



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: ___ Private ___ Open to Public ___ 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: ___ Entire Bayfront Festival Park ___ Park Plaza ___ 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.

Arrangements Needed from Park

(check all that apply)

- Standard Electric (110 Volt)
- Portable Electric Panel
- Water (where available) used for _____ Campfire
- Keys

Any items damaged or not returned will incur fees taken from the damage deposit.

Arrangements Provided by Event

(check all that apply)

- Police Department needs (Street closure, traffic control, no parking zones, cones, barricades)
- Garbage Service
- Dumpsters Cans Other _____
- Portable Toilets
- Staked Tents, Inflatable games, etc. *State law requires a call to Gopher One at least two weeks in advance of event (800) 252-1166*
- Vendors: Number of 10'x10' spaces _____

Alcohol Service

All alcoholic consumption & sales at Bayfront Festival Park require:

- Permits issued by the Duluth City Clerks office Contact Chelsea Helmer: 218.730.5500.
- Caterer's License provided to DECC for any alcohol sales and distribution in the park.
- Duluth Police Department for security if police required. Contact Jim Hansen at 218.730.5622 jhansen@duluthmn.gov

Insurance Requirements

The City of Duluth and the Duluth Entertainment Convention Center 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.

- 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.

Return to Duluth Entertainment Convention Center
e. waplin@decc.org | w. decc.org