



City of Duluth Parks and Recreation  
 411 West First Street  
 Duluth, MN 55802  
 218-730-4300  
 parks@duluthmn.gov  
 http://www.duluthmn.gov/parks/

**Registration/Payment Receipt 77129220**

08/28/2024 12:42 PM

**Account Information**

Renter (He/Him)  
 W Arrowhead Rd  
 Cloquet, MN 55720  
 123-456-7890

**Payment**

Credit/Debit \$3,595.00

Item	Amount Paid
Park Point Beach House 2025 Event Rental Sep 13, 2025 8:00 AM-Sep 14, 2025 12:00 AM - Rental (Non-Resident Rate): \$170/Hour - PERMIT #11865	\$2,720.00
Special Event - Refundable Damage Deposit	\$500.00
PPBH - Yard Games	\$35.00
Park Point Beach House 2025 Event Rental Sep 14, 2025 8:00 AM-10:00 AM - Rental (Non-Resident Rate): \$170/Hour - PERMIT #11865	\$340.00
<b>Subtotal</b>	<b>\$3,595.00</b>
<b>Total Payment</b>	<b>\$3,595.00</b>

**Prompt(s)**

It is important that the end user securing the wedding permit be the actual permittee. By clicking I agree, you are acknowledging that you are the couple getting married/eloping/renewing vows. If you are a wedding coordinator/planner, family member, or friend, please direct the couple to our website to secure the permit. Permits secured on behalf of other people will not be honored. Agreed

Please provide us with an anticipated overall attendance. 120

Please provide a description of your event. Wedding

Do you wish to serve and/or consume alcohol at your event? If yes, you will be sent an email with instructions for securing an Alcohol Consumption Permit. Alcohol Consumption Permits are \$150. Without an Alcohol Consumption Permit, the consumption and distribution of alcohol is strictly prohibited in City of Duluth Parks and Facilities and violators will be fined. Yes

Event and Building Permit Guides will be sent to you via email. Permittee is responsible for knowing and understanding all policies and procedures as detailed in the Event and Building Permit Guide. Agreed

It is understood that the start time and end time for your reservation must include set up and take down. We do not allow early access or staying late. We do allow more than one reservation each day. If available, another person could rent the facility before or after you. Agreed

I have read and understand the policies set forth in the rental guide in regards to my rental of the Park Point Beach House. I understand that policies may change due to reasons of safety and amenities. Agreed

What time do you anticipate guests arriving? 3:00

Staying late or expecting to come back the next day to pick up event supplies is not allowed. Permittee may start a rental at 8am the next day to do clean up if not wanting to do so the night of the event. Permittee understands that they are responsible for returning the facility back to its original condition before the end of the rental reservation with the exception of the restroom and removal of garbage which is done by the Event Host. Agreed

It is understood that this reservation does not permit the beach, only the Park Point Beach House building and patio. Alcohol is not permitted on the beach. Any activities on the beach cannot block off access to beach visitors from walk along the beach. You do not have exclusive use of any part of the beach. Agreed

Provide a list of vendors and/or party planners you know or anticipate providing services at the Park Point Beach House for the event. Please communicate with vendors that all entry and exit of the facility must occur between the rental times. Please reserve more time if vendors cannot be accommodated within the rental times. Duluth Lighting and Event, etc

The Beach House has yard games available during your rental. This is an additional \$35 add on fee to access all the games. Do you want to add the yard game access to your rental? - Bean Bags (aka Corn Hole) - Giant Jenga - Giant Connect 4 - Bocce Ball - Volleyballs x2 - Twister Yes

If this is a rental for a wedding, what is the name of the other person that should be listed on the permit? Name of other person getting married.

It is understood that the maximum capacity for the Park Point Beach House is 200 people. This count must include children. Extending the event outside to the patio does not increase the capacity. Agreed

Tables and chairs at the Beach House are NOT allowed outside the building. If chairs are needed for a ceremony on the beach or on the patio you are required to provide your own or contract with a vendor of your choice. Agreed

If your event is a wedding, what is the planned location for the ceremony? If you are considering the beach house patio or the beach you have been notified that the general public may be in these areas and it may not be as private as you would like. Patio

The cancellation policy to receive a refund is: (0-6months: No Refund), (6-12 months: 50% refund), (12+ months: 100% minus \$100 processing fee). Cancellations must be made in writing, submitted by the permittee listed on the receipt and sent to parks@duluthmn.gov Agreed

All fees and permits are non-transferable and non-refundable. In the event that something happens and the facility is unusable, you will be notified as soon as possible. In which case we will do our best to find you a suitable alternative or issue a refund. Agreed

A refundable damage deposit is required for all permits. Refunds of damage deposits may be fully or partially withheld for any of the following reasons: damage to facility, misuse of the facility, inadequate cleanup by applicant, missing or damaged equipment, additional janitorial services, staff time after your use and misrepresentation of the type of event held, misrepresentation group/individual using the facility, early access or late exit of a facility and/or the individual making the reservation misrepresents their mailing address to obtain a resident rate. Reservations made less than 90 days from the time of the event will have the deposit returned back onto the credit card. Reservations made more than 90 days from the time of the event will have the deposit returned with a check sent in the mail. If the deposit creates an economic hardship, please contact the Parks Permit Coordinator at 218-730-4305 to make other arrangements. \$100 Deposit for Community Centers \$500 Deposit for Park Point Beach House & Special Event Permits Make Checks Payable to: City of Duluth Mail Deposits to: City of Duluth Parks and Rec 411 West 1st St. Duluth, MN 55802 Agreed

Are you inviting food truck(s) to your event? If yes, a \$25 vendor fee will be issued. No

Parks and Recreation hosts two open houses per year in which the public is invited out to the facility for a tour and to meet the staff. These generally occur in April and October. Permittee's wanting to tour the facility at another time besides the open house have two options. 1. Coordinate to get a key from Parks and Rec to enter the facility. 2. Pay a \$50 for a tour of the facility with Parks and Rec Staff. Please note we do not do any tours between November 1 - April 1. Agreed

It's understood that the event must be done by 10pm. This includes music and alcohol service. Permittee may rent the facility until 12am for clean up. Agreed

**Facility Notes**

**Park Point Beach House 2025 Event Rental**

Please direct any questions to cseverson@duluthmn.gov

**Waiver(s)**

**Building Rental Hold Harmless, Rules and Amenities**

**Building Use Hold Harmless**

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.

#### Building Rental Amenities

Rental includes ONLY the use of the items listed below in reference to your rental reservation location. Serving utensils and dishes are not provided. Plan to come fully equipped with serving supplies if food is being served, or to supplement any special needs not included in the building use.

- **Portman:** Tables, chairs, bathrooms, stove, sink, microwave, fridge and serving counter.
- **Morgan Park:** Tables, chairs, bathrooms, sinks, microwave, serving counter and fridge.
- **Harrison:** Tables, chairs, bathrooms, sinks, microwave, stove, serving counter, and fridge.
- **Lafayette:** Tables, chairs, bathrooms, stove, sink, microwave, fridge and serving counter. Use of the fireplace is NOT allowed.
- **Evergreen:** Tables, chairs, bathrooms, stove, sink, microwave, fridge and serving counter.
- **Park Point Beach House:** Tables, chairs, sinks, microwave, fridge x2, beverage cooler and serving counters.
- **Lincoln Park Indoor Shelter:** Tables, chairs and electrical outlets. There are no kitchen amenities in this space.

#### Rules Governing the Use of a City Facility

1. Purchase receipt must be in permittee's possession when using facility.
2. When in the facility, the organization and its representatives shall be responsible for the conduct and safety of all present.
3. The area shall be left in an orderly condition; all trash and other debris deposited in proper receptacles. Unless other arrangements have been made.
4. Access to the facility is ONLY during rental reservation times indicated on the receipt and permit. No early access is allowed. Facility may be booked before and after your event.
5. Motorized vehicles of any type may not be driven or parked upon any off-the-road area.
6. No open flames allowed in the facility.
7. City not responsible for lost, stolen or damaged property.
8. All City ordinances must be followed during use of the area.
9. No alcohol allowed in City Parks or Facilities unless an Alcohol Consumption Permit has been issued.
10. Permit fees are non-refundable and non-transferable from one day to another.
11. Permittee must abide by current Minnesota Department of Health gathering guidelines as specified on the day of the permitted event.

Agreed to by Renter Name(He/Him) on behalf of Donald Carney (He/Him) 08/28/2024 12:41 PM



Thank you for registering with Duluth Parks and Recreation. If you are receiving this and it is an invoice, please log into your account at the link below and click on the shopping cart icon to find fees ready for payment. Permits and registrations are not valid until all fees are paid.

Username is your email address. <https://duluthmn.gov/parks/reservations-permits/>

**If paying by check, make payable to:** City of Duluth

**Mail or Deliver to:**

City of Duluth  
Parks and Recreation  
411 West 1st St.  
Duluth, MN 55802

**FOR OFFICE USE:**

**CUSTOMER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_