



**Department of Community Planning
and Economic Development**

505 Fourth Ave S - 320
Minneapolis, MN 55415
Attention: Narin Sihavong
Telephone: 612-673-5194
E-mail: Narin.Sihavong@minneapolismn.gov

For City Staff Use Only

Date Application Received _____
Date Insurance Received _____
Damage Deposit Amount - Date Received _____
Fee Amount - Date Received _____

Application for Facilities Use Permit

City-owned property/facilities may only be reserved for a period not to exceed ONE WEEK upon filing a completed application and payment of the designated fee plus deposit. Applications are processed in the order of receipt. NO PERMIT SHALL BE ISSUED UNLESS THE COMPLETED APPLICATION, INCLUDING FEE, DAMAGE DEPOSIT, APPLICABLE LICENSES AND INSURANCE CERTIFICATE(S), IS RECEIVED NOT LESS THAN TEN (10) DAYS BEFORE THE PROPOSED ACTIVITY DATE.) The City reserves the right to refuse application for good cause or to revoke the applicant's permit privileges.

PLEASE PRINT (If additional space is required, please attach memo including any and all pertinent information.) All fields marked with an asterisk (*) are required.		
DESCRIBE THE PROPOSED ACTIVITY*		
FACILITY ADDRESS*		REQUESTED DATE(S)*
ESTIMATED ATTENDANCE*	HOURS OF EVENT (INCLUDING SET-UP/CLEAN-UP)*	
WILL ALCOHOL BE SOLD OR SERVED AT THE EVENT? <i>If yes, please contact Business Licensing to see if a license is required: 612-673-2080</i> _____ Yes** _____ No		
DOES THE PROPOSED EVENT INCLUDE FOOD AND BEVERAGE VENDORS? <i>If yes, please contact Business Licensing to see if a permit is required: 612-673-2080</i> _____ Yes _____ No		
DOES THE PROPOSED EVENT INCLUDE AMPLIFIED SOUND/MUSIC? <i>If yes, please contact the Health Department to see if a permit is required: 612-673-2301</i> _____ Yes _____ No		
LIABILITY INSURANCE CERTIFICATE REQUIREMENTS. Applicant must file a certificate of commercial general liability insurance with combined single limits in an amount of not less than \$2,000,000 for the term of this Agreement**. Unless a lower limit is agreed to in writing by the City.		
** If alcohol will be sold or served at the event, applicant must file a certificate of liquor liability insurance with combined single limits in an amount of not less than \$2,000,000 for the term of this Agreement. Unless a lower limit is agreed to in writing by the City.		
The above policies must be for entire time associated with the event and must name the City of Minneapolis as an additional insured. Applicant must submit such certificates before the City will issue a permit.		
HAS YOUR ORGANIZATION EVER APPLIED FOR A PERMIT BEFORE? _____ Yes _____ No (If yes, please complete next line.)		
Date of previous event: _____ Was a permit granted? _____ Permit # _____		
CONTACT INFORMATION		
ORGANIZATION NAME*		
CONTACT PERSON *		
ADDRESS*		
CITY*	STATE*	ZIP*
PHONE*	FAX (OPTIONAL)	E-MAIL*

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AGREEMENT

By signing this application, the applicant hereby agrees:

- (1) To defend and indemnify the City of Minneapolis, its officers, employees, and agents, and hold the City of Minneapolis harmless from any liability to any person resulting from any damage or injury occurring in connection with the permitted activity proximately caused by the action of the applicant, its officers, employees, agents or invitees;
- (2) To limit all activities conducted on City property to the terms of the permit;
- (3) That failure to abide by the terms of the permit or any other applicable laws, rules or regulations may result in revocation of the permit, retention of all or a portion of the damage deposit, fines, civil liability, or criminal prosecution;
- (4) That the applicant will be solely responsible for any equipment, materials and other property that applicant will bring and use on the City property. The City of Minneapolis is not responsible for any damaged or lost items on the City property;
- (5) That it will keep the City property in neat, clean and safe condition during the term of the permit, and agrees not to make any improvements without the prior written explicit approval of the City of Minneapolis, and agrees to restore the City property to its original condition, reasonable wear and tear excepted, and replace any damaged improvements prior to the end of the permit period;
- (6) That it will comply with all other federal, state or local licensing requirements for applicant's proposed activities, including other licensing and permit requirements of the City of Minneapolis; and
- (7) That this application constitutes applicant's agreement with the City of Minneapolis Facilities Use Permit Terms and Conditions found on the City's web site at: http://www.minneapolismn.gov/cped/cped_city_owned_property_and_facility_use_permit

Fees and Damage Deposit

Applicant must submit the permit fee, which shall be the fair market rental value for the requested facility. The applicant should contact Narin Sihavong (612-673-5194) with the City's Department of Community Planning and Economic Development to inquire about the availability of any City-owned property, the applicable permit fee and the applicable damage deposit for the planned event.

This application is being used for the sole purpose of the permission to use the City-owned property. All additional permits are subjected to applicable fees.

The damage deposit shall be returned promptly after the end of the permit period if the facility is left in as neat, clean, safe and undamaged condition as it was at the start of the permit period, reasonable wear and tear excepted. Otherwise, the damage deposit shall be forfeited to the City. In no event does the City waive its right to enforce the Licensee's agreements in this permit application.

Payments to be submitted by check made payable to the City of Minneapolis.

Signature of Applicant

Date