



## Special Event Permit Application

**A Special Event Permit is required if one or more of the following apply to your event:**

- 200 or more individuals will be in attendance
- Temporary Alcohol License required
- Admission or fees will be charged or donations requested while using City property
- Special services will be required (road closure, traffic control, security, exclusive use of City property, etc. A deposit will be required for the estimated cost of providing Special Services.)

**INSTRUCTIONS:** Fill out this form completely, sign it, and include all required attachments. If additional space is needed, attach additional sheets. **Submit to the City of Osseo 30 days prior to the date of the event.**

### 1. EVENT INFORMATION

Name of Event \_\_\_\_\_ Purpose of Event \_\_\_\_\_

Description of Event \_\_\_\_\_

\_\_\_\_\_

Days/Date(s) of Event \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Estimated Setup Start Time \_\_\_\_\_ Estimated Take Down Finish Time \_\_\_\_\_

Location Address \_\_\_\_\_

Property Owner Name \_\_\_\_\_

Owner Phone \_\_\_\_\_ Email \_\_\_\_\_

Estimated # of Attendees \_\_\_\_\_ Admission Fee/Donation Requested \$ \_\_\_\_\_

### 2. APPLICANT INFORMATION

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Affiliation/Organization \_\_\_\_\_

Are you an authorized applicant for this organization?  Yes  No

Will this person have authority to cancel or modify event plans?  Yes  No

Will this person be present at the event and in charge of the event at all times?  Yes  No

If no, provide contact information for person who will be the responsible party on the day of this event:

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

### 3. REQUEST FOR SPECIAL SERVICES

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We are requesting the following services to be provided by the City. There will be a charge for these services and a deposit/escrow payment will be required for the estimated cost at least 10 days before the event.

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|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Street closures (traffic cones, barricades)                                                    | <input type="checkbox"/> Additional street cleaning                                      |
| <input type="checkbox"/> Traffic control                                                                                | <input type="checkbox"/> Garbage/recycle bins                                            |
| <input type="checkbox"/> Police services requiring special arrangements                                                 | <input type="checkbox"/> Special signage (e.g., temporary no parking signs)              |
| <input type="checkbox"/> Stationing emergency vehicles at or in the immediate vicinity                                  | <input type="checkbox"/> Exclusive use of city building(s), equipment, or other property |
| <input type="checkbox"/> Exclusive use of city streets or right-of-way for event, as staging area, or for event parking |                                                                                          |

Describe any services, city personnel, city equipment, and city property which you are requesting the city to provide, including the estimate of number and type needed and the basis on which the estimate is made.

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**If special services are needed, an indemnification agreement is required.** The special event holder shall agree to defend, indemnify, and hold the City, its officials, employees, and agents harmless from any claims that arise in whole or in part out of the Special Event, except any claims arising solely out of the negligent acts or omissions of the City, its officials, employees, and agents. **Please complete the release and indemnification agreement and attach to this application. A Special Service deposit amount will be estimated by City staff.**

### 4. SITE PLAN

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Attach sketch(es) or site plan(s) showing the location of the following as applicable:

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|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Route (beginning/end, direction of travel, traffic control points) | <input type="checkbox"/> Food concession areas (cooking, serving, consumption, cleaning) |
| <input type="checkbox"/> Ticketing/registration/entry locations                             | <input type="checkbox"/> Alcoholic beverage concession areas                             |
| <input type="checkbox"/> Entertainment or stage locations                                   | <input type="checkbox"/> Other concession areas                                          |
| <input type="checkbox"/> List of event activities and locations                             | <input type="checkbox"/> Size and location of any tents or structures                    |
| <input type="checkbox"/> Portable toilet facilities                                         | <input type="checkbox"/> Trash/recycling receptacle areas                                |
| <input type="checkbox"/> Fencing locations                                                  | <input type="checkbox"/> First aid facilities                                            |
| <input type="checkbox"/> Parking areas for participants/spectators                          | <input type="checkbox"/> ADA accessibility considerations                                |
| <input type="checkbox"/> Sign locations                                                     | <input type="checkbox"/> Evacuation routes                                               |
| <input type="checkbox"/> Speaker (sound amplification) locations                            | <input type="checkbox"/> Other important aspects of your event                           |

## 5. ENTERTAINMENT

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Describe entertainment plans. If there will be music, sound amplification, or any other noise impact, please describe including the intended hours.

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## 6. ACTIVITIES

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List all activities to take place at the special event. Be sure to indicate locations on your site plan(s).

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## 7. SANITATION/POTABLE WATER

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Describe the toilet and hand washing facilities present on site (type, number, and location) as well as temporary/portable facilities to be provided. Describe the source of potable (drinking) water.

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## 8. PARKING AND TRAFFIC CONTROL

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Describe the location and number of parking spaces available. Describe arrangements that have been made for traffic control. Be sure to indicate locations on your site plan(s).

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## 9. EMERGENCY/MEDICAL SERVICES

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Describe measures that will be taken to ensure emergency vehicle access (police, fire, ambulance) to the event area.

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## 10. SECURITY/CROWD MANAGEMENT

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Describe your proposed procedures and staffing for the event operations, crowd control, inclement weather and emergency evacuation plans.

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## 11. TRASH/RECYCLING, EVENT CLEAN UP

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Describe how many, location, and what type of trash/recycling containers to be provided. What provisions have been made for clean-up of the site and surrounding area after the event?

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Name of trash/recycling hauler \_\_\_\_\_

Will you make use of Hennepin County's Free Portable Recycling Unit Loan Program?  Yes  No

## 12. LIGHTING

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Describe any temporary or permanent lighting that will be added for the event, which may need to be inspected by Tokle Electrical Inspection, with an electrical permit issued by the City of Osseo. It is the applicant's responsibility to arrange for an inspection, if required.

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## 13. TEMPORARY STRUCTURES OR CONSTRUCTION

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Describe any tents, enclosures, stages, platforms, scaffolding, riser, bleachers, fences, and any other type of temporary structure or construction for the event. The property owner will be responsible and must obtain any building or electrical permits that may be required for such construction.

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## 14. ADVERTISING AND PROMOTION

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Describe how this event will be advertised and promoted. Describe any signs (size, type, location). All signs must comply with City Code (*Section 153.090 - 153.099*) including a permit, if required. Please provide any ad and flyer copies.

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**15. NOISE**

Describe expected type, duration, and timing of any noise sources. Describe measures to be taken to ensure compliance with the city nuisance ordinances regarding noise (*Chapter 93*).

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**16. FIREWORKS OR PYROTECHNICS**

Will any fireworks or pyrotechnics be used at the event?  Yes  No

*If yes, describe in detail. Fire Department approval will be required and a permit/license is required 15 days prior to the event, per City Code (Section 114.04).*

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**Please attach a copy of the permit/license.** In addition, as a condition of granting of a permit for fireworks or pyrotechnics, the company hired to perform the pyrotechnics shall provide the City a public liability insurance policy naming the City as an additional insured entity with limits of not less than one million dollars per occurrence. **Please attach the certificate of insurance to this application.**

**17. FOOD AND BEVERAGES**

- Will alcoholic beverages be served?  Yes  No
- Will alcoholic beverages be consumed outside the licensed establishment?  Yes  No
- Will alcoholic beverages be consumed upon public lands, streets, or parks?  Yes  No

*If yes, describe the type of beverages, alcohol allowed area, security measures to be taken, and the status of the liquor license. Council approval will be required (Chapter 113). As a condition of allowing the consumption of alcohol outside of the building, the liquor license holder shall provide the City a liquor liability insurance policy naming the City as an additional insured entity with limits of not less than one million dollars per occurrence to include the alcohol allowed area. Please attach the certificate of insurance to this application.*

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Will food and/or non-alcoholic beverages be served?  Yes  No

*If yes, describe what will be served and any plans for cooking food in the event area, including fuel source to be used. Generators or other portable power supply units may need to be inspected by Tokle Electrical Inspection, and an electrical permit must be issued by the City of Osseo. It is the applicant's responsibility to arrange for an inspection, if required.*

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Has a license been obtained from the Hennepin County Department of Health and Environment? (Please attach)  Yes  No

## 18. OTHER CONCESSIONS

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Describe what vendors or concessionaires you will allow at the event, and how you intend to regulate and monitor their activities.

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## 19. GAMBLING

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Will there be any gambling (raffles, pull-tabs, bingo, etc.) at the event?  Yes  No

*If yes, a lawful gambling permit will be required as provided by state law. Describe the gambling activity and the status of gambling permit.*

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## 20. WORKERS COMPENSATION COMPLIANCE

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*In accordance with Minnesota Statutes all applicants for licenses and permits to operate a business in Minnesota must submit acceptable evidence of compliance with Workers' Compensation Insurance requirements. **Please complete the certificate of compliance and attach to this application.***

## 21. INSURANCE

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*As a condition of the granting of a permit for special event conducted on public property or public streets or public parking lots, the permit holder shall provide the City with a copy of a Certificate of Liability Insurance naming the City as an additional insured entity with limits of not less than one million dollars per occurrence. If alcoholic beverages are to be sold or distributed the policy must also include an endorsement for liquor liability.*

## 22. THE MINNESOTA DATA PRACTICES ACT

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*The Minnesota Data Practices Act requires that we inform you of your rights about the private data we are requesting on this form. Private data is available to you, but not to the public. We are requesting this data to determine your eligibility for a permit from the City of Osseo. Providing the data may disclose information that could cause your application to be denied. You are not legally required to provide the data; however, refusing to supply the data may cause your permit to not be processed. Your residence address and telephone number will be considered public data unless you request this information to be private and provide an alternative address and telephone number. **Please sign below to indicate that you have read this notice:***

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Signature

Date

I request that my residence address and telephone number be considered private data. My alternative address and telephone number are as follows:

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Address

Telephone

## 23. ACKNOWLEDGEMENT/SIGNATURE

The signature of the legal owner of the event location or the owner's official representative is required and authorizes the designee of the City of Osseo and other entities/agencies to enter the property to perform inspections to establish and ensure compliance will all permit conditions. Entry may be without prior notice.

**Property Owner Signature**

**Printed Name**

**Date**

I hereby acknowledge that I have read this application and that all information is true and correct to the best of my knowledge. I hereby agree that the special event will be conducted in accordance with the Osseo City Code and the laws of Hennepin County and the State of Minnesota. I further understand that failure to comply with the conditions of my Special Event Permit, including the payment of required fees, deposits, and reimbursements, or conducting the event in a way that creates a threat to the health, safety, or welfare of any individual or the general public may result in the immediate cancellation of the Special Event Permit and other penalties.

**Applicant Signature**

**Printed Name**

**Date**

**Checklist/attachments**

- Application form, signed
- Sketch/site plan attached
- Workers Comp Certificate attached
- Certificate(s) of Insurance
  - Public land
  - Liquor
  - Fireworks
- Release and Indemnification Agreement
- Estimated Deposit \$\_\_\_\_\_ (see next page)

**Other Permits/Licenses/Application, as applicable**

- Building Permit
- Electrical Permit
- Sign Permit
- Liquor License
- Lawful Gambling Permit
- Hennepin County Dept. of Health (food)
- Community Center Application
- Band Shell Application
- Sipe Park Application

**City of Osseo use only:**

This application/request received: Date \_\_\_\_\_ By \_\_\_\_\_

This application approved/rejected by: Date \_\_\_\_\_ By \_\_\_\_\_

Application fee for event received on: Date \_\_\_\_\_ Amount **\$50** Receipt# \_\_\_\_\_

Special Services deposit received on: Date \_\_\_\_\_ Amount \_\_\_\_\_ Receipt# \_\_\_\_\_

Remaining deposit (if any) returned to applicant on: Date \_\_\_\_\_ Amount \_\_\_\_\_ Receipt# \_\_\_\_\_

Administrative Comments & Fees— reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Police Department Comments & Fees — reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Fire Department Comments & Fees — reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Public Works Comments & Fees — reviewed by \_\_\_\_\_ Date \_\_\_\_\_

**City of Osseo use only:**

<b>Special Event Permit Fees</b>			
Permit Application Fee		\$50	non-refundable
Special Services (hourly rates for staff time)			deposit refundable, if not used
Staff Time	<b>Staff Type</b>	<b>Rate</b>	
City Staff – Professional	<i>Pro</i>	\$75/hour	
City Staff -- Administrative Support	<i>Admin</i>	\$50/hour	
City Staff -- Public Works Director	<i>PWD</i>	\$75/hour	
City Staff -- Public Works Maintenance	<i>PWM</i>	\$50/hour	
Police Services	<i>PS</i>	per contract	per current Police services contract

**Special Service Deposit Calculations**

Task	Staff Type	# of Staff	Hours / Staff <i>(Round to 0.25)</i>	Rate	Deposit Amount
				<b>Deposit Total</b>	