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: __________________________________________________________________________________________


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: ______________________________________________________________________________________________________________________

Updated: April 2019
# 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

**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:

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# 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:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

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Updated: April 2019
**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.

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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 ___________________

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