

The Loppet Foundation
1221 Theodore Wirth Parkway
Minneapolis, MN 55422



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612-355-7757
permits@loppet.org

Application for Trailhead Area Use/Event Permit

- *The review and approval of a Trailhead Use/Event Permit is coordinated through The Loppet Foundation.
- *Complete all pages and sections of the Application. This form is for informational purposes and is required to create an accurate cost estimate. Completion of this form does not constitute permission to use the Trails or Facilities.
- *Submit your application by email, mail, or by delivery in person to The Loppet Foundation at The Trailhead. All applications, proposed activities, and event features are subject to review and approval of The Loppet Foundation.
- *Payment is required to guarantee the reservation of the facility and varies depending on the request. Once the application has been reviewed, you will be notified of the application status.
- *If application is approved, an invoice will be sent out and all payments must be received to confirm reservation of the event.

Event Information

Event Date(s): _____	Event: _____		
Start Time: _____	End Time: _____	Setup Start Time: _____	Setup End Time: _____
Please Describe your Event:			

Estimated Number of Guests/Participants: _____	Spectators: _____		

Contact Information

Organization(s): _____		
Contact Responsible for Event Coordination		
Name: _____	Phone: _____	Email: _____
Event Day On Site Contact		
Name: _____	Phone: _____	Email: _____
Contact Responsible for Invoice		
Organization Name: _____		
Name: _____	Phone: _____	Email: _____
Address: _____		

Event Use

Type of Use (check all that apply): Facility Rental Trails Rental Demo Event/Race

Requested Location (check all that apply): Great Hall Ryan Map Room Terrace Lawn 18
 Area 36 Stadium 18 Lower Stadium Winter Natural Snow Trail Tubing Hill Terrain Park
 Parking Lot Other

Explain Other: _____

Is your Event Open to the Public? Yes No

If yes, would you like a link published to our Calendar webpage? Yes No, do not publish

If yes, what link? _____

Are You Charging for Your Group/Event? Yes No

Will you use any of the Following Vehicles for Transportation? Limo Carriage Bus N/A

If yes, a MPRB Parkway Use Application is required to be attached. Additional fees may be applied.

Are you Selling Products/Services or Accepting Donations on Premises? Yes No

If yes, explain:

Are you having Commercial or Promotional Product Sampling or Demos? Yes No

If yes, explain:

Are you having any Corporate, Sponsor or Event Signage or Registration Areas? Yes No

If yes, explain:

Trails or Race Information

Not Applicable

Please include a map of requested trail use

If You Are Using the Trails, Do You Require Exclusive Use of the Trails? Yes No

The Race Coordinator is Responsible for Informing Participating Teams of the Requirement to Complete the Group Trail Use Agreement. Have all Teams Signed the Group Trail Use Agreement? Yes No N/A

Will your Race Require any Special Needs (i.e. Additional Track Setting, Extra Grooming, Flagging, Signs, Additional Facility Hours, Parking, Tents, etc.)? Yes No

If yes, explain:

Great Hall Setup

Not Applicable

The facility will remain open to the public during events, however, we can rearrange the location of services. Please provide your best information on the facility setup.

Can the Adventure Shop and Rentals remain open to the public from the normal location?

Yes No Yes, during setup only - Closed hours: _____

Can the Studio remain open to the public?

Yes No Yes, during setup only - Closed hours: _____

Cajun Twist access is through two service windows, one indoor and one outdoor. Which windows do you want to remain open?

Indoor window only open Outdoor window only open Both remain open

The Trailhead has a Partnership with the Urban Outreach Team at the Minnesota DNR. Depending on Availability, Would You Like a DNR Urban Outreach Representative to be Present at Your Event (Acting as a Resource on MN State Parks)? Yes No

On a typical day, we have 9 8'x3' rectangular tables and 6 60" round tables in the Great Hall. We do have an additional 10 60" round tables available. What do you need for table and chair setup?

Typical setup Same tables but special configuration Need additional tables and chairs out

Event AV

Not Applicable

Will you bring in a DJ, Band, and/or Microphones? Yes No

Note that amplified sound must comply with MPRB Policies.

Will you use our Great Hall projector with HDMI connection, screen, and/or wireless mic? Yes No

Will you have Professional Photography? Yes No

If yes, a photo permit during the proposed event time and location is included.

Specify location & time: _____

Event Catering/Alcohol

Not Applicable

Will You be Serving Alcohol? Yes No

Note that you are required to use Cajun Twist for alcohol service. A police officer will be required for events serving alcohol outside of normal business hours or for private events and event will be charged for required officers.

If yes, proposed time of serving: Start Time _____ End Time _____

Will You be Serving Food? Yes No

If yes, what caterer are you choosing? _____

Note that we charge an additional fee for bringing in outside catering.

Conditions of Use

- All Trailhead Area Use/Event Applications are taken on a first paid, first served basis. A complete application must be submitted and appropriate fee must be paid before a site and date will be reserved or a permit issued.
- Applicant agrees to bear all costs of policing; cleaning and restoring park property used pursuant to the permit, to reimburse The Loppet Foundation and/or The Minneapolis Park & Recreation Board of all such costs incurred by Loppet and/or The Minneapolis Park & Recreation Board; to limit all activities conducted on Minneapolis Park property to the terms of the permit; and that failure to abide by the terms of the permit or any other applicable law, rules or regulations may result in revocation of the permit and retention of all or a portion of the damage deposit, fines.
- Applicants assume all responsibility for and hereby agree to indemnify and hold harmless the Loppet Foundation and/or the Minneapolis Park and Recreation Board against any losses, damages, liabilities, action suits, proceedings, costs or expenses that the Loppet Foundation or the Minneapolis Park and Recreation Board may incur or sustain or for which it may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting or arising from the permitted event. The obligation to indemnify and hold harmless the Loppet Foundation or the Minneapolis Park and Recreation Board will survive the termination or expiration of the Permit.
- The Loppet Foundation may request that the Event Organizer provide two certificates of insurance with a minimum of \$1.5 Million, one naming The Loppet Foundation as additional insured and one naming the Minneapolis Park & Recreation Board as additional insured. No reservation is complete until these are received.

Fees, Payment Information & Cancellation Policy

- Final Fees will be determined after application is reviewed. Payment of Fees will be invoiced and are due at the time of application approval. Please do not write credit card information or mail payment with this application.
- The Loppet Foundation has a no refunds policy.

Applicants assume all responsibility for and hereby agree to indemnify and hold harmless the Loppet Foundation and/or the Minneapolis Park and Recreation Board against any losses, damages, liabilities, action suits, proceedings, costs or expenses that the Loppet Foundation or the Minneapolis Park and Recreation Board may incur or sustain or for which it may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting or arising from the permitted event. The obligation to indemnify and hold harmless the Loppet Foundation or the Minneapolis Park and Recreation Board will survive the termination or expiration of the Permit.

I affirm that all answers given and statements made on this application are made full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this application and the Minneapolis Park & Recreation Board policies and agree to abide by them.

Applicant Name _____ **Signature** _____ **Date** _____