



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

The City of Excelsior 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 participants. 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 the City the opportunity to review the plans.

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 10 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 application deadline and permit fee.

Be sure to check the availability of dates by calling (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 and Events on Private Property**

1. Submit a complete Special Event Permit Application and the permit fee to the City.
2. Application is reviewed by City staff and issued immediately with the payment of a \$150 refundable damage deposit for events on City property.

#### **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. The City Council will consider comments from the pre-event meeting (if applicable) and take action on the request.
5. If approved by the City Council, City staff will issue the permit.
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 City Property: Level 2**

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. The City Council will consider comments from the pre-event meeting and take action on the request.
5. If approved by the City Council, City staff will issue the permit.
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.

## **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

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 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 30 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 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.

### 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.

### Insurance

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

### Site Plan and/or Route Map

Based on your event site plan and components, the Public Works Superintendent or designee 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 20 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.

### 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 area.

## **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
  - 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 fire places.
- 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
  - 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
  - Contact for any events with outdoor electric.



**CITY OF EXCELSIOR  
SPECIAL EVENT PERMIT APPLICATION**

Office Use Only
Date Received _____
Fee Paid \$_____

*Only completed applications with payment will be accepted*

**EVENT INFORMATION**

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
<i>Required for all events with the exception of Events on Private Property</i>
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.*

**APPLICANT INFORMATION**

Sponsoring Organization Name:		
Primary Contact Person:		
Address:	City:	Zip:
Phone:	Phone:	E-Mail:
Event Planner Name:		
Address:	City:	Zip:
Phone:	Phone:	E-Mail:
Name of Contact Person During Event:	Cell Phone:	

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

<b>EVENT DETAILS</b>	
Is the event open to the public?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Will admission be charged?	<input type="checkbox"/> No <input type="checkbox"/> Yes, amount per person \$_____
Will alcohol be at the event?	<input type="checkbox"/> No <input type="checkbox"/> If yes, list contact person and phone number.
Contact Person:	Phone:
Will food be prepared on site?	<input type="checkbox"/> No <input type="checkbox"/> If yes, please contact Hennepin County Health Department.
Will sound amplification be used?	<input type="checkbox"/> No <input type="checkbox"/> Yes, hours and type:
<i>Amplified sound requires onsite contact person. No amplified sound 9:00 pm to 8:00 am.</i>	
Contact Person:	Cell Phone:
Are there events in the air? (fireworks, parachutes, etc.)	<input type="checkbox"/> No <input type="checkbox"/> Yes, describe:
Will there be inflatables? (bounce house, jumpers, etc.)	<input type="checkbox"/> No <input type="checkbox"/> If yes, indicate on map what item(s), the location(s), and how they will be secured.
Will there be canopies or tents?	<input type="checkbox"/> No <input type="checkbox"/> Yes, number of canopies & tents:
Date Installed:	Date Removed:
Will a stage be set up?	<input type="checkbox"/> No <input type="checkbox"/> Yes, dimensions:
Will there be temporary fencing?	<input type="checkbox"/> No <input type="checkbox"/> Yes, material:
Location(s) of temporary fencing:	
Will barricade(s) be needed?	<input type="checkbox"/> No <input type="checkbox"/> Yes, number needed:
Describe power needs and location(s) of power source:	
Describe trash removal and cleanup plan during and after event (including advertising):	
Describe parking arrangements for the event and traffic plan:	

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 any damage done to public property as a result of our organization's use of public property that exceeds the damage deposit.

**Please Note: Applications and other materials (map, race route, etc.) submitted for Council approval will be considered final once it becomes part of the Council's packet. Please be sure all information on the application is correct.**

Print Your Name:

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Signature:

Date:

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\_\_\_\_\_  
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:

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Public Works Superintendent Signature and Date

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City Manager Signature and Date

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

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# MAP OF THE COMMONS

Please Circle on the Map the Location of the Event



Permit Level and Description <i>A Separate Application is Required for Each Event</i>	Deadline	Authorization Required			Fee Per Day	Sales Tax <i>Multiply 7.275%</i>	Total Fee <i>Fee + Tax</i>
		City Council	EFD	SLMPD			
<b>Level 1</b> <b>Events on City Property</b> <ul style="list-style-type: none"> <li>• 10-200 participants &amp; spectators</li> <li>• Event has minimum impact</li> <li>• No road closures</li> <li>• Includes events that use City property, but are primarily held on Lake Minnetonka and Minnetonka School District football and soccer programs, regardless of size</li> </ul>	Two business days	No	No	No	\$150		
<b>Level 2</b> <b>Events on City Property</b> <ul style="list-style-type: none"> <li>• Over 200 participants &amp; spectators</li> <li>• Event has major impact to City property, regardless of attendance</li> <li>• Road closures/traffic control may be required</li> </ul>	45 days	Yes	Yes	Yes	\$1,000		
<b>Events that Only Use the Ball Field or Tennis Courts</b>	14 days	No	No	No	\$60 for each area		
<b>Athletic Event that Only Uses Streets</b>	30 days	Yes	Yes	Yes	\$250		
<b>Athletic Event that Uses Streets and The Commons or City Parking Lot</b>	60 days	Yes	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	Yes	\$500		
<b>Parade</b>	30 days	Yes	Yes	Yes	\$30		
<b>Events on Private Property</b>	14 days	No	No	Yes	\$100		
<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	Yes	\$250		
<b>Add On - Ticketed Event</b>	60 days	Yes	No	No	\$1 per ticket		
<b>Add On - Reserve Parking Meter(s)</b>	30 days	No	No	No	\$20 per meter		
<b>Late Fee</b>					\$100		
<b>Damage Deposit</b>	Level 1 - \$150 and Level 2 - up to \$1,000 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						

**AMOUNT DUE \$ \_\_\_\_\_**

\* 50% Discount on Total Permit Fee for all Minnetonka School District Events