



## **CITY OF EXCELSIOR SPECIAL EVENT PERMIT APPLICATION**

There are five steps to completing the application. These steps will assist you in completing the application and obtaining your permit. Please review each step carefully.

### **Step 1 – Determine Whether You Need a Special Event Permit**

A permit is required if your event is one of the following:

- Event has outdoor amplified sound or requires street closures
- Gatherings of more than 50 people on City property
- Walks, runs, athletic, bicycle races and rides
- Outdoor concert and entertainment, public or semi-public, dance, recreation or sporting events
- Circuses, carnivals, fairs and festivals
- Farmer's markets and swap meets
- Organized/sponsored vehicle and boat shows
- Fireworks display
- Business events which utilize a sidewalk, parking lot and/or tent
- Residential events which will likely obstruct, delay or interfere with the normal flow of pedestrian or vehicular traffic
- Any events that may impact neighboring properties

### **Step 2 – Determine the Type of Event**

Once you have determined that your event requires a special event permit, look at the table on the last page to determine the type of event, application deadline, and permit fee. Permits may be submitted no more than one year prior to the event date.

Be sure to check the availability of dates by contacting the City Event Coordinator, Amy Edwards, at [eventfullyyoursmn@gmail.com](mailto:eventfullyyoursmn@gmail.com) or (623) 451-0887 or City Hall at (952) 474-5233 before submitting your application.

### Step 3 – Checklist for Completing Application

After you have determined the type of event, follow the appropriate checklist for that type of event. City staff will verify your type of event.

#### Checklist - Events on City Property: Level 1

1. Submit a complete Special Event Permit Application and the permit fee to the City.
2. Application is reviewed by City staff and may be issued immediately with the application fee and a \$150 refundable damage deposit.

#### Checklist - Parades, Athletic Events, and Water Street and/or Sidewalk Closures

1. Submit a complete Special Event Permit Application to the City along with:
  - The application fee.
  - Proof of insurance.
  - A detailed site plan and/or route map of the event.
  - A traffic plan.
  - A schedule of activities (if multiple activities are occurring during the event).
2. City staff will review the application for completeness.
3. For athletic events, City staff may arrange a pre-event meeting with the event organizer(s), public safety, and City staff to discuss the event request and any special conditions that should be placed on the event.
4. Events involving street closures are not permitted within one day before and after a previously scheduled street closure and no more than two street closures per week.
5. If your event requires street closures, you are required to provide notice to the impacted properties at least two weeks prior to the event.

#### Checklist - Events on City Property: Level 2 and Level 3

1. Submit a complete Special Event Permit Application to the City along with:
  - The application fee.
  - Proof of insurance.
  - A damage deposit up to \$1,000. Deposit is refunded if City property is not damaged after the event. Event organizer will be liable for any additional damage exceeding \$1,000.
  - A detailed site plan and/or route map of the event.
  - A traffic plan.
  - A schedule of activities (if multiple activities are occurring during the event).
2. City staff will review the application for completeness.
3. City staff will arrange a pre-event meeting with the event organizer(s), public safety, and City staff to discuss the event request and any special conditions that should be placed on the event.
4. Events involving street closures are not permitted within one day before and after a previously scheduled street closure and no more than two street closures per week.
5. If your event requires street closures, you are required to provide notice to the impacted properties at least two weeks prior to the event.

## Step 4 – Review Policies and Fees

The following are some of the applicable policies for holding an event in the City of Excelsior.

### Application Submittal Deadline and Fee

- Level 1 Events: Applications for Level 1 events must be submitted no less than 30 days prior to the event.
- Level 2 Events: Applications for Level 2 events must be submitted no less than 60 days prior to the event.
- Level 3 Events: Applications for Level 3 events must be submitted no less than 60 days prior to the event.

Any application that is submitted after the application deadline will be charged a \$100 late fee.

### Alcohol Regulations

A permit is required for having alcohol at events and is allowed in designated event area only. See below for more information.

- Police Officer Requirement – At the expense of the event organizer, a minimum of one police officer is required for all events involving alcohol on public property, more officers may be required at the discretion of the South Lake Minnetonka Police Department. Contact the South Lake Minnetonka Police Department at (952) 474-3261 to arrange for officers and payment.
- Temporary Liquor License – A temporary liquor license is required at least 60 days prior to the event if the event is selling or giving away liquor during the event. There are two types of Temporary Liquor Licenses:
  - 3.2 Beer Temporary Liquor License: A club or charitable, or religious or non-profit organization may be issued a temporary 3.2 beer license subject to the terms set by the City.
  - On-Sale Spirits, Wine, and Beer Temporary Liquor License: A club or charitable, or religious or non-profit organization in existence for at least three years may be issued a temporary license for the on-sale of intoxicating liquor in connection with a social event. The license may not be for more than four consecutive days.

### Parking Plan

It is important that you plan for the safe arrival/departure of event attendees, participants, vendors, etc. For Level 2 and Level 3 events, a parking plan must be submitted for both participants and vendors. The parking plan must address locations for any off-site parking and shuttle service.

### Waste Removal

It is the responsibility of the event organizer for the proper removal and disposal of all trash, refuse and debris throughout the term and immediately upon conclusion of the event. Additional dumpsters and trash containers can be arranged through several local companies. Loss of entire deposit and/or additional City personnel charges will result if City staff must clean up waste from event site.

### Restroom/Sanitary Facilities

One (1) toilet per every 250 people who attend your event is recommended. This figure can be based upon the maximum number of attendees at your event during peak time. If public restrooms are not available to meet or exceed this number, then portable restrooms will be required at the event organizer's expense. Portable restrooms are provided by several private firms. Please contact them directly and specify the location on the Site Plan.

### Barricades

The Excelsior Public Works Department can provide two barricades for events involving road closures; any additional barricades must be rented from an outside rental company at the expense of the event organizer.

### Entertainment and Related Components

It is the event organizer's responsibility to ensure all activities comply with the City of Excelsior ordinances. A police or code enforcement officer who determines that noise from your event is offensive to others may require you to lower or discontinue the noise. Also, the police may order musical entertainment to end if it incites a crowd or has the potential for unruly or risky behavior.

### Event Storage Fee

Items left on City property before or after an event, will be charged an Event Storage Fee of \$150 per day that will be deducted from the damage deposit.

### Insurance

Before the final permit can be issued, all proper insurance documentation must be received by the City of Excelsior.

### Promotional Materials

If the event has promotional materials, (i.e. Banners, Posters, Invitations, Social media promotions) the City of Excelsior's name or logo must be displayed as one of the primary sponsors on the event materials and a proof sent to the City's Event Coordinator for review and approval.

### Road Closure Fee

Any event that closes a street with metered parking spaces will be charged a Road Closure Fee in addition to the Special Event Permit Fee. The Road Closure Fee is \$3.00 per hour for every metered space that is impacted by the event. If your event does have road closures, impacted residents and/or businesses need to be notified in writing of the closure two weeks before the event takes place.

### Site Plan and/or Route Map

A Site Plan must be submitted with every special event permit application. The Site Plan should include the following information:

- Location(s) of the event.
- Any street and/or sidewalk closures.
- Location and number of all: activity areas, cooking areas, stages, tables, tents, portable toilets, booths, beer gardens, food booths, trash containers and dumpsters and other temporary structures.
- Generator locations and source of electricity.
- Location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision for a minimum of 20-foot emergency access lanes throughout the event.
- Location of first aid facilities and ambulances.
- Placement of vehicles and/or trailers.

### Stakes

Tents or other items cannot be secured with stakes in The Commons because of an underground irrigation system unless the Public Works Superintendent grants special authorization.

### Traffic Plan

If there are any road closures, a detailed traffic plan is required. This plan shall include all routing plans for traffic and any barricades, signs or police or volunteer locations.

### Vehicle Use

Vehicles are prohibited from driving on the grass in The Commons unless the City Council grants special authorization. Vehicles are only allowed on the blacktop driveway.

## Step 5 – Complete Application and Other Contact Information

Complete the special event permit application and submit the completed application to City Hall. There may be other entities you need to contact depending on your event. Any fees associated with these entities are the responsibility of the applicant.

- Department of Health (651) 201-4500 or [health.foodlodging@state.mn.us](mailto:health.foodlodging@state.mn.us)
  - Contact for any events serving food to the public.
- Excelsior Fire District (952) 401-8801
  - Contact 30 days prior to the event for any event open to the public with exhibitors, vendors, and concessions tents, trailers, and/or trucks using any type of a power supply, propane, open flame, portable heaters, or operate with conditions that have the potential to be hazardous.
  - A recreational burn permit must be filled out and submitted for public events with recreational fires in burn pits, portable fire appliances, and portable fireplaces.
- Federal Aviation Administration
  - Contact for any events in the air.
- Hennepin County Water Patrol (612) 596-9880
  - Contact for any events on Lake Minnetonka.
- Lake Minnetonka Conservation District (952) 745-0789 or [lmcd@lmcd.org](mailto:lmcd@lmcd.org)
  - Contact for any events on Lake Minnetonka.
- South Lake Minnetonka Police Department (952) 474-3261
  - Contact 60 days prior to the event for any event that serves alcohol and/or requires traffic control.
- State Electrical Inspector, Brian Luce (952) 233-8988 or [inspecbluce@gmail.com](mailto:inspecbluce@gmail.com)
  - Contact for any events with outdoor electric.



**CITY OF EXCELSIOR**  
**SPECIAL EVENT PERMIT APPLICATION**

*Only completed applications with payment will be accepted*

<i>Office Use Only</i>	
Date Received	_____
Fee Paid \$	_____

<b>EVENT INFORMATION</b>	
Name of Event:	
Type of Event (festival, parade, athletic, etc):	
Event Set Up Date:	Time:
Actual Event Date(s):	Time:
Event Clean Up Date:	Time:
Event Location (please circle location on page 8 if applicable):	

*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.*

Estimated Attendance:
Schedule of Activities Attached? <input type="checkbox"/> No <input type="checkbox"/> Yes    Site Plan Attached? <input type="checkbox"/> No <input type="checkbox"/> Yes
List any Road Closures (including partial lane closures) and the Time of Closing:

*If applicable, please attach a clear map showing the routes of the athletic event or parade.*

<b>APPLICANT INFORMATION</b>		
Sponsoring Organization Name:		
Primary Contact Person:		
Address:		
City:	State:	Zip:
Phone:	E-Mail:	
Name of Contact Person During Event:		
Cell Phone:		

*Person listed above must be present during the event and immediately available*

## EVENT DETAILS

Is the event open to the public?     No     Yes

Will admission be charged?     No     Yes, amount per person \$\_\_\_\_\_

Will alcohol be at the event?     No     If yes, list contact person and phone number.

Contact Person:

Phone:

Will food be prepared on site?     No     Yes

(If yes, please contact Hennepin County Health Department)

Will sound amplification be used?     No     Yes, hours and type:

*Amplified sound requires onsite contact person. No amplified sound 10:00 pm to 7:00 am.*

Contact Person:

Cell Phone:

Are there events in the air?     No     Yes, describe:

(fireworks, parachutes, etc.)

Will there be inflatables?  
(bounce house, jumpers, etc.)     No     If yes, indicate on map what item(s), the location(s), and how they will be secured.

Will there be canopies or tents?     No     Yes, number of canopies & tents:

Date Installed:

Date Removed:

Will a stage be set up?     No     Yes, dimensions:

Will there be temporary fencing?     No     Yes, material:

Location(s) of temporary fencing:

Will barricade(s) be needed?     No     Yes, number needed?    (City may provide 2)

Describe power needs and location(s) of power source:

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

This permit is not transferable, not refundable, and is not valid for any other date or purpose than specified above. An approved copy of this permit must be available for inspection during the period of use.

I agree to abide by all applicable City Ordinances regulating special events and the use of public parks. I agree to indemnify and hold the City of Excelsior harmless for any personal injury claims resulting from our use of public property or organized public event. I agree to pay for all public safety costs. I agree to pay for any damage done to public property as a result of our organization's use of public property that exceeds the damage deposit. I agree that I am 18-years of age or older.

Please Note: Applications and other materials (map, race route, etc.) submitted for staff's approval will be considered final. Please be sure all information on the application is correct.

Print Your Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Police Chief or Designee Signature and Date

\_\_\_\_\_  
Fire Chief or Designee Signature and Date

I have reviewed the application and have the following comments and conditions:  
\_\_\_\_\_  
\_\_\_\_\_

I have reviewed the application and have the following comments and conditions  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Public Works Superintendent Signature and Date

\_\_\_\_\_  
City Manager Signature and Date

I have reviewed the application and have the following comments and conditions:  
\_\_\_\_\_  
\_\_\_\_\_

I have reviewed the application and have the following comments and conditions:  
\_\_\_\_\_  
\_\_\_\_\_



LAKE MINNETONKA



Permit Level and Description <i>A Separate Application is Required for Each Event</i>	Deadline	Review Required		Fee Per Day	Sales Tax Multiply 7.525%	Total Fee Fee + Tax
		SLMPD	EFD			
<b>Level 1 - Events on City Property</b> <ul style="list-style-type: none"> <li>• 50-199 participants &amp; spectators</li> <li>• Includes events that use City property and Lake Minnetonka.</li> <li>• Includes Minnetonka School District youth soccer and football programs</li> </ul>	30 days	No	No	\$150		
<b>Level 2 - Events on City Property</b> <ul style="list-style-type: none"> <li>• 200-1,999 participants &amp; spectators</li> <li>• Road closures/traffic control may be required</li> </ul>	60 days	Yes	Yes	\$1,000		
<b>Level 3 - Events on City Property</b> <ul style="list-style-type: none"> <li>• Over 2,000 participants &amp; spectators</li> <li>• Event has major impact to City property, regardless of attendance. Road closures/traffic control may be required</li> </ul>	60 days	Yes	Yes	\$1,000		
<b>Event on private property Excelsior Business District</b>	60 days	Yes	Yes	\$100		
<b>Events that Only Use the Ball Field or Tennis Courts</b>	14 days	No	No	\$60 for each area		
<b>Athletic Event that Only Uses Streets</b>	30 days	Yes	Yes	\$250		
<b>Athletic Event that Uses Streets and The Commons or City Parking Lot</b>	60 days	Yes	Yes	\$1,000		
<b>Water Street and/or Sidewalk Closure</b> Events that require the closure of Water Street or that hold their event on the sidewalk	60 days	Yes	Yes	\$500		
<b>Community Enhancement Events</b> <ul style="list-style-type: none"> <li>• Seasonal, weekly events</li> <li>• Includes only the Farmers Market and Flea Market, provided the events do not change in scope</li> <li>• Fee is per season instead of per day</li> </ul>	60 days	Yes	Yes	\$100 for private property \$500 for public property		
<b>Parade</b>	60 days	Yes	Yes	\$60		
<b>Add On - Serving Alcohol on City Property</b> <ul style="list-style-type: none"> <li>• Requires applicable liquor licenses</li> <li>• Requires a minimum of one police officer from SLMPD (separate fee)</li> </ul>	60 days	Yes	No	\$250		
<b>Add On - Ticketed Event</b>	60 days	No	No	\$1 per ticket		
<b>Add On - Event Storage Fee</b>	15 days	No	No	\$150		
<b>Add On - Reserve Parking Meter(s)</b>	30 days	No	No	\$50 per meter		
<b>Add On - Road Closure Fee</b>	60 days	Yes	Yes	\$3.00 per hour per meter		
<b>Add On - Ticketed Event</b>	Submit two weeks after event	No	No	\$1 per ticket		

<b>Add On – Fundraising Event</b>	Submit two weeks after event	No	No	5% of net profits to C4C		
<b>Late Fee</b>				\$100		
<b>Damage Deposit – Level 1 (\$150) and Level 2 (up to \$1,000)</b> The damage deposit will be reduced if items are left on the premises beyond the permitted timeframe at a rate of \$150/day plus any expenses incurred by the City						
<b>Amount Due:</b>						