



**Duluth Parks
& Recreation**

Park Point Beach House Rental Permit Guide

Chris Severson – Parks Permit Coordinator

218-730-4305

cseverson@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.

***Music and alcohol consumption must end at 11pm, permittee can rent the space until 12:00am for clean up or additional social time.**

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:

(fees are set by City Council and are not up for negotiation, generally fees change on January 1 each year)

- \$120/hr for Duluth Residents + \$100 refundable damage deposit
- \$170/hr for Non-Residents + \$100 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

- 0-6 months: no refund
- 6-12months: 50% refund
- 12+ months: 100% refund minus \$100 damage deposit

ADD ON'S:

- Alcohol Consumption Permit: \$150
- Yard Games: \$35
- Permit Modification Fee: \$30
- Full Service Clean-Up: \$400 if requested > 30 days in advance / \$500 if requested < 30 days in advance

HOLDS /REFUNDS

We do not hold dates, you are required to make full payment for all reservations. Once reservations are made, we do not offer refunds. 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 14 days in advance of the event. After that time reservation times 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 11am-10pm.

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.

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 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 11pm. Permittee is allowed to rent the space after 11pm for clean-up or more social time.

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 DEPOSIT

A \$100 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
- 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 permit
- Early entry or late exit of the facility
- Not having a copy of the permit on site during the event
- Leaving a vehicle or trailer in the Rec Area overnight

If the damage 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 \$100 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. WEDDING REHERSAL

Permittee is allowed to rent the Park Point Beach House for a rehearsal at the normal rates listed. As an alternative, the Park Point Pavilions right next to the Park Point Beach House are available for a rehearsal site upon availability (see info below).

- Timeslots: 10am-3pm or 4pm-9pm
- Fees: \$60/timeslot – Residents or \$90/timeslot – Nonresident

9. 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 are:

- Giant Jenga
- Giant Connect 4
- Twister
- Bean Bags
- Volleyballs

10. CLEAN-UP OPTION

Self Clean-Up (No Charge)

Standard with the permit, the rental party is responsible for cleaning and putting away Beach House amenities. Clean up must be completed by the reservation end time. Cleaning supplies are available at the Beach House.

Permittee is responsible for:

- Putting away all tables and chairs.
- Removing all personal items from the facility.
- Sweeping the floors and spot mopping if needed.
- Wiping down counters, tables and chairs.

Full Service Clean-Up (\$400)

Full service clean-up is available upon request only and must be requested at least 30 days prior to the event. This service may be denied based on availability of staff and/or other scheduled events. Permittee is responsible for removing all personal items from the building at the event end time indicated on the permit. The Permittee will not be granted permission to return in the morning to retrieve items. Beach House Event Host will clean and put away all tables and chairs, clean the kitchen area, take out the garbage, sweep/mop floors.

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...

- Manage lights.
- Service the restrooms and garbage cans during the event.
- Tend to any emergencies and ensure no damage comes to the building.
- 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. The only exception to this is if you have opted to pay for the Full Service Clean-Up.
- 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

If you would like vehicle access to the facility, coordinate with the Beach House Event Host. If you don't make prior arrangements, the gate will be locked and you won't have convenient access to the facility. 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.

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 parkways, 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 Community Center 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

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. ICE TRAILERS

If you are hiring an ice trailer to be onsite you will be required to pay an additional \$25 electricity access fee. If the ice trailer needs to be plugged in, it can only be plugged in on the electrical post near the ballfield back stop. The trailer cannot remain in the Rec Area overnight. Accommodations with your vendor will need to be made to have it moved.

22. 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.

With this information, please prepare guests accordingly.

23. INTERNET/WIFI

There is no internet or wifi available in the facility.

24. 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.

25. 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.

26. 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.

27. 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.

28. 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.

29. 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.

30. 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.

31. 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.

32. 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.

33. 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.

34. 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.

35. 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.

36. 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.

37. 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.

38. 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.

39. 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.

40. 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.

41. ITEMS NOT INCLUDED IN RENTAL

- Table coverings
- 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.

42. 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.](#)

- 23 – 5ft round tables
- 19 – 6ft banquet tables
- 3 – 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



43. 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>. For events with less than 100 attendees, only the permit needs to be secured. For events with more than 100 attendees the permittee is required to secure event insurance and submit a \$400 refundable alcohol event deposit. Number of attendees is the total number of people attending the event, this includes children and those that do not drink alcohol.

Provide a damage deposit and Certificate of Insurance a minimum of 7-days in advance of the event:

- \$400 Refundable Damage/Violation Deposit
 - Mail or deliver a check made payable to “City of Duluth” to:

City of Duluth – Park and Rec
411 West 1st St
Duluth, MN 55802
When inserting the date on the check it must be dated the day of the rental.
 - Check will be held, NOT cashed. After the event if no damage fees or rule violations are assessed the check will be shred.

--- AND ---

- 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 1st St
Duluth, MN 55802
 - Certificate can be faxed to 218-730-5913 or emailed to 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 is often used.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/22/2022

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 East Main Street Insurance Services, Inc. Jack Doe PO Box 1298 Grass Valley CA 95945	CONTACT NAME: Jack Doe PHONE (A/C, No, Ext): (123) 56-789 E-MAIL ADDRESS: info@theeventhelper.com	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED Customer Name 123 Street City, State 12345	INSURER A: Lloyds Syndicate 2623	NAIC # AA-1128623
	INSURER B: Lloyds Syndicate 623	AA-1126623
	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	EH-771322-L2118473	09/24/2022 12:01 AM	09/26/2022 12:01 AM	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (other than fire) \$ 1,000,000
	<input checked="" type="checkbox"/> Host Liquor Liability						MED EXP (Any one person) \$ 5,000
	<input type="checkbox"/> Retail Liquor Liability						PERSONAL & ADV INJURY \$ 1,000,000
	GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE \$ 2,000,000
AUTOMOBILE LIABILITY							PRODUCTS - COMPIOP AGG \$ 2,000,000
<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY							Deductible \$ 1,000
UMBRELLA LIAB							COMBINED SINGLE LIMIT (Ea accident) \$
EXCESS LIAB							BODILY INJURY (Per person) \$
DED RETENTION \$							BODILY INJURY (Per accident) \$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							PROPERTY DAMAGE (Per accident) \$
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A				\$
							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)
 Certificate holder listed below is named as additional insured per attached CG 20 26 07 04.
 Attendance: 120, Event Type: Weddings and Wedding Receptions.
 Location: Park Point Beach House; Event Name: Jon Doe/Jane Doe wedding; Event Date: 9/24/2022.

CERTIFICATE HOLDER City of Duluth 411 West 1st Street Duluth 55802	CANCELLATION 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 patiospace 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 11am – 12:00am daily.

The customer will lose their damage deposit and be billed \$120/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).

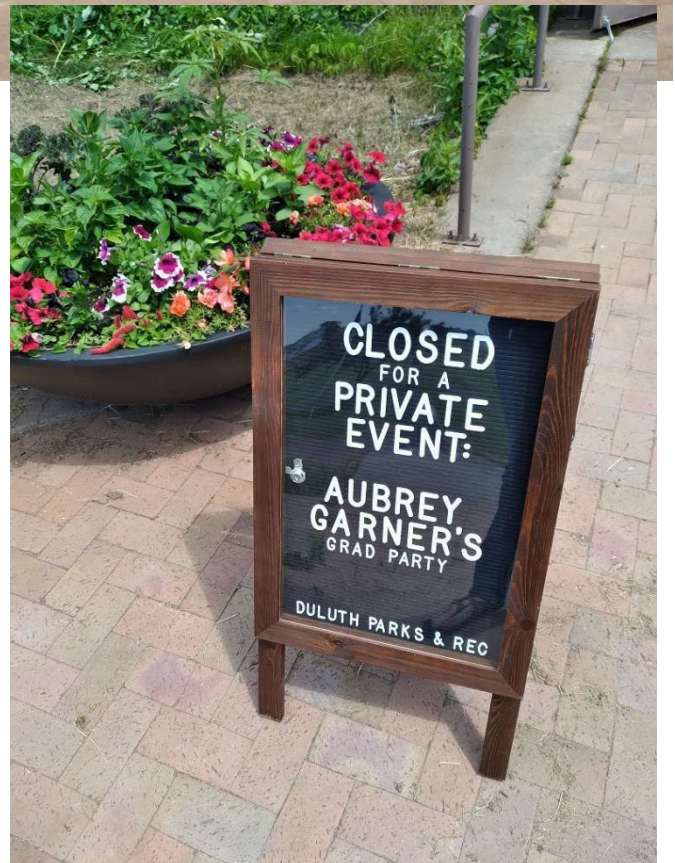


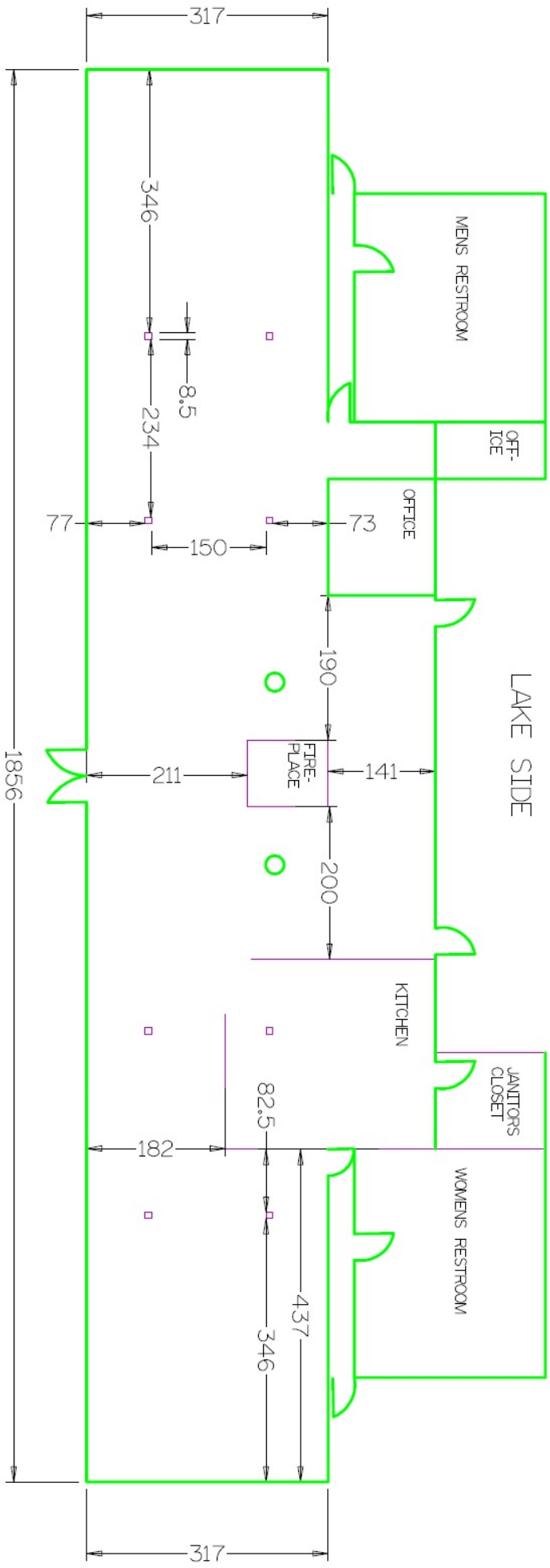












CEREMONY CHAIR SET-UP

- 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

