

# 2018 Special Event Permit Application

600 Rice St E  
Wayzata, Minnesota 55391  
952-404-5363 (office) 952-404-9417 (fax)

PAYMENT PROCESSING ONLY	
Deposit Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount:	_____
Date Paid:	_____
<input type="checkbox"/> Check	<input type="checkbox"/> Credit Card
<input type="checkbox"/> Cash	Receipt #: _____

Complete this Permit Application by filling out the form using Adobe Acrobat.  
See Fee Schedule on Page 3 for Special Event Permit Fees  
Any application that is submitted after the application deadline will be charged a \$100 late fee.

Event Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Area of City in Which Event Will Take Place \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Type of Event:  Parade  Private Party  Festival  Run/Walk  Sporting Event  
 Valet Parking  Other Explain: \_\_\_\_\_

**Event will include (check all that apply):**

Bicycles  Animals  Motor Vehicles\*  Other Vehicles  Floats  Pedestrians/Runners  
 Live Music  Amplified Audio  Tent\*\*  Food\*\*  Beer/Wine/Liquor\*\*

\* Number of Vehicles Expected: \_\_\_\_\_ (Motor Vehicles are vehicles powered by a motor of any kind)

\*\* Additional Permit or License may be required (i.e.- Special Event Food Stand, Tent, Alcohol)

Traffic Control Personnel Provided by Whom: \_\_\_\_\_

Delineation Equipment (Barricades, Signs, Traffic Cones, No Parking Signs, etc.) Provided by Whom: \_\_\_\_\_

Event Location: (check one)  Private Property  Public Property  Combination – Public/Private

Street(s) to Be Closed: (A map showing the specific route or area to be closed must be attached) \_\_\_\_\_

Date(s) and/or Time(s) - Give Details Below			
Day	Date	Start Time	End Time

**Insurance Carrier for Event:** A certificate of insurance naming the city as an additional insured must be submitted 10 days before the event. Amount of insurance required is \$1,000,000 (one million dollars).

Name of Insurance Carrier & Policy Number: \_\_\_\_\_

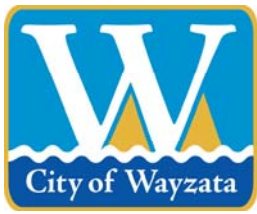
**Event Organizer (Person Responsible for Duties of Permit Holder)**

Full Name \_\_\_\_\_ Business Phone \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Title \_\_\_\_\_



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### Organization Information:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*Application Deadline listed on Permit Fee Schedule (Page 3)*

**X Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### FOR CITY USE ONLY:

#### ROUTING APPROVAL (Department Head or Designee)

Public Works: \_\_\_\_\_  Approved  Denied Cost Estimate: \_\_\_\_\_

Police Dept.: \_\_\_\_\_  Approved  Denied Cost Estimate: \_\_\_\_\_

Fire Dept.: \_\_\_\_\_  Approved  Denied Cost Estimate: \_\_\_\_\_

Application: SE 2018- \_\_\_\_\_ Liability Insurance Certificate Received (Date): \_\_\_\_\_

Map of Route or Area Approved By: \_\_\_\_\_

Special Events Permit Approved by: \_\_\_\_\_  
City Manager or Authorized Dept. Head

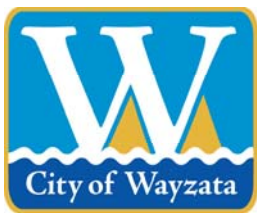
Date of Approval: \_\_\_\_\_

### COMMENTS

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### CONDITIONS OF APPROVAL

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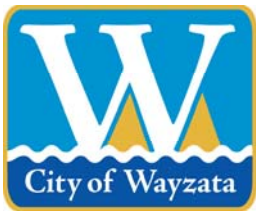
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## PERMIT FEE SCHEDULE

Permit Level and Description <i>A Separate Application is Required for Each Event</i>	Application Deadline	Authorization Required				Local Fee Per Event	Non Local Fee Per Event
		CITY COUNCIL	PUBLIC WORKS	FIRE DEPT	POLICE DEPT		
<b>Events on City Property - Level 1 (other than City Parks)</b> <ul style="list-style-type: none"> <li>• 20-50 participants &amp; spectators</li> <li>• Minimum disruption</li> <li>• Valet Parking-Three Parking Stalls Max.</li> <li>• No road closures-May require No Parking Sign postings</li> <li>• Includes small events that use City Sidewalks</li> </ul>	Ten business days	No	Yes	Yes	Yes	\$150	\$200
<b>Events on City Property - Level 2</b> <ul style="list-style-type: none"> <li>• 50-500 participants &amp; spectators</li> <li>• One day event or events that are multiple days that do not leave anything on City property overnight</li> <li>• Road/Sidewalk closures/traffic control may be required</li> <li>• Limited City services needed</li> <li>• Pre-event meeting required</li> </ul>	30 days	No	Yes	Yes	Yes	\$250	\$500
<b>Events on City Property - Level 3</b> <ul style="list-style-type: none"> <li>• Over 500 participants &amp; spectators</li> <li>• Multiple day event that keeps apparatuses on City property overnight</li> <li>• Road closures/traffic control may be required</li> <li>• Pre-event meeting required</li> </ul>	60 days	*Yes	Yes	Yes	Yes	\$1,500	\$3,000
<b>Wayzata Chamber of Commerce Annual Community Events - Level 3a</b> <ul style="list-style-type: none"> <li>• Over 500 participants &amp; spectators</li> <li>• Multiple day event that keeps apparatuses on City property overnight</li> <li>• Road closures/traffic control may be required</li> <li>• Pre-event meeting required</li> </ul>	60 days	*Yes	Yes	Yes	Yes	\$600	N/A
<b>Events on Private &amp; City Property</b> <ul style="list-style-type: none"> <li>• Under 500 participants &amp; spectators</li> </ul>	15 days	No	Yes	Yes	Yes	\$200	N/A
<b>Events on Private Property (meets any Step 1 requirements)</b>	10 days	No	Yes	Yes	Yes	\$100	N/A
<b>Events in City Parks</b>	10 days	No	Yes	Yes	Yes	\$150	N/A
<b>Athletic Event that Uses City Streets &amp; Public Parking Lots/Under 200 participants &amp; spectators</b> <ul style="list-style-type: none"> <li>• Pre-event meeting is required</li> </ul>	30 days	*Yes	Yes	Yes	Yes	\$250	\$500
<b>Athletic Event that Uses City Streets &amp; Public Parking Lots/Over 200 participants &amp; spectators</b> <ul style="list-style-type: none"> <li>• Pre-event meeting is required</li> </ul>	60 days	*Yes	Yes	Yes	Yes	\$500	\$1,000
<b>Street and/or Sidewalk Closure</b> <ul style="list-style-type: none"> <li>• Events that require the closure of Streets or hold their event on City sidewalks</li> <li>• Pre-event meeting required</li> </ul>	60 days	*Yes	Yes	Yes	Yes	\$250	\$500
<b>Parades</b>	60 days	*Yes	Yes	Yes	Yes	\$500	\$1,000

\*Special Events listed on page six (6) are excluded from annual authorization by the City Council.

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## **PERMIT CONDITIONS—ADDITIONAL EVENT INFORMATION**

The maximum number of persons which the applicant shall permit to the event at any time is not to exceed the maximum number which can reasonably assemble at the location of the event.

Request for temporary closing of streets or partial closing of traffic lanes: (Be specific. Give location and time of closings). Show on map if possible.

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Plans for fencing the location of the event, if necessary, and the location of gates contained in such fence. Show on map if possible.

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Plans for parking vehicles, including size and location of lots, points of highway access and interior roads including routes between highway access and parking lots. Show on map if possible.

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Plans for clean-up of litter and waste materials:

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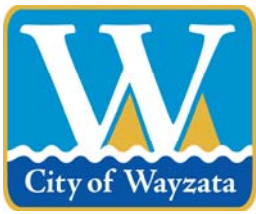
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## **VALET PERMIT APPLICATION FORM** **PERMIT CONDITIONS—ADDITIONAL EVENT INFORMATION**

Describe your request for temporary closing of parking stalls and/or city right-of-way. Be specific by giving exact locations and times of closings or encroachments. Show on a map if possible.

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Plans for staffing Valet Parking:

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Plans for parking vehicles, including locations of lots to be used:

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Plans for other uses of parking stalls/city right-of-way not related to Valet Parking:

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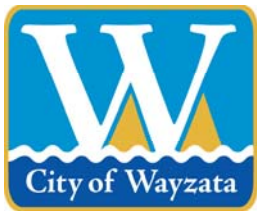
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**\*Special Events listed below are excluded from annual authorization by the City Council.**

- Wayzata Chilly Open
- Wells Fargo Lake Minnetonka Half Marathon
- Wayzata Art Experience
- 4<sup>th</sup> of July Flying Pancake Breakfast
- Wayzata's Annual Kiddie Parade
- Tour de Tonka Bike Ride
- Wayzata JJ Hill Days
- RBA JJ Hill Days Concerts
- Wayzata's Homecoming Parade
- Wayzata Tree Lighting Event