

SPECIAL EVENT PERMIT APPLICATION

Only completed applications with payment will be accepted

EVENT INFORMATION	
Name of Event:	
Estimated Attendance:	
Type of Event (festival, parade, athletic, valet parking, etc.):	
Event Set Up Date:	Time:
Actual Event Date(s):	Time:
Event Clean Up Date:	Time:
Event Location:	

APPLICANT INFORMATION		
Sponsoring Organization Name:		
Primary Contact Person:		
Address:		
City:	State:	Zip:
E-Mail:	Phone:	
Name of On-Site Contact Person During Event:		
Cell Phone:		

- If the event is held on private property, please include a written statement by the property owner that the applicant has permission to use their property.**
- If the event has road closures that impact residents and/or business they need to be notified in writing of the closure two weeks in advance.**

EVENT DETAILS

Is the event open to the public? No Yes

Will admission be charged? No Yes, amount per ticket \$ _____

Will sound amplification be used? No Yes

If Yes, amplified sound requires an onsite contact person that is directly responsible for being able to turn down the music if requested. Note there is no amplified sound allowed from 10:00 pm to 7:00 am.

Contact Person: _____ Cell Phone: _____

FOOD & BEVERAGE

Will alcohol be at the event? No Yes

*If Yes, a **temporary liquor license** and a **police officer** are required.*

Contact Person: _____ Cell Phone: _____

Will food be prepared on-site? No Yes

If food is being prepared on-site, what hours will it be on-site and what type:

(You'll also need to contact City Hall to determine food licensing needs)

SET-UP DETAILS

Are there events in the air? (fireworks, parachutes, etc.) <input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, Describe: (Fireworks Permit/Inspection is Required)
Will there be inflatables? (bounce house, jumpers, etc.) <input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, indicate on the site map what item(s) will be where.
Will there be canopies or tents? <input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, list the number to be installed and dimensions: Date Installed: _____ Date Removed: _____
Will a stage be set-up? <input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, list the dimensions:
Will temporary fencing be used? <input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, indicate on the site map the materials used & location(s) placed.
Will barricade(s) be needed? <input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, a traffic control plan should be provided.

Will power be needed? Describe power needs and location(s):

Describe trash removal and cleanup plan **during** and **after** event (event signage must be removed as well):

All Applications must be submitted with the following:

- Application (above)
- Proof of Insurance
- Schedule of Activities
- Site Plan and/or Route Map + Parking Plan (directions & details above)
- Permit Fee
- \$1,000 Damage Deposit (Level 3 Events Only)
 - Refundable if there is no damage or expenses are incurred by the city
- Additional Applicable Fees (see rate sheet below) (i.e. pavilion rental, extra storage, etc.)

A complete application & materials will be considered for approval and will be considered FINAL, once approved.

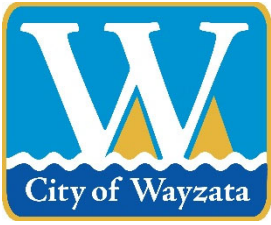
An approved special event permit is not transferable, not refundable, and is not valid for any other date or purpose than specified above. A copy of an approved permit must be available for inspection at all times during the event.

Applicant and Event Organizer's Agreement:

On behalf of Applicant (and if applicable, the affiliated organization holding the event), I agree to abide by all applicable City Ordinances regulating special events and the use of public parks, and all activities associated with the event. I agree to indemnify and hold the City of Wayzata harmless from any personal injury or other claims resulting from our use of public property or the event. I agree to pay for all public safety and/or public works costs as specified in my application. I agree to pay for any damage done to public and other property arising from the event. I agree that I am 18-years of age or older.

Permit Applicant Name: _____

Permit Applicant Signature: _____ **Date:** _____



Permit #: SE-2026 - _____

City Manager or Designee: _____ **Date:** _____

Police Chief or Designee: _____ **Date:** _____

Fire Chief or Designee: _____ **Date:** _____

Comments or Conditions: