Duluth Parks & Recreation

Private 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/

PERMIT FEES

1-150 people: $85 resident / $125 non-resident (per time slot)
150+ people: $140 resident / $235 non-resident (per time slot)

- All permits are non-refundable and non-transferable to another person
- Permit date changes can be made for $25 permit modification fee

TIME SLOTS

- 10am – 3pm
- 4pm – 9pm
- 10am – 9pm (equal to two time slots)

ADD ON'S

- Electricity Use Fee $25
- Alcohol Consumption Permit $150
- Food Truck $25

PRIVATE EVENT PERMIT GUIDLINES

Private Events are "by invitation only". If your event is open to the public or requires an admission/registration fee, consult the Special Event Permit guide. Additionally, wedding events are permitted differently, consult the Wedding Event Permit Guide. Please use the permit guide below to plan your event.

1. **PERMITTEE**
   The individual who has been issued a permit is 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. **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.

   Private Events are permitted in timeslots. Timeslots are 10am-3pm, 4pm-9pm or 10am-9pm (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.

4. **VENUE**

   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 park 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 space. 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.

5. **RIGHT TO DENY**

   Applications that fail to meet the above requirements 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 Private Event Guide.

6. **DAMAGE FEES**

   Permittee will be billed for any damages or destruction to park property. In the event damage fees are assessed permittee will be billed directly. If damage fees are not paid the bill will go to collections.

7. **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.

8. **EVENT KIOSK AND ON-SITE PERMIT**

   There is an event kiosk located at Chambers Grove, Enger Park, Gichi-ode' Akiing, Leif Erikson, Rose Garden, Lester Park and at both Park Point Pavilions. Kiosks identify the date and time of a permitted event. Permittee can direct other park visitors to the kiosk if there are questions or concerns about the availability of the permitted space. In addition, the permittee is required to have the permit on-site during their event, which can be used to notify park visitors about the exclusive use of specific spaces for a permitted event.

9. **GARBAGE/RECYCLING**

   When additional garbage and recycling receptacles are needed beyond what is already available at the venue, they will be arranged and paid for by the Permittee. If garbage will overflow the currently available garbage receptacles at the venue, Permittee is responsible for arranging for more receptacles. 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.

   WLSSD provides "Waste Free Party Kits" at no charge, inquire at 218-722-3336 to reserve a kit.

   Garbage receptacles are stationed in the park. They are not moveable. If you want garbage receptacles closer to your event space, you will need to bring your own.

10. PORTABLE AND PERMANENT TOILETS

When additional toilet facilities are needed beyond what is already available at the venue, they will be arranged and paid for by the Permittee. 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 available all year long
- 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: 2 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)
- For restroom facilities and accessibility at other parks, inquire with the Parks Permit Coordinator

11. 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.

12. 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 Duluth Parks and Recreation.

13. 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.

14. FIRE

Campfires are NOT allowed in City Parks. Chambers Grove has a fireplace at the pavilion available for use.

15. 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.

16. TENTS, CANOPIES AND INFLATEABLES

Additional permits, insurance requirements 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 or 218-730- 4380)

- Larger than 400 sq ft
- Tents set side by side totaling more than 700 sq ft
- Tents/canopies being staked to the ground

SITE INSPECTION REQUIRED: (Contact gopherstateonecall.org or 800-252-1166)

- Any staked tents or inflatables

INSURANCE REQUREMENT FOR INFLATEABLES:

- General Liability policy or homeowners insurance 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 park name and event date.
- Certificate of Insurance can be faxed to 218-730-5913 or emailed to cseverson@duluthmn.gov

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.

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.

17. 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.

18. ELECTRICITY

A $25 fee will be assessed for use of electricity. Venues are equipped with 110 volt electrical outlets. Multiple items may cause overloads. Permittee is encouraged to supply an extension cord.

Electricity is available at the following venues:

- Gichi-ode' Akiing Park: 2 outlets in the grassy bowl area on the lake side
- Lester Park: On a post near the pavilion (bring an extension cord and power strip)
- Enger: At the pavilion and at the bathrooms
- Chambers Grove: At the pavilion
- Leif Erikson Park: On the stage (locked units, inquire with Parks Permit Coordinator for access)
- Memorial Park: At the pavilion
- Park Pont Pavilions: At the pavilions
- Rose Garden: Outlet at the top of the Gazebo

19. FOOD TRUCKS

Permittees are allowed to invite food trucks to their event for an additional $25. Trucks are only allowed in parking lots, with the exception of the Park Point Pavilions. Contact the Parks Permit Coordinator for Park Point Pavilion access.

Food Truck Operator Policies:

- 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
- Cannot drive on grass. Must stay in designated parking areas only.
- If taking up metered parking spaces, food truck is required to pay the fees
- Must be more than 200ft from any restaurant
- Operator is responsible for clean-up and trash removal, Operator must provide waste containers and recycling for customer (Permittee) to use
- No glass bottles allowed
- Food Truck cannot impede normal traffic flow, cannot park on grass or pathways
- Operator will be charged for any damages or extra trash cleanup

20. CHALK

Chalk use for Private Events is not allowed on any surfaces, including sidewalks and pavilions.

21. 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. Credit will be given to the photographer for any professional photos.
Hashtag your personal park wedding photos with **#duluthparksmn**

22. SIGNAGE 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, bird seed 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.

23. 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. Contact the Parks Permit Coordinator for additional information.

24. SITE VISIT

A site walk through is recommended for any Private 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.

25. 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: https://duluthmn.gov/parks/reservations-permits/

Pending review of the application, if event is over 100 attendees, a $500.00 refundable damage deposit and event insurance will be required. For more information go to the link below:

https://secure.rec1.com/MN/duluthparks/catalog?filter=c2VhcmNoPTIxNDY1NzE=

Alcohol at No Charge - Alcohol has to be obtained by the private party and brought in, or alternately provided by a restaurant with a caterer's permit that provides both food and alcohol.

Sale of Alcohol - A restaurant with a caterer's permit that provides both food and alcohol is required and a copy of the contract must be submitted before the permit will be authorized. Additional permitting may apply.

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

PRIVATE 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.