

2019 Special Event Permit Application

299 Wayzata Blvd. W.
Wayzata, Minnesota 55391
952-404-5363 (office)

PAYMENT PROCESSING ONLY

Deposit Required: Yes No
Amount: _____
Date Paid: _____
 Check Credit Card
 Cash Receipt #: _____

Permit Application shall be completed online and submitted electronically.

Special Event Permit Fees can be found on page 3.

Any application 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 (Fill in Page 4) 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: _____

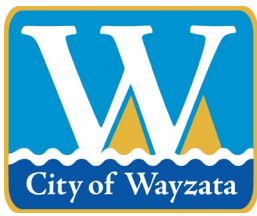
Event Organizer (Person Responsible for Duties of Permit Holder)

Full Name _____ Daytime Phone _____

Address _____ Cell Phone _____

City _____ State _____ Zip _____

Title _____ Email _____



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Organization Information:

Name _____ Phone _____

Address _____ Fax _____

City _____ State _____ Zip _____

By electronically signing (or typing) your name below, applicant is acknowledging that all information provided is true and correct and that applicant will abide by all conditions of the permit, if approved.

X Signature of Applicant: _____ **Date:** _____

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.

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

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.

Plans for clean-up of litter and waste materials:

[Click Here to Submit Permit](#)



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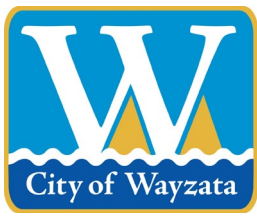
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PERMIT FEE SCHEDULE

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

*Special Events listed on page five (5) are excluded from annual authorization by the City Council.

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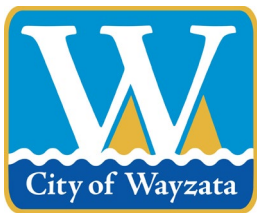
VALET PERMIT APPLICATION FORM PERMIT CONDITIONS—ADDITIONAL EVENT INFORMATION

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.

Plans for staffing Valet Parking:

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

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



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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 2019- _____ 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

CONDITIONS OF APPROVAL

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

- Wayzata Chilly Open
- Lake Minnetonka Half Marathon
- Wayzata Art Experience
- 4th 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