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PARK POINT BEACH HOUSE

2019 Rental Information and Policies DULUTH AREA FAMILY Y

The Duluth Area Family YMCA has acquired the operation of the Park Point Recreation Area from the Parks and Recreation Department of the City of Duluth. The Duluth YMCA is dedicated to putting the principles of caring, honesty, respect and responsibility into practice through programs that build healthy spirit, mind and body for all. The Duluth Area Y operates the Beach House concession stand, manages the rental of the Beach House, Pavilions, and Fields for parties, wedding receptions and other gatherings, as well as provides the lifeguards. Please contact Park Point Manager Cheryl Podtburg at the Y for additional information or to book your event.

DULUTH AREA FAMILY YMCA
302 W 1st Street
Duluth, MN 55802
218.722.4745 ext. 164
cpodtburg@duluthymca.org





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This collection of information is your main reference tool for the rental process please be familiar with its contents when using the Park Point Recreation Area for your event. (Keep on hand until completion of your event.)

Park Point Recreation Area

45th Street and Minnesota Avenue

Pavilions (2), grills, tables, electrical outlets, restrooms, playground, ball field, soccer fields, sand volleyball courts, fishing pier, boat launch, trails, beach house (6,000 square feet).... Good for picnics for a group up to 300; parking for 385 cars. Photos, and maps available at www.duluthymca.org/locations/parkpoint. Site visits available upon request.

The Park Point Recreation Area is open to the public 6 am to 10 pm daily.

The Park Point Beach House is open to the public 11 am to 4 pm daily June through Labor Day, weather permitting.

The Beach House is available for rent outside public hours May through September.

Please note that if your event is early or late in the season, you may be expected to bring in your own toilet facilities, as the City-owned public restrooms may not be operational.

- Park Rules, page 3
- Additional Beach House Guidelines and Fees, page 4
- Alcohol Consumption Rules, page 5
- Insurance Requirements, page 5
- Restroom Information, page 5
- Set up and Clean up details and options, page 6
- Application and Rental Agreement, page 7 & 8
- More information available online at www.duluthymca.org/locations/parkpoint



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PARK POINT RECREATION AREA RULES

Park Rules apply to public use as well as rentals.. Sections of the policies are enforceable by City Ordinances and State Statutes: Duluth City Code: Chapter 8 Article I Sec. 35-8, 9; MN State Statute: 340A101, 340A.414

- A permit does not give “exclusive” use of the park; only the picnic shelter or specific area you have requested. The park will still be open to the public. Permit must be in the permittee’s possession at the event to enforce its privileges, including asking individuals to move from the designated reserved space.
- The permit includes use of the shelter or reserved space (i.e. ball field), and amenities (picnic tables, water, electricity, and grills, where available).
- Your reservation will automatically be canceled if payment and insurance certificate are not received in advance.
- Reservations are made for specific time periods – the space is not yours until the reservation time begins, so please plan accordingly. If one time period does not allow enough time for set-up, you may need to reserve the entire day, if both time periods are available. The park closes at 10 PM, unless you have reserved the Beach House and have been granted permission for extended use of the park.
- The group or person reserving the shelter is held responsible for the safe conduct of all participants attending the event.
- The area must be left in an orderly condition when you leave at the end of the time period; all trash and decorating items must be disposed of properly in existing containers and left clean for the next group using the park. Damage deposit will be withheld if failing to do so. A dumpster is located in the parking lot of disposal properly bagged trash.
- All motorized vehicles must remain in the parking lot and are not allowed on any off-road areas such as park pathways, grass, fields, etc. (see exception below).
- A key for the gate is available to allow vehicle entry for unloading of supplies into the Beach House. Vehicles cannot remain inside the gate, and the gate must remain locked at all times.
- ALCOHOLIC BEVERAGES: An alcohol consumption permit must be obtained to consume alcohol in a City park. For information and forms on obtaining this permit for Park Point, please visit the City of Duluth web-site at www.duluthmn.gov. Once a permit is secured, email a copy to cpotdburg@duluthymca.org.
- ELECTRICITY: The Pavilions and Beach House are equipped with 110 volt electrical outlets. 220-volt outlets are not available. Multiple items may cause overload; please be careful.
- FOOD: You may use existing grills or bring additional grills. Coals, hot water, or cooking oil/grease cannot be dumped on lawns, turf, landscaped areas, catch basins or sewers, and must be disposed of properly. Grease and food waste should be composted or thrown in the garbage. For safety reasons, glass containers are prohibited. (For additional grease-disposal information, call 218.730.4063.)
- FIRES/BONFIRES: Bringing in your own fire ring or pit is not allowed. Fire must not extend outside of existing grills and permittee shall burn only wood that is brought into the park for the purpose of a recreation fire – no burning of materials from the park. Fire must be attended to at all times and shall be completely extinguished before leaving; removing all burned and unburned material. Fires are NOT allowed on the beach.
- VENDORS: All vendors selling food or products at your event must have: 1) current applicable licenses, issued by the State of Minnesota, 2) all necessary sales tax permits, and 3) product liability insurance.
- PORTABLE TOILETS: When additional toilet facilities are needed beyond what is already available at the park, they will be arranged and paid for by the permittee. Consult directly with provider of choice on recommended amounts.
- GARBAGE DISPOSAL/RECYCLING: When additional garbage and recycling receptacles are needed beyond what is already available at the park, they will be arranged and paid for by the permittee. Consult directly with provider of choice on what is recommended for the size and type of event.
- Staked tents are not allowed in the park. Canopies are allowed if they are free standing.
- Reservations will be automatically cancelled if deposit is not received within 10 days.
- All reservations are final after the reservation has been confirmed; please be sure of your date and time. If you make changes to your reservation and a new permit must be issued, you may be asked to pay an additional \$25 processing fee.
- The person or group reserving the shelter, field or facility is held responsible for the safe conduct of all participants attending the event.
- Permittee must comply with any and all applicable city ordinances.



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ADDITIONAL BEACH HOUSE GUIDELINES AND INFORMATION

The Beach House is open to the public 7 days a week from 11 AM to 4 PM June through Labor Day. These hours are subject to change, and weather permitting. The beach is always open to the public. Your rental cannot interfere with public use of city owned property. Call the City of Duluth for more information at 218.723.3337.

- For daytime and evening events (such as birthday parties, graduation parties, etc.), ending by 10 PM, the Duluth resident rate is \$85/hour. Non-residents pay \$125/hour. All events that occur Sunday through Thursday are subject to this rate.
- Standard wedding or other reception, and all other events occurring on a Friday or Saturday pay a flat rate for the hours between 4 PM and 12:30 AM. Duluth resident rate is \$875. Non-resident rate is \$1,130. A start time as early as noon can be negotiated on days outside the public hour season for an additional fee.
- A \$150 non-refundable security deposit will reserve your requested date for your event. This deposit counts towards your rental fee. The remainder of the rent is due one month prior to the event.
- You are responsible for any and all damages that arise out of your use of the Beach House and the park. If any damage is found to be above and beyond normal wear and tear, the Duluth Y and the City of Duluth reserve the right to bill for damages.
- You gain exclusive access to the Beach House during the hours of your rental only. Set up time must be included in your rental time. Beach House staff are expected to lock the doors and be out of the park no later than 30 minutes past your contracted time.
- You are responsible for setting up all tables, chairs, and decorations for your event (tables and chairs are provided by the Beach House for up to 200 people). Additional tables and chairs may not be brought in without permission from the Beach House Manager, ESPECIALLY if drop off and pick up of these items needs to be scheduled outside your contracted rental time. This includes pick up intended for regularly scheduled public hours.
- Set up must be completed within the scheduled rental time. Private events are NOT ALLOWED to begin set up during public hours, as it can interfere with public events and/or programming.
- You may not remove or alter the existing decorations in the Beach House. This includes removing the concession item prices from the chalkboard above the counter. NO NAILS, STAPLES, OR DUCK/DUCT TAPE. Nothing will be added to the walls without approval of the Beach House staff.
- You are responsible for throwing away all trash after your event is finished. All trash must be bagged and brought to the dumpster located in the parking lot adjacent to the Beach House. All tables and chairs need to be wiped down and put away. The floor needs to be swept, and if needed, mopped. Clean up must be completed during your contracted rental time, unless purchasing one of the clean up options.
- Full Service Clean Up is available for \$260 plus tax. Next morning self clean up is available for \$130 plus tax. These services are available upon request only, and must be requested at least one month prior to your event. Services may be denied based on availability of staff and/or other scheduled events.
- You must deliver a copy of the liquor permit to the Park Point Manager before any alcohol is brought onto the premises. Email copies are acceptable. Anyone found without a permit or security guard, at any time, will be removed immediately from the building. See page 5 for alcohol policy information.
- ELECTRICITY: The Beach House is equipped with 110 volt electrical outlets. 220-volt outlets are not available. Multiple items may cause overload; please be careful.
- FIRES/BONFIRES: Bringing in your own fire ring or pit is not allowed. Fires and tiki torches are not allowed on the Beach. The Beach House fireplace is **NOT** functional.
- The Beach House bathrooms will be cleaned by Beach House staff after the Beach House closes to the public at 4 PM. Paper towels and toilettries will be provided for your rental.
- Heavy Duty garbage bags and other cleaning supplies will be provided free of charge for you to use at clean up.
- **No confetti, glitter, or rice allowed. No tiki torches or Chinese lanterns. No Duck/Duct tape.**
- FOOD: If you will be serving food at your event, you must bring in a licensed caterer. The caterer of your choice must have: 1) current applicable licenses, issued by the State of Minnesota, 2) all necessary sales tax permits, and 3) product liability insurance.
- You must comply with any and all applicable city ordinances. **The beach and the outside grounds are public areas; you are only renting the inside corridor.** Alcoholic beverages are not allowed on the beach per City of Duluth Ordinance.
- The sand area immediately behind the Beach House is NOT for wedding ceremonies. This area is the designated safe swimming area for the City of Duluth, and cannot be sectioned off for any reason.
- All personal items must be removed at the end of your event. Anything left behind will be discarded or donated to charity.
- **Non compliance with any part of the policies and procedures will result in immediate removal from the building and grounds. YOU ARE RESPONSIBLE for damages that exceed normal wear and tear.**



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RESTROOMS

Beach House restrooms are available to the public during public hours only.

Restrooms near the boat launch are operated by the City of Duluth, are open seasonally, and during regular park hours.

A limited number of portable toilets are also located in the park. For problems with portable toilets, call the number listed on the receptacle.

Depending on the size of your event and the time of the season in which it occurs, you may be asked to bring in additional toilet facilities. Consult directly with providers for recommendations.

INSURANCE REQUIREMENTS

The City requires 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 \$2,000,000 each occurrence (as per State Legislature requirement).

A "Certificate of Insurance" listing the Duluth Area Family YMCA as additional insured should be emailed to: cpodtburg@duluthymca.org. You may also mail proof to: Duluth Y, attn: Cheryl Podtburg; 302 W 1st Street; Duluth, MN 55802.

THIS IS NOT REQUIRED FOR PRIVATE EVENTS, SUCH AS WEDDINGS, GRAD PARTIES, AND CLASS REUNIONS.

Your event may be denied park usage without proper insurance.

ALCOHOL CONSUMPTION RULES

ALCOHOL PERMIT CONTACT INFORMATION

An alcohol consumption permit must be obtained to consume alcohol in a City Park. For information and forms on obtaining this permit for Park Point, please visit the City of Duluth website at duluthmn.gov.

ALL FORMS REGARDING ALCOHOL PERMITS AND RELATED BUILDING SECURITY SHOULD BE SENT TO THE CITY OF DULUTH.

Sections of the policies are enforceable by City Ordinances and State Statutes: Duluth City Code: Chapter 8; MN State Statute: 340A101, 340A.414.

ONCE A PERMIT IS SECURED

A copy of the secured permit should be emailed to: cpodtburg@duluthymca.org.

You may also mail proof to: Duluth Y, attn: Cheryl Podtburg; 302 W 1st Street; Duluth, MN 55802.

EVENT STAFFING

The Y may provide a staff person during after hours rentals to help ensure the safety of the building and its occupants. Duties of the assigned staff will vary, based on the type of event, time of day, etc. Staff and duties will be determined on a case-by-case basis by the Park Point Manager.



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SETTING UP

Set up time for your event **MUST BE INCLUDED** in your rental time.

Private events are **NOT** allowed to begin setting up during public hours.

Do not assume that since the building is open to the public that you can be a “public user” and set up for your private event. The building is only open if the lifeguards are working. If the weather is not nice enough for lifeguards to be working, the building will not be open. Additionally, public programming and events occasionally run out of the Beach House during public hours. Private events are not allowed to interfere with the possibility of these types of events.

CLEAN UP OPTIONS

NO CLEAN UP

No Additional Fee

Standard with the rental agreement. Rental party is responsible for cleaning and putting away all tables and chairs, cleaning the kitchen area, taking out the garbage, sweeping the floors, and if needed, mopping the floors. This must be accomplished within the time the building is rented.

NEXT DAY SELF CLEAN UP

\$130

Must be requested at least 1 month in advance of event. Rental party is responsible for cleaning and putting away all tables and chairs, cleaning the kitchen area, taking out the garbage, sweeping the floors, and if needed, mopping the floors. This will be accomplished between 8 am and 11 am the day following the rental. Service may be denied based on availability of staff and/or other scheduled events.

FULL SERVICE CLEAN UP

\$260

Must be requested at least 1 month in advance of event. Rental party is responsible for removing all personal items from the building at the conclusion of their scheduled rental time. The rental party will **NOT** be granted permission to return in the morning to retrieve any items. Beach House staff will clean and put away all tables and chairs, clean the kitchen area, take out the garbage, and sweep/mop the floors. Service may be denied based on availability of staff and/or other scheduled events.



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The Duluth Area Family Y will provide the following under the Standard Rental Agreement:

1. Signage to notify the public that the Beach House is closed and only open for your special event.
2. Private usage to the Beach House as designated on page 7.
3. Cleaning of the Beach House bathrooms. Paper towels and toiletries will be provided.
4. Tables and chairs for up to 200 people. No additional tables or chairs allowed without Beach House Manager approval.
5. Heavy duty garbage bags and cleaning supplies will be provided free of charge for you to use at clean-up.
6. Other stipulations as listed in this document.

The Renter agrees the following under the Standard Rental Agreement:

1. Return pages 6 and 7 of this document, along with initial non-refundable deposit of \$150.
2. Comply with all applicable city ordinances.
3. Comply with all items listed within this document.
4. Provide accurate information and proof of proper permits, if necessary and/or requested.
5. Provide prompt payment.
6. If damages are accrued above normal wear and tear, pay for necessary repairs as determined by the Y and the City.

Name(s): _____

Address: _____

Phone: _____

Email: _____

Date of Rental: _____

Type of Event: _____

Time of Arrival: _____

Time of Lock up: _____

Estimated attendance: _____

Liquor at Event* (yes/no): _____

*If you choose to have liquor at your event, you must apply for the proper permit from the Park and Recreation Department of the City of Duluth, and comply with all required ordinances. See page 5 for additional information.

Return pages 6 and 7 of this contract, along with the \$150 deposit, to save your date. Send to:

Cheryl Podtburg
Park Point Manager
Duluth Area Family Y
302 W 1st Street
Duluth, MN 55802

email: cpodtburg@duluthymca.org

The deposit counts toward the rental fee and is non-refundable. **CHECKS PAYABLE TO THE DULUTH AREA FAMILY YMCA.** The Beach House is in high demand for the summer months. Be sure to return your deposit as soon as possible to reserve your specified date.





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**PARK POINT RECREATION AREA
HOLD HARMLESS AGREEMENT**

APPLICABLE FEES:

Prices listed below do not include taxes. For details, see page 4.

- \$150 non-refundable deposit (goes toward final fee)
- RESIDENT DAYTIME RATE: \$85/hour for ____ hours
- NON-RES. DAYTIME RATE: \$125/hour for ____ hours
- RESIDENT FRI/SAT EVENT RATE (4 pm—12:30 am): \$875
- NON-RES. FRI/SAT EVENT RATE (4 pm—12:30 am): \$1,130
- Full Service Clean Up: \$260
- Next Day Self-Clean Up: \$130

PAPERWORK:

- Application
- Alcohol Permit information requested
- Optional Services requested
- Proof of insurance, if applicable

Permittee agrees to defend, indemnify, and save harmless the Duluth Area Family YMCA from any and all liens, claims, suits, demands, liability, judgment costs, damages, and expenses which may accrue against or be charged or may be recovered from the Duluth Area Family YMCA by reason of or account of any claim or damage arising from Permittee's use or occupancy of the premises whether or not person or persons including Permittee, its members, Permittee's employees, agents, volunteers, invitees, or tenants, whomsoever occasioned or caused by the contact, acts, or omission of Permittee, its members, volunteers, invitees, or tenants, or by reason of the use, development, operation or maintenance of said premises by Permittee under this agreement. Upon ten (10) days written notice, Permittee will appear and defend all claims and lawsuits against the Duluth Area Family YMCA growing out of any such injury or damage resulting from any defect in the construction or condition of all the interior and exterior premises of the site. The Duluth Area Family YMCA does not waive its immunities under state or federal law.

**OFFICE USE ONLY
RECEIVED**

- \$150 non-refundable deposit (goes toward final fee)
- RESIDENT DAYTIME RATE: \$85/hour for ____ hours
- NON-RES. DAYTIME RATE: \$125/hour for ____ hours
- RESIDENT FRI/SAT EVENT RATE (4 pm—12:30 am): \$875
- NON-RES. FRI/SAT EVENT RATE (4 pm—12:30 am): \$1,130
- Full Service Clean Up: \$260
- Next Day Self-Clean Up: \$130
- Additional Staff Rate: \$25/hour for ____ hours

Permittee Signature

Date

(Name of Organization Permittee is Representing, if applicable)

