

# 2020 Special Event Application Instructions

299 Wayzata Blvd W.  
Wayzata, Minnesota 55391  
952-404-5363 (office) 952-404-9417 (fax)  
[rebecca@wayzata.org](mailto:rebecca@wayzata.org)

*The City of Wayzata encourages events and would like to help make them run smoothly. In doing so, it is important to balance the probable impacts of the event on the community with the desires of the event organizer(s) or coordinator(s). Some events may include street closures, amplified music, admission charges, service of alcohol, sale of goods or services or have a large number of people. To improve the chances of having a successful event and maintain the quality of life for the surrounding community, these activities require permits to give City departments, Commissions or the City Council the opportunity to review the plans with an eye toward the goal of balance.*

**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
- The request to serve Alcohol requires an Alcohol License
- Requires street or sidewalk closures
- Organized gatherings of more than 20 people on City streets, sidewalks, parks, or City Right-Of-Ways
- Walks, runs, athletic events, bicycle races and rides
- Outdoor concert, entertainment, public or semi-public
- 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 enclosed tents over 400 Sq. Ft. in size
- Residential events which will likely obstruct, delay or interfere with the normal flow of pedestrian or vehicular traffic
- Any events that may significantly impact neighboring properties

**Note that even if your event does not require a special event permit, posting of No Parking Signs is required if the event location is adjacent to a less than 24 foot width city street.**

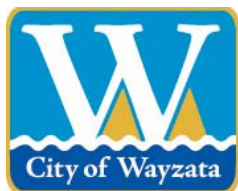
**Public Works will post No Parking Signs on one side of the street(s). The number and location to be determined by Public Works. The fee per “No Parking” sign is listed within this application under rental fees.**

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

Once you have determined that your event requires a special event permit, look at the Special Event Permit Fee Schedule on the next page to determine the permit event level that indicates application deadline and permit fee.

*(City staff reserves the right to select the correct permit event level if applicant inadvertently chose the incorrect event level).*

Be sure to check the availability of dates by calling (952) 404-5363 before submitting your application.



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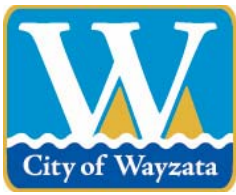
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## 2020 SPECIAL EVENT PERMIT FEE SCHEDULE

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	\$155	\$205
<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	\$260	\$515
<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	\$1,545	\$3,090
<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	\$620	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	\$205	N/A
<b>Events on Private Property (meets any Step 1 requirements)</b>	10 days	No	Yes	Yes	Yes	\$105	N/A
<b>Events in City Parks</b>	10 days	No	Yes	Yes	Yes	\$155	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	\$260	\$515
<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	\$515	\$1,030
<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	\$260	\$515
<b>Parades</b>	60 days	*Yes	Yes	Yes	Yes	\$515	\$1,030

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

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



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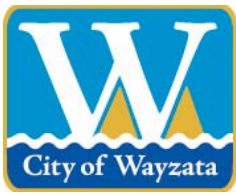
## 2020 SPECIAL EVENT PERMIT FEE SCHEDULE (continued)

### Definition of "Local" in Determining Special Event Permit Fees

1. Resident of Wayzata
2. Owner/Employee of business in Wayzata.
  - a. *To qualify, employees must work an average of 20 hours per week/1040 hours per year. Documentation of employment status must be provided when making application.*
3. Property owner (local taxpayer) in Wayzata.
4. Public Agencies "Local"
  - a. *Public agencies directly serving the City of Wayzata*

### Events that don't meet the above criteria for "Local" will be considered "Non-Local" in Determining Special Event Permit Fees.

1. The City Manager or Authorized Designated Department Head may make exception in determining if an event is Non-Local or Local on a case-by-case basis for individuals/organizations who have shown significant positive contributions to the community.
2. Rights of Appeal
  - a. *Any decision of the City Manager or Authorized Designated Department Head in determining if an event is Non-Local or Local may be appealed to the City Council.*
  - b. *Appeals must be filed with the City Clerk within five (5) calendar days following the City Manager or Authorized Designated Department Head's decision whether the event is considered Non-Local or Local.*
  - c. *Appeals will be set for hearing before the City Council on the earliest available agenda.*



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## 2020 SPECIAL EVENT PERMIT INSTRUCTIONS

### 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: Levels 1 & 2 and Events on Private Property**

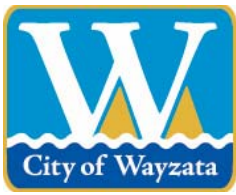
1. Submit a complete Special Event Permit Application to the City along with:
  - The application fee.
  - Proof of insurance (event organizer/organization will be liable for any damage to City property).
  - A detailed site plan and/or route map of the event.
  - A traffic plan.
  - A schedule of activities (if multiple activities are occurring during the event).
2. Application is reviewed by City staff and includes the event organizer(s).

#### **Checklist - Events on City Property: Level 3**

1. Submit a complete Special Event Permit Application to the City along with:
  - The application fee.
  - Proof of insurance (event organizer/organization will be liable for any damage to City property).
  - 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 Works, Police, and Fire to discuss the event request and any special conditions that should be placed on the event.
4. The City Council will consider comments from the pre-event meeting (if applicable) and take action on the request.
5. City staff will issue the permit upon approval by the City Council.
6. 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 - Wayzata Chamber of Commerce Annual Community Events: Level 3a**

1. Submit a complete Special Event Permit Application to the City along with:
  - The application fee.
  - Proof of insurance (event organizer/organization will be liable for any damage to City property).
  - Event organizer will be liable for any damage to City property.
  - 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 Works, Police, and Fire to discuss the event request and any special conditions that should be placed on the event.
4. The City Council will consider comments from the pre-event meeting (if applicable) and take action on the request.



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### **Checklist - Wayzata Chamber of Commerce Annual Community Events: Level 3a (continued)**

5. City staff will issue the permit upon approval by the City Council.
6. 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 Private and City Property (Under 500 participants & spectators)**

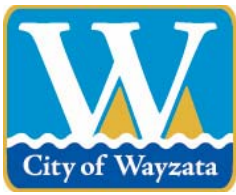
1. Submit a complete Special Event Permit Application to the City along with:
  - The application fee.
  - Proof of insurance (Event organizer/organization will be liable for any damage to City property).
  - A detailed site plan and/or route map of the event.
  - A traffic plan.
  - A schedule of activities (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 Works, Police, and Fire to discuss the event request and any special conditions that should be placed on the event.
4. 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 Private Property (that meets any Step 1 requirements)**

1. Submit a complete Special Event Permit Application to the City along with:
  - The application fee.
  - 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 Works, Police, and Fire to discuss the event request and any special conditions that should be placed on the event.
4. 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 in City Parks**

1. Submit a complete Special Event Permit Application and the permit fee to the City.
  - The application fee.
  - Proof of insurance (Event organizer/organization will be liable for any damage to City property).
  - 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. Application is reviewed by City staff and includes the event organizer(s).



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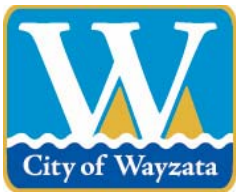
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### **Checklist - Athletic Events, Street and/or Sidewalk Closures and Parades**

1. Submit a complete Special Event Permit Application to the City along with:
  - The application fee.
  - Proof of insurance (Event organizer/organization will be liable for any damage to City property).
  - 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 Works, Police, and Fire to discuss the event request and any special conditions that should be placed on the event.
4. The City Council will consider comments from the pre-event meeting (if applicable) and take action on the request.
5. City staff will issue the permit upon approval by the City Council if required.
6. If your event requires street closures, you are required to provide notice to the impacted properties at least two weeks prior to the event.



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## Step 4 – Review Process, Policies and Fees

### Special Event Approval Process

All Special Event Applications are processed thru Public Works. Applications are also reviewed by Police and Fire.

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

### Application Submittal Deadline and Fee

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, see below for more information.

- Police Officer Requirement – 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 Wayzata Police Department. The event organizer will sign a contract for police services prior to issuance of the special event permit.
- Temporary Liquor License – A temporary liquor license is required at least 45 days prior to the event if the event is selling or giving away liquor in the course of the event. There are two types of Temporary Liquor Licenses:
  - 3.2 Beer Temporary Liquor License: A club, charitable, 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, charitable, 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.
  - Businesses holding a Liquor Catering License must notify the Wayzata Police Department of an event they are serving liquor at least ten (10) business days before the event.

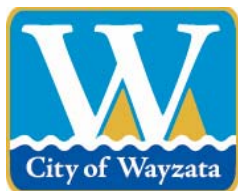
### Entertainment and Related Components

It is the event organizer's responsibility to ensure all activities comply with the City of Wayzata 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, rowdy, or risky behavior.

### Insurance

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





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## Event Site Plan and/or Route Map

Based on your event site plan and components, the City may require a walkthrough of the site before and/or after the event. Please include the following if applicable:

- An outline of the entire event venue, including the names of all streets or areas that are part of the venue. Include the direction of travel if it is a moving event.
- Location and number of all 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 15 foot emergency access lanes throughout the event.
- Location of first aid facilities and ambulances.
- Placement of vehicles and/or trailers.
- Other related components not listed above.

## Traffic Plan

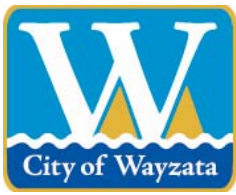
If there are any road closures, a detailed traffic plan is required. This plan shall include all routing plans for traffic and any barricades, signs or police or volunteer locations.

## **Step 5 – Complete Application and Other Contact Information**

Complete the special event permit application and submit the completed application via email to [rebecca@wayzata.org](mailto:rebecca@wayzata.org). 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.

- Food License (952) 404-5301
  - Contact for any events serving food to the public.
  - Must allow 30 days to process temporary food stand license.
- Liquor License (952) 404-5303
  - Contact for any events serving alcohol to the public.
  - Must allow 45 days to process liquor license.
- Wayzata Fire Department (952) 404-5337
  - Contact 10 days prior to the event for any event that include tents larger than 400 sf that have enclosed sides. A tent permit is required and the tent(s) inspected prior to the start of the event.
  - A recreational burn permit must be filled out and submitted for public events with recreational fires in burn pits, portable fire appliances, and portable fire places.
- 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.
- Wayzata Police Department (952) 404-5340
  - Contact 30 days prior to the event for any event that serves alcohol.
- State Electrical Inspector, Dave Huckey (952) 442-2761
  - Contact for any events with outdoor electric.



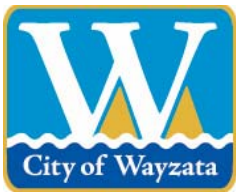


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### Other Event Service Fees Provided by the City

- Wayzata Police Contractual Services
  - During review of the special event application, if police services are determined to be required or police services are requested, the applicant will sign a Police Contractual Services Contract prior to the event. Hourly fees for the Police Department employees are listed in the current City of Wayzata Fee Schedule. The total final cost will be invoiced and paid to the City of Wayzata post event.
- Public Works Contractual Services
  - During review of the special event application, if Public Works services are requested, the applicant will pay the estimated cost for Public Works services prior to the event. Hourly fees for Public Works services are listed in the current City of Wayzata Fee Schedule. If the total final cost is more than the paid estimated cost for Public Works services, the applicant will be invoiced for the balance due payable to the City of Wayzata post event.
- Fire Department Contractual Services
  - During review of the special event application, if Fire services are requested, the applicant will pay the estimated cost for Fire services prior to the event. Hourly fees for Fire services are listed in the current City of Wayzata Fee Schedule. If the total final cost is more than the paid estimated cost for Fire Department services, the applicant will be invoiced for the balance due payable to the City of Wayzata post event.



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## Special Event Labor and Rental Fees Provided by the City

- Labor Fees
  - Police Contractual Services, per hour \$91.00
  - Public Works Services, per hour \$68.00
  - Fire Personnel hourly services \$68.00
- Rental Fees
  - Public Works: Signs, Barricades, and Equipment
    - Single Tier Barricades \$5.00 /item/day
    - Reflective Cones \$3.00 /item/day
    - Reflective Drums \$5.00 /item/day
    - Temporary no parking “Police Order” sign including Lath \$3.50 /item
    - Pickup; ½ or ¾ Ton – per hour (not including operator) \$75.00
    - 1 Ton Pickup Ton – per hour (not including operator) \$100.00
    - Street Sweeper – per hour (not including operator) \$150.00
  - Fire Department: Fire Equipment (including operators)
    - Aerial Ladder – per hour \$334.00
    - Engine/Pumper – per hour \$334.00
    - Heavy Rescue – per hour \$168.00
    - Tanker – per hour \$196.00
    - Utility Vehicle – per hour \$111.00
    - Boat – per hour \$168.00
  - Fire Department: Other
    - Fireworks Inspection \$168.00
    - Temporary Membrane Structure (Tent) \$90.00
      - Each additional structure (\$25.00)
  - Special Event Food Stand
    - First Day \$91.00
    - Each Additional Day \$40.00
    - Each Day-existing license holder \$40.00
    - Maximum-each license \$209.00
  - Special Event Food Stand (Pre-packaged non-potentially hazardous food)
    - First Day \$35.00
    - Each Additional Day \$35.00
    - Each Day-existing license holder \$35.00
    - Maximum-each license \$209.00