**Application for Activity and Event Use on Nicollet Mall**

**Instructions for completing this form:**

1. Using Microsoft Word, enter the required information in ALL of the gray boxes (gray boxes will automatically expand as you type).
2. Save and email the completed document to KHaug@MinneapolisDID.com, with a copy to Doug.Maday@minneapolismn.gov, Scott.Kramer@minneapolismn.gov and Philip.Schliesman@minneapolismn.gov.

**[ ]  I have contacted Phil Schliesman (612.673.3907) at the City of Minneapolis regarding this activity.**

**NICOLLET MALL RENOVATION:** *Nicollet Mall will be undergoing a complete redesign from 2015 – 2016. Construction may result in full or partial roadway closures, there may also be construction related noise, dust and debris. Your approved location will be based upon anticipated construction schedules, you will be notified of any changes to the construction schedule which may impact your ability to successfully conduct you activity. To explore alternative downtown locations for your activity please contact the Minneapolis Downtown Council at 612.656.3815.*

*Please allow approximately 30 days for review and final approval.*

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| **Name of the Activity / Event** |  |       |
| **Applicant Information** |  |  |
|  First and Last Name |  |       |
|  Organization Name |  |       |
|  Street Address Line 1 |  |       |
|  Street Address Line 2 |  |       |
|  City, State, Zip |  |       |
|  Telephone # |  |       |
|  Fax # |  |       |
|  Email Address |  |       |
| **On Site Contact Person** |  |  |
|  First and Last Name |  |       |
|  Mobile Phone # |  |       |
| **Activity / Event Scope** |  |  |
| Description of Activity / Event |  |       |
| Proposed Date(s)  |  |       |
| Proposed Location(s)  |  |       |
| Proposed Time(s) |  |       |
| Dimensions of space requirements |  |       |
| Description of what will be on-site (staging, tents, tables, signage, AV equipment, etc.) |  |       |
| Description of any on-site amplification.  |  |       |
| Will this activity/event require any closure of the Nicollet Mall roadway? If yes, describe duration.  |  |       |
| Number of on-site personnel (staff and volunteers) |  |       |
| **Additional Information**Please include any additional information, including a list of all City permits obtained/applied for. |  |  |
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**Terms of Agreement**

1. **Schedule of Activity**
	1. **Activity Date(s):** This permit is valid only for the date(s) specified.
	2. **Activity Time of Day:** This permit is valid only for the time of day specified.
	3. **Activity Location(s):** This permit is valid only for the location(s) specified.
	4. **Activity Scope:** This permit is valid only for the scope of the activity specified.
2. **Application Process**
	1. **Procedure:** Applicant will submit a completed application per the above instructions no less than 30 days prior to the first day of activity. Formal action cannot be guaranteed on applications received less than 30 days prior to the first day of activity. Incomplete applications will be returned.
	2. **Approval:** The Minneapolis Downtown Improvement District (MDID) will review this application to ensure it meets all conditions and may apply additional conditions to this agreement at its discretion.
	3. **Fee:** Applicant will make a donation to a Downtown Minneapolis non-profit organization of their choosing a minimum of five business days prior to the event date. Size of donation is dependent on scope of activity, but will be no less than $500. MDID may exempt certain applicants, including non-profit organizations, from the activity fee at its sole discretion.
	4. **Denial:** This permit may be denied for a variety of reasons including, but not limited to, conflicts with other events and activities, construction, restrictions to pedestrian access, conflicts of interest with adjacent businesses, or inappropriateness of the activity.
	5. **Revocation:** This permit may be revoked for any violation of any of the terms of this agreement or in the event of an emergency constituting an imminent threat to life or property. Whenever any activity is of a nature, or conducted in a manner, substantially different from that indicated in this application, the permit shall be deemed automatically revoked.
3. **Conditions and Restrictions**
	1. **Equipment, Displays & Utilities**: No tents, tables, booths, stages, chairs, linens, or other equipment will be provided by MDID. Applicant will be responsible for securing a generator if power it needed; use of right of way utilities is not allowed.
	2. **Clean-up:** Applicant will, at no cost to MDID or the City of Minneapolis, immediately clean up, remove and dispose of all litter or material of any kind, which is placed or left on the sidewalk, street, gutter or streetscape fixtures because of the activity. Use of MDID, City of Minneapolis or Private Property receptacles for event waste will not be permitted. If the applicant neglects or fails to proceed with the clean up within the three-hour period immediately following the end of the activity, or if the cleanup is done in an inadequate manner, MDID or the City of Minneapolis is authorized to cleanup and charge the applicant for said cost.
	3. **No Sidewalk Obstructions:** Applicant will not obstruct or impede the normal movement of pedestrians along the sidewalks of the Nicollet Mall or adjacent streets.
	4. **No Property Obstructions:**  Approval of this application does not give applicant the authority to locate on private property. Further, applicant will not obstruct or impede normal movement and ingress/egress to/from adjacent properties.
	5. **No Vehicles:** No vehicles, food trucks, or mobile trailers will be allowed to drive or park on the Nicollet Mall sidewalks as part of the event or for loading event equipment. Driving on the Nicollet Mall roadway is also prohibited without expressed permission from MDID and the City of Minneapolis.
	6. **Claims:** Applicant agrees to defend and hold MDID and the City of Minneapolis harmless from claims, demands, actions or causes of actions, of any nature of character, arising out of, or by reason of conduct of the activity authorized by such permit, including attorney fees and all expenses.
	7. **Damages:** Applicant will indemnify the MDID and the City of Minneapolis for all damages that may result to public or private property as a result of the activity.
	8. **Certificate of Insurance:** Applicant must provide a Certificate of Insurance naming Minneapolis Downtown Improvement District, The City of Minneapolis, and Minneapolis Downtown Council (and others where applicable) as additional insureds no less than one week prior to approved activity.
	9. **Supervision:** Applicant will maintain adult supervision of the activity at all times. Displays may not be left unattended.
	10. **Water Waste:** Applicant will not dispose of water, ice or any other liquid in the planters or garden areas.
4. **Additional Permits**
	1. The City of Minneapolis may require additional permits. It is the responsibility of the applicant to determine and secure any additional permits required by the city. As a convenience to the applicant, a list of possible permits for events can be found on the final page of this application. Applicants can also visit www.ci.minneapolis.mn.us for further information on event permits.

**[ ]  I have read the above terms of agreement and do hereby agree to comply with all terms.**

**Retype Name:**

**Date:**

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| For MDID Use OnlyReceived:**[ ]** Approved **[ ]** Approved w/conditions (attached) **[ ]** Denied (attached) |

**CITY OF MINNEAPOLIS**

**ADDITIONAL PERMITS CHECKLIST**

**BLOCK EVENT PERMIT-** Apply online: <http://www.ci.minneapolis.mn.us/events-management/> or (612) 673-2080

**OBSTRUCTION PERMIT**- Required when any portion of a City Street, parking lane, or sidewalk is obstructed. Contact City of Minneapolis at 612-673-2383 or apply online: <http://www.minneapolis.mn.roway.net/>.

**SHORT TERM FOOD PERMIT** - Food and beverage distribution. Environmental Health Division, 612-673-3529

**FOOD CART PERMIT -** City of Minneapolis; Licensing & Consumer Services, 612-673-2080

**MOBILE FOOD VENDING CART PERMIT/ FLOWER CART PERMIT –**City of Minneapolis; Licensing & Consumer Services, 612-673-3000

**PEAVEY PLAZA USE PERMIT –**Public Works Maintenance, Transportation & Repair, 612-673-2002

**AMPLIFIED MUSIC** - noise permit required. Contact: Environmental Service Division, 612-673-3867

**PARADE PERMIT** Must submit map of route. Contact: Transportation Division, 612-673-2221

**AMUSEMENT RIDES** - Carnival License required, to be obtained by operator. Contact: License Division, 612-673-3000

**TEMPORARY LIQUOR** - License Division, 612-673-2080

**TEMPORARY ON-SALE BEER** - License Division, 612-673-2080

**TENTS/ TEMPORARY BUILDING** –City of Minneapolis; Licensing & Consumer Services, 612-673-3000

**FIRE WORKS and FIRE RELATED PERMITS** – Minneapolis Fire Department 612-673-3143

**ELECTRICAL PERMITS** - temporary service and outlets. Contact: State of MN at 612-866-1979

**HEATING PERMITS** - needed for temporary heat or air conditioning. Contact: Inspections Division, 612-673-3000

**PLUMBING AND PROCESS GAS INSPECTIONS** - portable water, gas burners, discharges to sewers. 612-673-3000

**TEMPORARY TOILETS** – Use a State of MN licensed service & provide required number of units per industry guidelines.

**STREET CLOSURES** - Transportation & Special Projects Division for street closures, parade routes, detours - 612-673-5750

**TRAFFIC CONTROL** – Hourly rates may apply. Contact: 612-673-5300

**SECURITY AND OFF DUTY POLICE** – Security plan approval required. Police Special Event Coordinator: 612-673-3942

**METRO TRANSIT DETOURS** – 612-349-5410

**MN DOT** – 651-234-7911

**PARK BOARD PERMITS** – 612-230-6441

**ANIMAL PERMITS** –Minneapolis Animal Care and Control 612-370-3892

**PEDICAB LICENSES** – City of Minneapolis, Licenses and Consumer Services 612-673-3000

**Solicitation License-** City of Minneapolis, Licenses and Consumer Services 612-673-3000

**Street Photography & Filming License**- City of Minneapolis, Licenses and Consumer Services 612-673-3370

**MINNEAPOLIS 311** – For all other questions call the City of Minneapolis Information Line. Dial 3-1-1 or 612-673-3000

**THIS IS NOT A COMPREHENSIVE LIST. ADDITIONAL PERMITS MAY BE REQUIRED**