



City of Orono
 2750 Kelley Parkway
 P.O. Box 66
 Crystal Bay, MN 55323

Special Event Permit Application

- Fee: \$50.00**
- Fee: \$200.00**
- Double Fee** (application received less than 10 business days prior to event)

Date Received: _____

Objective: To ensure the health, safety and welfare of the community.

Type of Special Event (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Activity which generates parking needs for more than 20 vehicles off site | <input type="checkbox"/> Live Music - Noise Exemption |
| <input type="checkbox"/> Block Party | <input type="checkbox"/> Marathon Event |
| <input type="checkbox"/> Carnival | <input type="checkbox"/> Parachute Jump |
| <input type="checkbox"/> Circus | <input type="checkbox"/> Parade of Homes/Home Tours |
| <input type="checkbox"/> Commercial/Movie Shoot | <input type="checkbox"/> Street Parade |
| <input type="checkbox"/> Fishing Contest | <input type="checkbox"/> Theatrical Performance or Exhibits |
| <input type="checkbox"/> Hot Air Balloon Event | <input type="checkbox"/> Use of Public Property |
| | <input type="checkbox"/> Private Event |

Large Assembly involving more than 300 people at one time - \$200.00 Fee

- Gathering, or projected gathering, of more than 300 persons at one time and at a single location

Applicant Information

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____
Organization (if applicable): _____
Address: _____
City, State, Zip: _____
Phone: _____

Event Details

Name of Event: _____
Location: _____
Date(s): _____
Hours: _____
Applicant Phone # on Event Day: _____
Title and Brief Description of Event: _____

Use additional paper if necessary.

I am aware of all applicable State and other laws regarding parades and special events and will abide by same. IN CONSIDERATION of being allowed to participate in the above-described event, the undersigned hereby releases, waives, discharges, and covenants not to sue the City of Orono, the City's elected officials, employees, volunteers, or agents ("Releasees") for injuries, death, or damages caused by the negligence of Releasees as a result of participating in the above-described event. The undersigned further agrees to protect, indemnify, and hold harmless Releasees from any and all damages, liability, and costs, including attorney's fees, for injuries, death, or damages caused by the negligence of Releasees. This Release and Indemnification does not apply to intentional, willful, or wanton acts by Releasees.

The applicant for a parade, a special event, or a private event permit shall pay a service charge for the governmental services provided to enforce the Orono City Code related to Parades and Special Events; and the city may, as a condition of approval of the permit, require that the applicant deposit money with the city in a sum equal to the estimated service charge to be incurred by the city. Service charges include all city staff time or city consultant time necessary. The City may certify to the County Auditor any unpaid service charges which shall be collected together with property taxes levied against the property.

Signature _____ Date _____

Special Event Permit Application (continued)

Submittals

Please give consideration to the following list of documents and/or permits which may be required prior to City and Council approval. The application should be submitted at least 14 days prior to the event.

Documents

- Site plan identifying buildings, driveways, local streets, parking locations, temporary structures (include size), temporary restrooms, or any cordoned off area(s) for special events
- Proposed parade route or location of event
- Signature of the owner of the property on which the special event is to be held.
- Approval of Homeowners Association if the event affects private property where a Homeowners Association has been established.
- Proof of written notice to all property owners within 350 feet of the location on which a special event is to be held at least 10 days prior to the event. The notice must contain the date, time, and location of the special event.
- Shuttle bus service will be required for all Parade of Homes/Home Tours unless applicant demonstrates sufficient on-site parking is available. Shuttle bus plan to be included with application.
- 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 parade or special event, or which, under any such law or regulation, would exempt the applicant from the licensing requirements of Orono City Code Sec. 66-223.

Licenses/Permits (if applicable)

- | | |
|---|---|
| <input type="checkbox"/> DNR | <input type="checkbox"/> Lake Minnetonka Conservation District (LMCD) |
| <input type="checkbox"/> Fireworks | <input type="checkbox"/> Peddler, Solicitor or Transient Merchant |
| <input type="checkbox"/> Fire Department (Fire Marshal) | <input type="checkbox"/> Temporary Sign |
| <input type="checkbox"/> Gambling | <input type="checkbox"/> Building Permit (temporary structure, i.e. tent) |
| <input type="checkbox"/> Hennepin County Sheriff's Water Patrol | <input type="checkbox"/> Vendor License |
| <input type="checkbox"/> Health Department (County) | <input type="checkbox"/> Other |
- Temporary Liquor License (State and Local) – Any time alcohol is served or sold to the *general public*, or if alcohol is sold at a *private party/event*-even if included in ticket price. May only be issued to a club, charitable, religious, or non-profit organization, or political committee registered under state law.

Some or all of the information that you are asked to provide on the application is classified by State law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data. Our purpose and intended use of this information will be used to determine your qualification for the permit or license requested. If you refuse to supply the information, the permit or license may not be issued.

For Office Use Only

Review by Administration:

Approved Denied NA By: _____

Review by Building & Zoning:

Approved Denied NA By: _____

Review by Fire Marshal:

Approved Denied NA By: _____

Review by Police Department:

Approved Denied NA By: _____

Please answer the following questions related to this special event permit application.

PARTICIPANTS/GUESTS

Approximately how many people are expected at event? _____

Is this event open to the public? Yes No

Is public property used for the event? Yes No

If yes, include copy of Certificate of Insurance showing coverage of the event, i.e. marathons, parades.

PARKING

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: _____

Submit written permission for parking from property or business owner(s).

LIVE MUSIC

Will there be live music? Yes No

Will there be amplified music? Yes No

What are the proposed hours for music to be played? _____

Attach a sketch indicating direction/location of music in relationship to property.

LIQUOR

Will liquor be served at the event? Yes No

If liquor is served, will there be a charge? Yes No

Is liquor included with the price of a ticket to attend the event? Yes No

FEES BEING CHARGED

Will the event have any fees collected? Yes No

Will there be any tickets sold for the event? Yes No

What is the purpose for any money that is collected? _____

FIREWORKS

Will there be fireworks at your event? Yes No

Describe location for proposed display of fireworks: _____

VENDORS / OR ATTRACTIONS

Will vendors be coming to the event to sell food or other products? Yes No

Permit required from Hennepin County.

Will you have any other attractions? (Ex: Petting Zoo, Carnival) Yes No

Attach list of attractions and map of locations

PRIVATE EVENTS

Will any special services be required from the Police Department or any other city department? Yes No

Describe the required services: _____

LARGE EVENTS

Will there be more than 300 participants? Yes No

Please provide a site map of the event parking, location of music, attractions, tents, sanitary facilities, garbage containment, etc. Must meet requirements of Orono Code Sec. 38-802.

ADDITIONAL INFORMATION

- If you are having an event that has less than 300 people, no music, no fireworks, no off-site parking, not charging for liquor and is not one of the types of special events listed at the beginning of this application, a special events permit may not be required.
- The City recommends notification to the neighbors so that they are aware of the event, and to help prevent any event-related complaints.

Neighbor Notification: Permit holder may be required to provide the information listed below to the property owners within 350 feet of the location of the special event. The phone number must be for a live person who can resolve any conflicts during the event. A copy of the notification letter should also be provided to the Orono City Clerk.

SAMPLE

Date

Notice of Special Event

Application has been made to the City of Orono for the following special event:

Type of Event: _____
Location: _____
Date(s): _____
Hours: _____
Brief Description: _____

This application will be scheduled for City Council approval at their meeting of
_____.

If you have any questions, please contact:

Event Coordinator: _____
Address: _____
City, State, Zip: _____
Phone Number During Event: _____

Or prior to the event:

Orono City Clerk
P.O. Box 66
Crystal Bay, MN 55323
952-249-4600