



BAYFRONT FESTIVAL PARK

Rental Application

Name of Event:			
Date/s of Event:		Estimated Attendance:	
Move In Day/Time:		Event Start & End Time:	
Move Out/Clean Up Date:			
Is Your Event: <input type="checkbox"/> Private <input type="checkbox"/> Open to Public <input type="checkbox"/> Ticketed			
Where Tickets are for Sale:		Ticket Price(s):	
Type of Event (Picnic, Concert, Walk, Race, etc):			
Contact Name:		Organization:	
Address:		City:	State: Zip:
Home Phone:		Work Phone:	Cell Phone:
E-Mail Address:			
Event Day Contact Name:		Event Day Contact Cell #:	
Space Requested: <input type="checkbox"/> Entire Bayfront Festival Park <input type="checkbox"/> Park Plaza <input type="checkbox"/> Family Center			

Entire Park: Includes entire Bayfront festival Park grounds, including the Family Center Building and Park Plaza.
Park Plaza: Consists of the Railroad Street side of the park up the end of the wide brick walkway (before the grassy area in front of the music pavilion and stage). This includes the paved vendor area.
Family Center: Building at front entrance of park. Includes only this building, no other properties.

*NOTE: Reserve enough time to allow for set-up and tear-down of your event.
 Do not assume you can come early and stay late- it may already be reserved by another group.*

<p style="text-align: center;">Arrangements Needed from Park (check all that apply)</p> <p><input type="checkbox"/> Standard Electric (110 Volt) <input type="checkbox"/> Portable Electric Panel <input type="checkbox"/> Water (where available) used for _____ <input type="checkbox"/> Campfire <input type="checkbox"/> Keys</p> <p><i>Any items damaged or not returned will incur fees taken from the damage deposit.</i></p> <p style="text-align: center;">Arrangements Provided by Event (check all that apply)</p> <p><input type="checkbox"/> Police Department needs (Street closure, traffic control, no parking zones, cones, barricades) <input type="checkbox"/> Garbage Service <input type="checkbox"/> Dumpsters <input type="checkbox"/> Cans <input type="checkbox"/> Other _____ <input type="checkbox"/> Portable Toilets <input type="checkbox"/> Staked Tents, Inflatable games, etc. <i>State law requires a call to Gopher One at least two weeks in advance of event (800) 252-1166</i> <input type="checkbox"/> Vendors: Number of 10'x10' spaces _____</p>	<p style="text-align: center;">Alcohol Service</p> <p>All alcoholic consumption & sales at Bayfront Festival Park require:</p> <p><input type="checkbox"/> Permits issued by the Duluth City Clerks office Contact Chelsea Helmer: 218.730.5500. <input type="checkbox"/> Caterer's License provided to DECC for any alcohol sales and distribution in the park. <input type="checkbox"/> Duluth Police Department for security if police required. Contact Jim Hansen at 218.730.5622 jhansen@duluthmn.gov</p> <p style="text-align: center;">Insurance Requirements</p> <p>The City of Duluth and DECC require all organizations using city property to obtain event insurance for the time city property is occupied. Prior to the permit being issued, the following must be provided.</p> <ul style="list-style-type: none"> • The minimum amount of a commercial general liability policy shall be \$1,500,000 each occurrence (as per State legislature requirement). • A "Certificate of Insurance" listing the City of Duluth, Duluth Entertainment Convention Center, DEDA & Great Lakes Aquarium as additional insured.
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Return to DECC Event Planning Department
 Duluth Entertainment Convention Center | 350 Harbor Drive, Duluth, MN 55802-2698 | p. 218.722.5573 f. 218.722.4247
 e. bayfront@decc.org | w. [bayfrontfestivalpark.org](http://www.bayfrontfestivalpark.org)