

CITY OF MINNEAPOLIS
 Department of Community
 Planning and Economic Development
 105 Fifth Avenue South, Suite 200
 Minneapolis, MN 55401
 Attention: Karuna Mahajan
 Telephone: (612) 673-5051
 karuna.mahajan@minneapolismn.gov

For City Staff Use Only:

 Date Application Received

 Date Finance Notified via e-mail, if
 Operational Property

 Date Insurance Received

_____/_____
 Damage Deposit Amount and Date
 Received.

_____/_____
 Fee Amount and Date Received

APPLICATION FOR FACILITIES USE PERMIT

PLEASE PRINT

(If additional space is required, please attach memo including
 any and all pertinent information.)

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.

Describe the
 Proposed Activity: _____

Facility Requested
 Address _____ Date(s) _____

Estimated Hours of
 Attendance _____ event (including
 Set-up/Clean-up) _____

Will alcohol be sold or served at the event? ____ Yes* ____ No
 Does the proposed event include food and beverage vendors? ____ Yes ____ No
 Does the proposed event include amplified sound/music? ____ 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*.

*** 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.**

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 permit granted? _____ Permit # _____

Contact Information

Organization/Name _____

Contact person (if different from above) _____

Address _____

City _____ State _____ Zip _____

Phone () _____ - _____

Fax (optional) () _____ - _____

E-Mail (Optional) _____

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 property on the City property;

* Unless a lower limit is agreed to in writing by the City.

- (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

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 the Karuna Mahajan with the City's Department of Community Planning and Economic Development to inquire about the availability of any City-owned facility, the applicable permit fee and the applicable damage deposit for the planned event.

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