

**The Loppet Foundation**  
1221 Theodore Wirth Parkway  
Minneapolis, MN 55422



www.loppet.org  
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: _____
Event Date(s): _____
Start Time: _____ End Time: _____
Organization(s): _____
Type of Use (check all that apply): <input type="checkbox"/> Facility Rental <input type="checkbox"/> Trails Rental <input type="checkbox"/> Demo <input type="checkbox"/> Event/Race
Requested Location (check all that apply): <input type="checkbox"/> Great Hall <input type="checkbox"/> Ryan Map Room <input type="checkbox"/> Terrace <input type="checkbox"/> Lawn 18 <input type="checkbox"/> Area 36 <input type="checkbox"/> Stadium 18 <input type="checkbox"/> Lower Stadium <input type="checkbox"/> Winter Natural Snow Trail <input type="checkbox"/> Tubing Hill <input type="checkbox"/> Terrain Park <input type="checkbox"/> Parking Lot <input type="checkbox"/> Other
Explain Other: _____
Please Describe your Event: _____ _____ _____
Estimated Number of Guests/Participants: _____ Spectators: _____

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  Yes  No, do not publish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? \_\_\_\_\_

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

Are You Charging for Your Group/Event?  Yes  No

Will You be Serving Alcohol?  Yes  No

Note that you are required to use a caterer to serve alcohol.

If yes, proposed time of serving: Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Will You be Serving Food?  Yes  No

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

If yes, what caterer are you choosing? \_\_\_\_\_

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

Note that amplified sound must comply with MPRB Policies.

Will you have Professional Photography?  Yes  No

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

Specify location & time: \_\_\_\_\_

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.

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

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

If the Answer is Yes to any of the Following Questions, Further Details may be Requested.

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:

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

If yes, explain:

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### Contact Information

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: \_\_\_\_\_

### 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** \_\_\_\_\_

Office Use Only:

Permit Number \_\_\_\_\_ Rec'd Date \_\_\_\_\_ Approved by \_\_\_\_\_ Date Approved \_\_\_\_\_