



MINT PLAZA PERMITTED ACTIVITY APPLICATION

All programs and activities must be scheduled and permitted in advance by Friends of Mint Plaza. In order to process your request, please review and complete the information below.

Please read the following instructions.

1. Minimum 45 days notice is required to process an activity permit.
2. Insurance is required in the amount of \$1,000,000 for General Liability for the activity naming the following as additionally insured: Friends of Mint Plaza and the City and County of San Francisco.
3. Complete and return the Mint Plaza Permitted Activity Application.
4. Initial the Mint Plaza Rules & Regulations.
5. Submit Application to:

Attn: Permitted Activity Coordinator
Friends of Mint Plaza
54 Mint Street, 5th Flr.
San Francisco, CA 94103
info@friendsofmintplaza.org

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1. Date: _____
2. Applicant: _____
3. Organization or Company: _____
4. Address: _____
5. Phone No. _____ Fax No. _____
6. Email: _____
7. Contact person during the activity: _____ Phone No. _____
8. Date of Activity: _____
9. Duration of Activity (including set-up and break-down times):
Load in/set up (Start time _____ End Time _____)
Activity (Start time _____ End Time _____)
Load out (Start time _____ End Time _____)
10. Described the event briefly: _____

11. How much space do you require at Mint Plaza?
 Full Plaza Half Plaza Theater Closure Market Closure Ginkgo Grove
12. Number of people expected: _____
13. Number of food an/or beverage booths (if applicable): _____
14. Will such food be available to the general public? _____
15. Will you be using a caterer? Is so, please list the caterer and their contact information: _____

16. Do you plan to have an open fire or candles during the activity? _____
17. Will amplified sound be required? _____ What type of sound (music, human speech, etc.)? _____

18. What type of sound equipment: _____ The rated output in watts? _____

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19. What are your power requirements for the event? Outlets? _____

20. Will you need a water outlet? _____

21. Will there be an elevated stage? _____

22. Do you want to have a canopy or tent for your activity? _____

23. Will you need portable toilets or sinks? _____ How many? _____

24. Will you be putting up any banners for the planned activity? _____

25. Will there be any special lighting for the activity? _____ Please describe the type of lighting _____
