your event.

#### **16. EVENT SUPPORT**

The City of Duluth offers permittee the opportunity to hire a City employee support staff for their 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.

#### **17. LIGHTING**

Most parks have overhead lights that turn on as it gets dark. Special requests can be made for lights to be turned on. If permittee wants to bring portable lighting into the park, it must be approved by the Parks Permit Coordinator. Any damage to turf from portable lighting will be billed to the permittee.

#### **18. CERTIFICATE OF INSURANCE**

Proper insurance is required for the time City property is occupied. The following must be provided:

- The minimum amount of Commercial General Liability policy shall be \$1,000,000 each occurrence and \$500,000 damage to rented premises. (as per State legislature requirement). Some events may require higher insurance limits, as per level of risk.
- A "Certificate of Insurance" listing the City of Duluth as the additional insured and certificate holder, along with park name(s), event name(s) and event date(s).
- Certificate can be faxed to 218-730-5913 or emailed to [cseverson@duluthmn.gov](mailto:cseverson@duluthmn.gov)

SAMPLE:



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/10/2019

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).

<b>PRODUCER</b> <b>ABC Insurance Agency, Inc.</b> <b>1234 Blvd. Suite 118</b> <b>Duluth, MN 55801</b> <b>License #: 12345678</b>	<b>CONTACT NAME:</b> John Doe <b>PHONE (A/C, No, Ext):</b> (123)456-0000 <b>FAX (A/C, No):</b> (123)456-0001 <b>E-MAIL ADDRESS:</b> Joy@KaplanInsuranceAgency.com <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Cincinnati Insurance Companies <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b> <b>Duluth Event Comapny</b> <b>PO Box 12345</b> <b>Duluth, MN 55801</b>	<b>NAIC #</b>

## COVERAGES

CERTIFICATE NUMBER: 00004759-0

REVISION NUMBER: 7

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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			EPP 1234567	12/12/2019	12/12/2020	EACH OCCURRENCE \$ <b>1,500,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>500,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> \$
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			EPP 1234567	12/12/2019	12/12/2020	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

**Regarding Duluth Entertainment Dance Show at Gichi-Ode Akiing Park on 7/10/20 from 4pm-10pm.**

**Certificate holder is an additional insured on the general liability as required by written contract per form GA227.**

## CERTIFICATE HOLDER

## CANCELLATION

<b>City of Duluth - Parks &amp; Recreation</b> <b>411 West First Street</b> <b>Duluth, MN 55802</b>	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  <div style="text-align: right;">(JKF)</div>
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## 19. TENTS, CANOPIES, TEE-PEES AND INFLATEABLES

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 PERMIT REQUIRED:

- Weighted tent
- 400 sq ft or smaller

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

- Larger than 400 sq ft
- Tents set side by side totaling more than 700 sq ft

SITE INSPECTION REQUIRED: (Contact [gopherstateonecall.org](http://gopherstateonecall.org) or 800-252-1166)

- Any staked tents or inflatables

Inflatables are allowed with additional liability insurance. If they are staked into the ground, a site inspection needs to be conducted by Gopher One. Use by minors must be supervised by an adult (18yrs and older). No inflatables are to be left unattended. Permittee assumes all risk and liability for the use of the device.

- City of Duluth reserves the right to limit the number and size of inflatables being used.
- Permittee responsible for providing a generator for inflation of the bounce house if electricity is not available on site. Generator will be rated at 60dB or less as to not generate noise in excess. Generator shall be placed a safe distance from the inflatable and electrical cords covered to prevent tripping hazards. Gas cans MUST NOT be stored next to the generator or bounce house.
- Inflatables not allowed to be in parks overnight.

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 must be done each time an event is held, even if your structure locations are the same from year to year. This is a State law.

## 20. DUNK TANKS / INFLATEABLE POOLS

Dunk Tanks and pools (inflatable or stand alone) is not allowed in a park space.

## 21. GARBAGE/RECYCLING

Permittee is responsible for providing an adequate number of trash receptacles. Existing garbage cans, recycling cans and/or dumpsters are for general park users and should not be used in place of or to supplement event requirements. 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.

Recycling services are required by local ordinances at public events with 100 or more attendees. Additional information can be found at the WLSSD website. <https://wlssd.com/education/reducing-waste/events/>

## 22. 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.

## **23. OVERNIGHT ACCOMMODATIONS**

Must be approved by the Parks and Recreation Manager and Police Chief or designate(s). Must be reasonable use of venue space with a clear purpose associated with the Special Event. Names and contact information of approved individuals for the overnight stay must be submitted and include name, phone number and make, model and license plate number of all vehicles allowed to be parked after hours. All overnight use of venues, under approved circumstances, will require a Special Event Permit regardless of size.

## **24. PORTABLE AND PERMANENT TOILETS**

Permittee is responsible for providing an adequate number of portable toilets and hand sinks when applicable. Existing park facilities are for general park users and should not be used in place of or to supplement event requirements. 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 Vault Toilets (both fully accessible all year)
- 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: 1 Portable Toilet (fully accessible)
  - Permanent restrooms in the building will have limited public hours in the summer
- For restroom facilities and accessibility at other parks, inquire with the Parks Permit Coordinator

## **25. FIRE**

Campfires are allowed in existing fireplaces (only located at Chambers Grove and Brighton Beach). Bringing in your own fire ring is not allowed. Fire must not extend outside of the fireplace and Permittee shall burn only wood that is brought to the venue from an approved fire wood vendor.

No burning of materials from the venue is allowed. Fire must be attended to at all times and completely extinguished before leaving, removing all burned and unburned material. Chambers Grove has a fireplace at the pavilion and Brighton Beach has a fireplace in the stone building.

To further inquire about a Recreational Fire Permit, contact the Parks Permit Coordinator.

## **26. 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 \$250 rental fee per panel. Portable electric panels can be accommodated at the following parks:

- Central Hillside
- Park Point Recreation Area
- Hillside Sport Court
- Lester Park

If electricity is important for your event, it is suggested that you visit the park two weeks before your event to test the outlet and ensure electricity is working. On the application you will indicate if electricity is required and a \$25/day fee will be assessed.

At some locations the electricity is locked. In that situation we will issue you a key to access the electricity for your event. For all electricity access event organizers are required to provide their own extension cords and power strips as needed.

Electricity is available at the following venues:

- Gichi-ode' Akiing Park: 2 outlets in the grassy bowl area
- 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: No electricity available
- Chambers Grove: At the pavilion and an electric post in the greenspace
- Chester Park: On the light pole between the stage and the playground
- Leif Erikson Park: In addition to outlets on the stage there are three electrical boxes in the park
- Fairmont Park: None available
- Lincoln Park: None available
- Memorial Park: At the pavilion
- Park Point Pavilions: At the pavilion
- Rose Garden: 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

## **27. PORTABLE ELECTRIC PANEL**

A portable electric panel may be rented for additional outlet needs at a rate of \$275/panel. Panels are only available to be plugged in at the Park Point Rec Area, Lester Park, Lincoln Park and Hillside Sport Court.

## **28. 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.

Food vendors serving alcohol must have a catering license through the State of Minnesota and an Alcohol Consumption Permit from the City must be obtained as well as security requirements met. See Alcohol Consumption Permit guidelines for details.

## **29. VEHICLE ACCESS**

All motorized vehicles must remain in the parking lot and are not allowed on any off-road areas such as park pathways, grass, fields, trails, etc. Vehicles must follow all driving laws and abide by posted speed limits. Additional vehicle access inquiries can be inquired with the Parks Permit Coordinator.

Prior approval must be made to get the key. The key can be picked up the day before the event and returned the day after. It's located at City Hall 411 West 1<sup>st</sup> Street in the Parks and Recreation Office on the ground floor, open Monday – Friday 8am-4pm.

## **30. CHALK**

Chalk is allowed on concrete ground surfaces only as directional arrows for events. For additional chalk activities permit approval is required, Permittee must submit with the application the following:

- Sketch of the chalk design
- Location of chalk art at the event
- Size of the chalk art
- Type of chalk product being used

## **31. SIGNAGE, ROUTE MARKINGS 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. 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.

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.

Route markings must be installed and removed the day of the event. Route markings must be removable and cannot be spray paint on the snow, rather spray chalk is suggested.

## **32. SECURITY**

Permittee must indicate whether or not there will be the need for security or overnight security during/before the event. Permittee should clearly indicate on the application what security service is needed at the event (Alcohol Consumption, Road Closure, Risk Assessment or Overnight Security).

## **33. AMPLIFIED SOUND**

Direction of the sound and location of all speakers must be identified on the venue map. No amplified sound (including sound checks) before 8am and after 10pm. All requests for amplified sound must be approved by Duluth Parks and Recreation. Sound must be directed away from residence and businesses when possible also keeping in mind that sound can travel long distances over water.

## **34. NEIGHBORHOOD NOTIFICATION**

When indicated on the permit, the Permittee may be required to notify people and businesses in the neighborhood about the event. Notification would be required if the event closes streets, travels through the streets, will generate congested parking or has sound amplification.

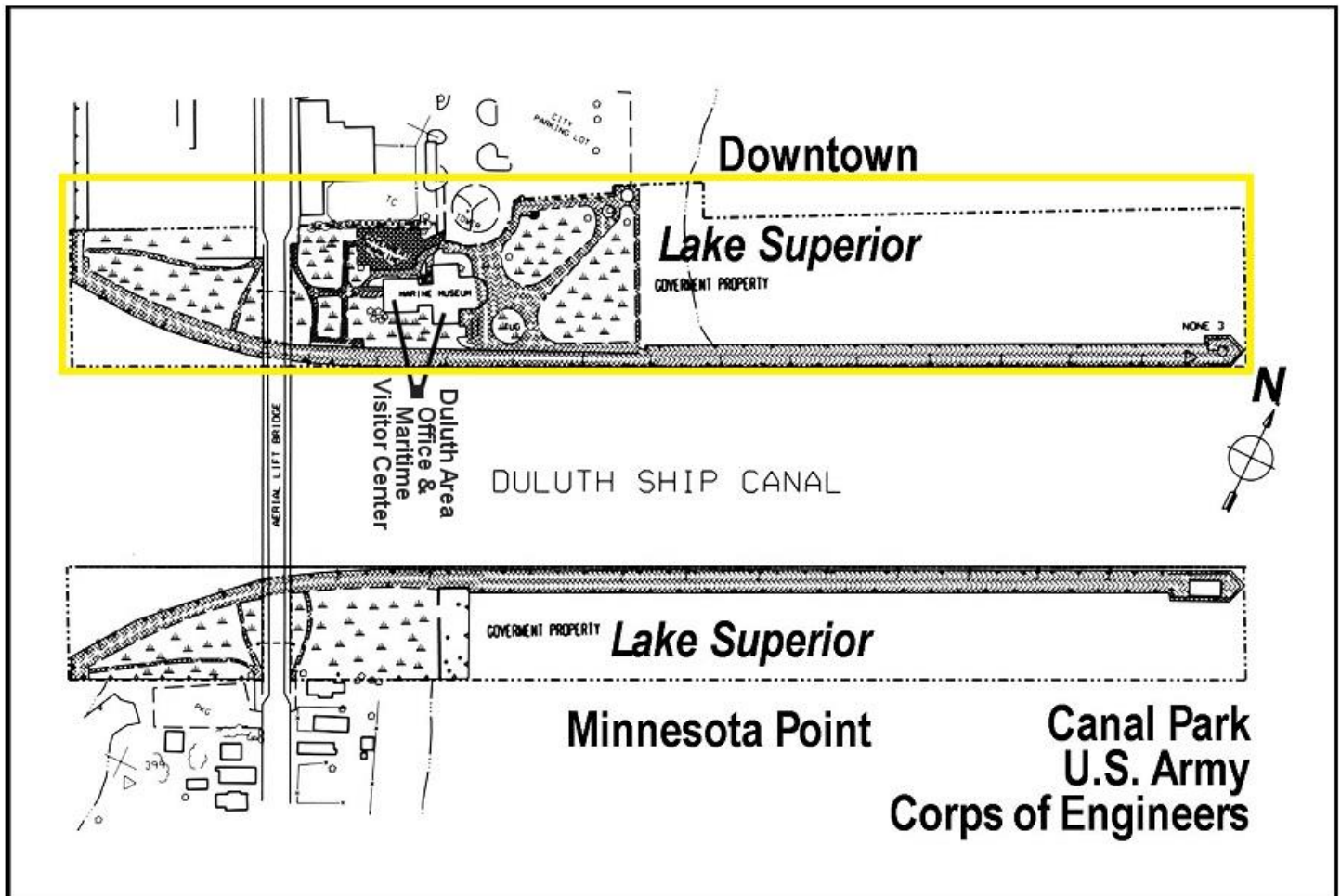
Notification methods will be indicated on the permit and may include door to door communication, social

media posts, door drop fliers, strategically placed signs, and/or newspaper/social media/tv news notification. Failure to notify the neighborhood in a timely manner will result in the revocation of the permit.

If driveways will be blocked, it is the responsibility of the Permittee to attempt to make contact with all homes in the affected neighborhood and have them sign a notification log.

### 35. ARMY CORPS OF ENGINEER PROPERTY ON THE LAKEWALK

Any Special Event using the Canal Pier(s) and/or the sidewalks in front of the Maritime Museum requires coordination with the Army Corps of Engineers. Additional fees may apply. For more information contact Sara Summers-Luedtke 218-720-5260 or [sara.l.summers-luedtke@usace.army.mil](mailto:sara.l.summers-luedtke@usace.army.mil)



### 36. STREET/SIDEWALK/PARKING LOT CLOSURE OR MANAGEMENT

Special Events requiring the use, crossing or closure of city streets or sidewalks or any other street management such as traffic control, no parking zones, barricades and above average parking require notification of the Duluth Police Department. Depending on the event an additional Special Event Permit and fees may be required by the Duluth Police Department. To inquire about these needs refer to Special Event Permitting through the City Clerks Office at <https://duluthmn.gov/city-clerk/licenses-permits/special-event-licensing/>

#### Additional closure contacts:

- Army Corps of Engineers (canal) – Sara Summers-Luedtke 218-720-5260

### **37. INCLEMENT WEATHER**

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

### **38. LOST AND FOUND**

The City is not responsible for personal property that is lost or stolen. For lost property inquire with Duluth Police Department.

### **39. VOLUNTEERS**

Special Event Volunteers are volunteers of the Permittee and are covered under the policies and procedures of the Permittee in relation to the organization, liability and management. Special Event Volunteers are not employees or individual volunteers of the City of Duluth.

### **40. 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.

### **41. MILITARY GUN SALUTE**

Military gun salutes are allowed for approved events such as a military ceremony or a celebration of life event. This must be specified on the permit. Before the ceremony, the Permittee is required to call 911 and notify them of the event. When making the notification, inform them of the location of the event and time of the ceremony.

### **42. RIVER USE**

Events on Duluth waterways are permitted. Permittee will address safety concerns on the river with a qualified on water safety team and also on-shore safety. Permittee will contact Deputy Fire Chief directly at 218-730-4393 to notify them of approximate time frame of the event.

### **43. LAKEWALK**

The Lakewalk is open to visitors at all times, event participants are to be courteous and make room for any public users that may be on the Lakewalk at the same time.

If the event is a run/walk, depending on the size, it may be suggested to implement wave starts of 200-400 people at a time. Large Lakewalk capacity numbers are approved by Parks Staff.

Depending on the size and nature of the event, the Permittee may be required to contact the Horse Carriage operator to notify them of the time and place of the event. Horse Carriage business in Canal Park runs from May-October.

### **44. SNOW REMOVAL ON PAVED TRAILS**

Park Maintenance clears snow and ice from the Lakewalk and Cross City Trail during the winter season. During times of stormy weather, city buildings and sidewalks will take priority over the Lakewalk and Cross City Trail in order of when this is removed.

Permittee must have a back-up plan of their own, in the event they have spots they must clear on the course in unpredictable weather. Permittee will contact Parks and Grounds Maintenance Supervisor, Cheryl Skafte directly at [cskafte@duluthmn.gov](mailto:cskafte@duluthmn.gov) prior to the event to discuss snow and ice removal.

#### **45. SPONSORSHIP AND ADVERTISEMENT**

Advertisement of event is at your own risk. We suggest you do not advertise prior to Special Event Permit approval. If the need to advertise the event is imperative, we recommend submitting the Special Event Application up to one year in advance.

Permittee shall not represent or imply that the City in any way sponsors, supports, or endorses the activity for which the park and/or trail is being utilized without the express written consent of City of Duluth. Event sponsorship is only approved by the Chief Administrative Officer for the City of Duluth – Noah Schuchman.

#### **46. SITE VISIT**

A site walk through is recommended for any Special Event to be held at a City of Duluth Parks and Recreation venue. If you want to do a walk through with the Parks Permit Coordinator, it can be scheduled Mon-Fri 9am-3pm, 10+ days in advance is preferable.

#### **47. 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)

For commercial photography or videography an additional film/photo permit is required to be secured. Contact the Parks Permit Coordinator for more information.

#### **48. 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](https://forms.duluthmn.gov/Forms/Parks-Alcohol-Consumption-Permit)

For special events, sale or distribution of alcohol must be done by a restaurant with a caterer's permit. A copy of the contract must be submitted. Additional permitting license are above and beyond the Alcohol Consumption Permit required for park use.

Some clubs, charitable organizations, religious organizations and other non-profit organizations in existence for at least three years may receive temporary on-sale liquor license. Contact the City Clerk's Office at 218-730-5500. Start this process at least 30-45 days in advance of your event. A copy of the license from the City Clerk must be submitted to Parks and Recreation before the final special event and alcohol consumption permits will be issued. More information is available at <http://www.duluthmn.gov/licenses-permits>

Pending review of the application a licensed 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.

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 Parks Permit Coordinator.

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: 340A.101, 340A.414



# SPECIAL EVENT PERMIT GUIDE: NATURAL SURFACE TRAILS

Matt Andrews – City of Duluth Trails Coordinator

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

218-730-4308

For Special Events taking place on Natural Surface Trails, the Special Event Permit Guide is to be used, in addition to the guidelines below.

All trails in Duluth are required to be permitted in the same manner as a park (Except the Munger Trail, managed by MN DNR). Failure to follow these guidelines or any other applicable City regulation or condition of approval may result in revocation of the event permit at any time and denial of future permitting could occur. Additionally, the Permittee may be held financially responsible for trail damages and damage to trail amenities, including but not limited to signs, restrooms, trailheads, benches, and parking facilities.

**NOTE: Public trails will not be closed for events unless a safety concern is present. Production and placement of cautionary signage and public notification may be required of the event organizer.**

## 1. TRAIL EVENT DEFINED

Activities may be classified as a 'Trail' event if their duration is one (1) hour or more, is publicly advertised, has a set course located on the City trails system, has an estimated participation of 25 people or more and/or a fee is charged for participation.

## 2. TRAIL USE FEES AND DEPOSITS

A Special Event Permit is required for trail events. An additional \$0.75 per user fee is required for the use of the trails regulated by the City of Duluth Parks and Recreation.

- Trail Event Deposits may be considered once an application is considered complete and approval has been provided by the City.
- Various Trail Event Fees may be collected prior or post event. This will be identified in the per-event meeting and/or on the permit.

Deposits shall cover any damage or issues outside of the general wear and tear of the trail system. This would include, but not limited to, damage to facilities or infrastructure, removal of course markings, as well as, cleaning or trash removal. The Trails Coordinator reserves the right to decide if any item/issue is outside of the 'general trail' maintenance standards. If needed, trail repair and clean-up will be completed to the satisfaction of the Trails Coordinator. The event promoter will be charged \$50/hr. fee, minimum eight hour timeframe for these services. These charges may be taken from the applications deposit if collected. Deposits, if collected, shall be refunded to promoter during the 'Event Debrief Meeting' if no issues arise, or within 30 days of the event date.

## 3. PERMIT DEADLINES

Special Events that propose to use the Duluth natural surface trail system must submit a 'complete' application, not less than ninety (30) days prior to the event date. All applicable information required by the Special Events application, as well as, information pertinent to a 'Trail' event, must be included for an application to be considered 'complete'.

- **Approval:** If there is a special circumstance that arises with respect to dates, number of allotted events on any given trail, fees charged by City or an exception to trails approved for event use as part of the special events policy and permit, a request may be submitted to the Trails Coordinator for consideration.

- **Safety and Emergency Medical Plan:** A safety and emergency medical plan may be required as part of any trail event application. All necessary permits must be obtained from the appropriate emergency service providers. At the recommendation of the DPD or DFD, the City may mandate that EMS personnel and/or an ambulance be on site at the time of the event. This will be determined by the nature and size of the activity.

#### **4. BACK-UP PLAN**

In the event that trails are closed due to poor conditions, permittee is required to develop a backup plan that can include an alternative date, alternative trails or cancelling the event.

#### **5. COURTESY CONTACT**

Out of consideration to our partners, Permittee is instructed to coordinate this event with partners for further support of the course and infrastructure. Courtesy contacts will be dictated by the Trails Coordinator and Parks Permit Coordinator and detailed on the permit. These groups include, but not limited to Superior Hiking Trail Association, Cyclists of Gitchee Gumee Shores (COGGS), Duluth Snowmobile Clubs, Minnesota DNR, Duluth Area Horse Trail Alliance, Northern Minnesota Track Club, Friends of the Lakewalk, St. Louis County and MN DOT.

For formally organized events on the Superior Hiking Trail, in addition to the City of Duluth Special Event Permit, permittees are also required to submit the SHTA – Trail Use Notification form.

<https://superiorhiking.org/large-groups-and-events/>

#### **6. EVENT NOTIFICATIONS**

Notification of an event may be required to be posted at trailheads and other important intersections or public outreach opportunities, as determined by the Trails Coordinator and/or the Parks Permit Coordinator or their designee, two (2) weeks prior to an event. All other reasonable attempts to notify the public of a trail event are encouraged. Notification plan will be subject to City approval.

#### **7. DEBRIEF MEETING**

All trail events may be asked to participate in a pre and/or post event 'debrief' meeting with City Staff. All meetings shall be scheduled prior to the event taking place and may be scheduled no later than seven (7) days after the event date. Permittee who fails to participate in the 'debrief' may forfeit their trail event deposit. Permittee may be required to provide a full synopsis of the event including number of participants, event demographics, marketing and all invoices associated with items required by the City as part of the event application (i.e. temporary restrooms, EMS support).

#### **8. MULTI-JURISDICTION EVENT**

Events that propose to use multiple entities will be required to submit applications within each jurisdiction and receive approvals from each entity prior to holding an event.

#### **9. CANCELLATIONS**

In the event of extreme weather, poor trail conditions, health, safety or welfare concerns or other scheduling conflict due to unforeseen circumstances, the City reserves the right to cancel an event at any time. Further trail condition questions or concerns are to be directed to the Trails Coordinator.

#### **10. EVENT PARTICIPATION CAPS**

Event participation numbers may be 'capped' depending on the condition of the trail, this is determined by the Trails Coordinator.

## 11. SNOW EVENTS ON TRAILS

Permittee is required to return trail back to the original snow condition the same day as the event. Depending on trail conditions post-race, Permittee may be required to pack the trail with snowshoes or with a trail groomer. These post-race grooming techniques must be pre-approved by the Trails Coordinator and will be indicated on the permit.

## 12. ROAD CROSSINGS/CLOSURES

Trail events that close/cross streets or roads are required to inquire with the Duluth Police Department about safety requirements. To inquire about these needs contact DPD Special Events Coordinator, Officer Mike Tinsley at [mtinsley@duluthmn.gov](mailto:mtinsley@duluthmn.gov) (additional fees may apply).

## 13. REGULATIONS

- Hours of Use: Trails are open for use only during daylight hours, unless otherwise approved by City and indicated on the permit.
- Supervision: All persons associated with the event shall be supervised by the Permittee, at all times.
- Trail modifications and course markings: Any physical modifications to the trail(s) must first be approved by the Trails Coordinator. Permittee must submit type and application of any course markings as part of the application process. Permanent course markings are prohibited, including spray paint on snow.
- The Permittee shall require that all persons it is responsible for (participants, volunteers, spectators, and others) use the trails in a safe and responsible manner.
- The Permittee shall be liable for any damage resulting to the trails, including signs, restrooms, benches and other improvements adjacent to the trails by either the Permittee or the persons it is responsible for.
- All trash shall be collected, packed out, and disposed of properly immediately following the event.
- All course markings and event notification signs must be removed immediately after the event or within the designated time indicated on the permit. If any markings are not removed to the satisfaction of the Trails Coordinator, the event promoter will be charged \$50/hr. fee, minimum eight hour timeframe, to remove the markings. These charges will be taken from the application deposit.
- Sponsorship: The Permittee shall not represent or imply that the City in any way sponsors, supports, or endorses the activity for which the trails are to be used without the express written consent of City of Duluth.

## 14. VIRTUAL EVENTS

Event organizers that are facilitating virtual events on trails are still required to permit the event.

## 15. LEAVE NO TRACE

Before trail events, we recommend the permittee review Leave No Trace principals with participants as to reduce impact on the trail and surrounding land and waters.

- <https://Int.org/>
- <https://Int.org/5-things-every-trail-runner-should-know/>
- <https://Int.org/leave-no-trace-tips-for-mountain-biking/>

## 16. MUNGER TRAIL CONTACT

Munger Trail is managed by the MN DNR. [Per state statute 6100.0550](#) Special Events on State Park property require written permission from the commissioner at [commissioner.dnr@state.mn.us](mailto:commissioner.dnr@state.mn.us)

## SPECIAL EVENT CHECKLIST

- ☐ Submit Special Event Application
  - ☐ Include Venue Map
  - ☐ Include Route Map (with arrows indicating direction of travel)
- ☐ Receive confirmation email of event approval
- ☐ Pay fees and deposits
  - ☐ Damage Deposit (send check, payable to “City of Duluth”)
  - ☐ Portable Electric Panel Rental
- ☐ Submit Route/Site Maps
- ☐ Submit Certificate of Insurance
- ☐ Schedule a site visit with the Parks Permit Coordinator and/or Trails Coordinator
- ☐ If Applicable Obtain:
  - ☐ Portable Toilets
  - ☐ Garbage/Recycling Amenities
  - ☐ Alcohol Consumption Permit and security as indicated by DPD
  - ☐ Site inspection for tents from Gopher One Call
  - ☐ Tent/canopy permit from Duluth Fire Dept
  - ☐ Fire permit from Duluth Fire Dept
  - ☐ Special Event Permit from City Clerk’s Office for Duluth Police Dept. assistance or street use
  - ☐ Permission to use the Canal Pier from Army Corps of Engineers
- ☐ **ONLY** for Natural Surface Trail Events
  - ☐ Contact any partners
  - ☐ Schedule a pre/post event meeting with the Trails Coordinator
  - ☐ Provide event notifications to neighborhood

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

### **SPECIAL 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.

