



## CITY OF SPRING PARK

### SPECIAL EVENT PERMIT APPLICATION CHECKLIST

**The following materials must be received for your application to be considered complete:**

- Complete and signed application.
- Application fee and escrow check (if applicable).
- For any events with amplified sound or live music - sample of written notice to all property owners within 350 feet of the location, sent at least 10 days prior to the event, and must include date, time, location of event, and contact information.
- Copy of your Certificate of Liability Insurance for the event with policy number, coverage levels, and which lists the City of Spring Park and its agents as an additional insured.
- Severe Weather/Emergency Response Plan including shelter locations for any events that take place outside.
- Alcohol Security Plan describing how alcohol sales and consumption will be limited to specific areas of the event.
- Master Site Plan identifying buildings, driveways, neighboring properties, and streets. The site plan must also include locations for the following items:
  - Tents/canopies/temporary structures – including size
  - Stage incl. direction of music and size of stage
  - Lighting (for nighttime events) – including size, direction, and hooding/shielding mechanism for surrounding properties
  - Music & amplified sound – include number & direction of speakers
  - Parking
  - Food truck locations
  - Vendor locations & attractions
  - Fireworks set-up & display area in relation to neighboring properties
  - Sanitary facilities
  - Garbage and recycling containment areas
  - Temporary barricades or fencing
  - Any cordoned-off area(s) for the event
- Proof of possession of any license or permit which, under federal, state, or local laws or regulations, the applicant is required to have in order to conduct the event or activity. This may include but is not limited to:
  - City of Spring Park
    - Food truck, temporary sign, liquor license, building permit (tent/stage/temporary structure)
  - Mound Fire Department
    - Fireworks, recreational fires, permit for tent/stage/temporary structure
  - Hennepin County
    - Water Patrol, Health Department, road closures, etc.
  - Lake Minnetonka Conservation District
  - Three Rivers Park District (Dakota Trail)

**Please note the following:**

- Payments can be made by check or online at: <https://www.trafficpayment.com/SelectService.aspx?cid=1286&cname=Spring+Park&sid=24&sname=Minnesota>.
- All other application materials can be sent via email to: [jkhoffman@ci.spring-park.mn.us](mailto:jkhoffman@ci.spring-park.mn.us).
- **Application materials should be received at least 45 days in advance of your event.**
  - For any applications received in fewer than 45 days, City staff will do their best to process all requests but cannot guarantee that your application will be approved without sufficient time to process. Please plan accordingly and contact City staff with any questions.



**CITY OF SPRING PARK**  
**SPECIAL EVENT/MUSIC CONCERT**  
**PERMIT APPLICATION**

**GENERAL EVENT INFORMATION:**

- Single day special event     
  Single day special event with live music     
  Multiple day special event  
 Music Concert – single event     
  Music Concert – season series

Name of event: \_\_\_\_\_

Type of event (run/walk/bike race, wedding, party, etc): \_\_\_\_\_

Description of event: \_\_\_\_\_

Address or route of event: \_\_\_\_\_

Describe event location on the property: \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_ Estimated number of volunteers/staff: \_\_\_\_\_

List all dates of event: \_\_\_\_\_ Hours of event: \_\_\_\_\_

**APPLICANT INFORMATION:**

\_\_\_\_\_  
 Sponsoring Organization Name      Organization Phone

\_\_\_\_\_  
 Organization Address      City      State      Zip Code

\_\_\_\_\_  
 Event Planner Name      E-mail Address

\_\_\_\_\_  
 Name/Title Contact Person During Event      Cell Phone # For Contact Person on Event Day

**SPECIFIC EVENT DETAILS:**

**PARTICIPANTS/GUESTS**

Is the event open to the public?  Yes  No

Is public property used for the event? (Dakota Trail, City/County road, City park, etc.)  Yes  No

*If yes, please contact the appropriate entity as additional permits may be necessary.*

**PARKING & TRAFFIC CONTROL**

Will you have a designated responsible person to direct vehicles as to where/how to park?  Yes  No

Approximately how many vehicles are expected? \_\_\_\_\_

On-Site Parking: How many vehicles could be parked on the property? \_\_\_\_\_

Off-Site Parking: How many vehicles would need to be parked off the property? \_\_\_\_\_

List location(s) of off-site parking \_\_\_\_\_

Describe method(s) of transporting guests/participants of event from off-site parking \_\_\_\_\_

**FOOD & BEVERAGE**

Will food be prepared on-site?  Yes  No

*If yes, please contact the Hennepin County Health Department as additional permits may be necessary.*

Will food trucks be on-site?  Yes  No

If yes, how many? \_\_\_\_\_ List food truck power source: \_\_\_\_\_

*(A separate permit from the City of Spring Park is required for all Mobile Food Units (MFU) that wish to operate in the City)*

Will alcohol be served at the event?  Yes  No

Liquor License Holder: \_\_\_\_\_ Phone #: \_\_\_\_\_

Will alcohol be contained inside a certain area of the event space?  Yes  No

Provide alcohol security details:

**SET-UP** *(Separate permits from the Mound Fire Department and/or the City Building Official/MNSPECT are required)*

Will there be canopies or tents?  Yes  No

If yes, how many? \_\_\_\_\_ Dimensions: \_\_\_\_\_

Provide anchoring details: \_\_\_\_\_

Date installed: \_\_\_\_\_ Date removed: \_\_\_\_\_

Will a stage be set-up?  Yes  No

If yes, provide dimensions: \_\_\_\_\_

Date installed: \_\_\_\_\_ Date removed: \_\_\_\_\_

Will there be temporary fencing or barricades?  Yes  No

Dimensions: \_\_\_\_\_ Type of material: \_\_\_\_\_

Date installed: \_\_\_\_\_ Date removed: \_\_\_\_\_

**GARBAGE & SANITATION**

Are there indoor bathrooms available to the event?  Yes  No

Will you provide portable bathrooms outdoors?  Yes  No

If yes, how many? \_\_\_\_\_

Date installed: \_\_\_\_\_ Date removed: \_\_\_\_\_

Describe trash removal and clean-up plan during and after the event:

**FIREWORKS & RECREATIONAL FIRES** *(Separate permits from the Mound Fire Department are required)*

Will there be fireworks at your event?  Yes  No

Will there be recreational fire at your event?  Yes  No

If yes, how many? \_\_\_\_\_ Dimensions: \_\_\_\_\_

**MUSIC & AMPLIFIED SOUND\***

Will there be live music? *(Please note: disc jockeys or "DJ's" are classified as live music)*  Yes  No

List hours of live music: \_\_\_\_\_

Will there be amplified sound? *(requires on-site contact person)*  Yes  No

List hours and type of amplified sound: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

*\*Please note: The Orono Police Department has the authority to reduce or completely shut down live music upon receiving legitimate noise complaints.*

**PRIVATE PROPERTY OWNER ACKNOWLEDGMENT AND SIGNATURE:**

If the event is held on private property, other than the event organizer's property, a signature from the property owner is required.

*The applicant has permission to use my property for the event described in this application:*

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner/Agent Signature: \_\_\_\_\_

**APPLICANT ACKNOWLEDGMENT AND SIGNATURE:**

**PLEASE NOTE THAT ADDITIONAL PERMITS OR LICENSES MAY BE REQUIRED BY THE CITY, STATE, COUNTY OR OTHER AGENCIES FOR YOUR EVENT. IT IS THE RESPONSIBILITY OF THE APPLICANT TO DETERMINE WHICH LICENSES AND PERMITS ARE REQUIRED FOR THE PROPOSED EVENT AND TO OBTAIN SUCH LICENSES AND PERMITS IN ADVANCE OF THE EVENT.**

The applicant agrees to defend, indemnify, and hold harmless the City of Spring Park, its Council members, employees, officers, contractors and agents from and against any and all liability, claims, causes of action, lawsuits, damages, costs, judgments and expenses, including attorneys fees, on account of bodily injury, sickness, disease, death and property damage resulting directly or indirectly from any act or omission arising out of, caused by, or related to the conduct of the activities authorized by the permit.

The applicant agrees to comply with all applicable codes, ordinances, rules, and regulations of the City of Spring Park with respect to the Event, including, but not limited to, all codes, ordinances, rules and regulations governing alcohol, noise, nuisance, building occupancy, public safety, and fire safety.

In the course of your application for a permit, you may be asked to supply non-public data. The purpose and intended use of this data is to provide a means for the City to evaluate whether you comply with the application requirements for the general permit application. You may refuse to supply the requested data, but this may result in an incomplete application which may result in your application being denied. This non-public data may be reviewed by the City of Spring Park, employees of the City of Spring Park who are assigned to review such information, and the City of Spring Park's legal consultant. In addition, this data may be reviewed by specific advisory boards and subcommittees of the City of Spring Park, who assist the City in evaluating your application. You hereby agree to release the data to those boards and subcommittees for the purpose of effectuating that review.

The undersigned, an applicant for a permit under the rules and regulations of the City of Spring Park, understands and consents to the release and use of private or confidential data, as described above.

The undersigned represents and warrants that the undersigned is authorized to represent, act on behalf of and bind the applicant.

The applicant states that the information contained in this application is true, correct and complete. If any information contained in this application is found to be false or to constitute a substantial misrepresentation of the Event, the application will be denied and/or the permit revoked.

Applicant Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_



**CITY CODE OF THE CITY OF SPRING PARK  
SPRING PARK, MN**

**APPENDIX A – FEE SCHEDULE**

(Ord. No. 18-01, 1-2-2018)

| <b>Chapter 6. Amusements and Entertainments</b> |  |   |
|---|--|---|
|   | <i><b>Music Concert</b></i>                      | <b>Fee</b>                                    |
| §6-70A  | Single Event                                     | 45.00   |
| §6-70A  | Season   | 1,600   |
|   | <i><b>Special Event</b></i>                      | <b>Fee/Escrow</b>                             |
| §6-192  | Single Event Permit                              | 100/250                                       |
|   | Single Event Permit with Live or Amplified Music | 250/500                                       |
|   | Multi-Day Event Permit                           | 250/1,000<br>+ 100 for each<br>additional day |

**CHAPTER 6 – AMUSEMENTS AND ENTERTAINMENTS**

**ARTICLE II. - DANCES**

(Ord. No. 06-02, 5-1-2006)

**DIVISION 2. – PUBLIC DANCES AND MUSICAL CONCERTS**

**Sec. 6-70A. - Musical concerts.**

- (a) *Permit required.* Live music (music played or performed other than by mechanical or electronic means), whether performed indoors or outdoors, is prohibited at any place of business located within the city unless a musical concert permit has been issued by the city upon approval of the city council.
- (b) *Special events/ seasonal permits.* The city council may issue a single musical permit for a special event to be held on one day or may issue a seasonal permit for a series of events to be held over a number of days or over a period of time.
- (c) *Permit fee.* The application for a musical concert permit must be accompanied by a nonrefundable fee. The fee for a musical concert permit shall be as determined from time to time by resolution of the city council. A current fee schedule is kept on file in the city offices.
- (d) *Permitted hours.* The permitted hours for the playing of live music shall be between 9:00 a.m. and 9:00 p.m.
- (e) *Noise restrictions.* Live music shall be controlled so as not to become objectionable beyond the property line of the business where the musical concert is being conducted. Control may be accomplished by adjustment of amplification levels on sound equipment, by the use of acoustical barriers or devices, or by any other method approved by the City Council. In addition, all applicable provisions of [chapter 18,] article III, Noise Control, of the Spring Park Code (including, but not limited to, section 18-122 regarding maximum noise levels, section 18-124 regarding prohibited noises, and section 18-92 regarding enforcement) must be complied with by the recipient of a musical concert permit. Failure to comply with this paragraph and [chapter 18,] article III of the Spring Park Code may result in the revocation of the musical concert permit and forfeit of the non-refundable permit fee.

- (f) *Additional conditions.* The city council reserves the right to impose conditions on any musical concert permit issued on a case-by-case basis. For purposes of example only, the provision of security personnel may be required for certain events or the maximum number of concerts allowed under seasonal permit may be limited.

## **ARTICLE IV. - SPECIAL EVENTS**

(Ord. No. 12-01, 4-2-2012)

### **DIVISION 1. - GENERALLY**

#### **Sec. 6-180. - Policy.**

It is the intent and purpose of this article to establish regulatory requirements and procedures for purposes of protecting the health, safety and welfare of the public during the conduct of special events within the City of Spring Park.

#### **Sec. 6-181. - Definitions.**

For purposes of this article, the following words shall have the definitions given to them in this section unless the context clearly indicates or requires a different meaning.

*Person.* A natural person, group of natural persons, association, organization, club, partnership, limited partnership, limited liability company, corporation or any other legal entity.

*Special event.* The following constitute a special event:

- (1) Any outdoor gathering of more than 35 individuals persons on public property assembled for a common purpose for a period of one hour or longer;
- (2) Any event or gathering (whether on public or private property) which generates on-street parking needs for more than 20 vehicles;
- (3) Any event or gathering which impedes, obstructs or blocks the free flow of pedestrian or vehicle traffic on public streets, sidewalks or any other public way at any time;
- (4) Any event or gathering on public property using (a) a tent or membrane structure having an area in excess of 400 square feet or (b) a canopy covering an area in excess of 600 square feet or (c) when heat sources, cooking equipment, spark/ember producing processes or open flame are used near or contained within a tent, membrane structure or canopy of any size.

Examples of special events include, but are not limited to: block parties, fundraisers, estate sales, marathons, walkathons, runs/walks/races, bicycles rides or races, skiing events or races, parades, circuses, arts or crafts fairs, flea markets, exhibits, carnivals, fishing contests, and any other gatherings or events of a similar nature.

#### **Secs. 6-182—6-189. - Reserved.**

### **DIVISION II. - PERMIT; PENALTY; ENFORCEMENT**

#### **Sec. 6-190. - Permit required.**

No person shall hold, host, conduct, present or participate in a special event within the city unless a permit has been issued for such event as provided in this article.

#### **Sec. 6-191. - Exceptions.**

The following events are not required to apply for permits under this division:

- (1) Funeral processions;
- (2) Occasional, private, social parties held in private residences or private lots which do not require public services (such as utility, police, fire or security services) which exceed the normal levels of services provided in the ordinary course of business and which do not require special services from any other city department or city staff;

- (3) Occasional estate or garage sales held at a private residence which do not generate on-street parking needs for more than 20 vehicles, do not require extra or special public services and which do not otherwise meet the definition of a special event pursuant to section 6-181;
- (4) Events sponsored or managed by the City of Spring Park;
- (5) Events held in or on the grounds of any school, place of worship, athletic field, arena, auditorium or other place of assembly used for regularly established assembly purposes.

**Sec. 6-192. - Application.**

Written application for a special event permit on a form prescribed by the city council must be delivered to city hall at least 45 days in advance of the proposed date on which the event is to occur unless the time requirement is reduced or waived by the city council in its sole discretion. The application must include the name and address of the person holding or sponsoring the event and, if different, the name and address of the owner of the property where the event will be held; the event location or route; the time of commencement and termination of the event; a general description of the event and a description of any extraordinary public services or special services requested or needed for the event. The application will be considered complete only when the form is fully completed, signed by the applicant, and the application fee paid to the city. The application fee will be as prescribed by the city council and set forth in the schedule of fees in [the] City Code and on file in city hall. The application fee is nonrefundable.

**Sec. 6-193. - Investigation and review.**

Upon receipt of a complete application, the city administrator will deliver a copy of the application to the police chief and the fire marshal for investigation and review. Within ten days of receipt of the application, the police chief and fire marshal will deliver to the city administrator a written recommendation for approval or disapproval of the permit based on findings regarding the effect of the proposed special event on public health, safety and welfare, including, but not limited to, the ability of the city to direct and control traffic and parking and the event's compliance with the city fire code. If the event involves the use of state trunk highways, the police chief will make necessary arrangements with the Minnesota Department of Public Safety for alternate routes or other necessary changes to the event.

**Sec. 6-194. - Council action; imposition of conditions.**

The city administrator shall refer the complete application and the recommendations of the police chief, fire marshal and city administrator to the city council for action at its next regular meeting following receipt of the recommendations. The city council may deny the permit, approve the permit, or approve the permit subject to reasonable conditions deemed necessary to protect the health, safety and welfare of city residents and the public. Such conditions may relate to any of the following:

- (1) Location and hours of the event;
- (2) Sanitation and/or availability of potable water;
- (3) Security and/or crowd control;
- (4) Parking;
- (5) Traffic direction and control;
- (6) Emergency and medical services;
- (7) Clean-up and trash disposal;
- (8) Insurance;
- (9) Lighting;
- (10) Fire safety, including meeting the provisions of the city and state fire codes;
- (11) Temporary barricades and/or fencing;
- (12) Size, location and removal of advertising or promotional materials;
- (13) Noise levels and methods for compliance with city noise ordinances;

- (14) Alcohol consumption;
- (15) Notification of neighboring residents and businesses;
- (16) Any other conditions which the city council deems reasonable or necessary to protect the health, safety and welfare of city residents and the public.

**Sec. 6-195. - Denial of permit application.**

The city council may deny a special event permit application based upon a finding or determination that:

- (1) The event would endanger public health, safety or welfare;
- (2) The event would unreasonably inconvenience city residents or the general public;
- (3) The event would unreasonably infringe on the rights of abutting or neighboring properties;
- (4) The event would conflict with another event or interfere with construction or maintenance work;
- (5) There are not sufficient public safety personnel or event staff available to safely and successfully operate the event;  
or
- (6) The event would violate any law, rule, regulation or ordinance of the City of Spring Park, State of Minnesota, Hennepin County, Minnehaha Creek Watershed District, Lake Minnetonka Conservation District or any agency or other governmental body having jurisdiction.

**Sec. 6-196. - Payment of expenses.**

The applicant for a special event permit must pay all expenses incurred by the city with respect to the event, including, without limitation, the expenses related to the provision of additional police or fire department services or city staff time required for the event and the enforcement of the permit, including enforcement of any permit conditions. The city may, as a condition of permit approval, require the applicant to deposit with the city an amount up to 125 percent of the estimated amount of such expenses as determined by the city; provided, however, the applicant's obligation to pay all expenses as provided in this section is not limited to the amount of the deposit. In the event that the actual expenses of the city related to the event are less than the amount of the deposit, the city will refund the excess funds to the applicant.

**Sec. 6-197. - Issuance of permit.**

A special event permit will be issued to the applicant by the city administrator upon approval of the city council and receipt by the city of full payment of the application fee and any deposit required to cover estimated costs to be incurred by the city for the event.

**Sec. 6-198. - Indemnification.**

The permit holder must agree to defend, indemnify, and hold harmless the city, its council members, employees, officers, contractors and agents from and against any and all liability, claims, damages, costs, judgments or expenses, including attorneys fees, resulting directly or indirectly from any act or omission arising out of, caused by, or related to the conduct of the activities authorized by the permit and such agreement will be part of the permit.

**Sec. 6-199. - Penalty; enforcement.**

- (a) Any person who violates any condition of a special event permit or any provision of this article shall be guilty of a misdemeanor punishable as provided in section 1-13 of the City Code.
- (b) The city may enforce this article using any of the following methods:
  - (1) Citation by police officer or any other city official;
  - (2) Administrative fine pursuant to section 1-14 of the City Code;
  - (3) Criminal misdemeanor prosecution; or
  - (4) Permit revocation; including immediate termination of the event and/or disbursement of persons gathered.