



Hello Event Planner!

You are planning an event that will take place within the city limits of Mound! Doing so may require permitting and possibly the support or involvement of others. Planning ahead for all the possible details will ensure a safe and successful event!

Attached is the Special Event Checklist. This is not a permit application but simply a list that helps with the planning logistics. The primary purpose of the Special Event Checklist is to help the City get a handle on all that is taking place on City-owned property, which is on the increase!

It may seem extensive but filling it out goes quickly and the checklist flushes out all the possible considerations of event planning. It quickly helps staff determine what permits may be needed.

The Check List helps the City accomplish three things:

- 1) Be aware of what is taking place on city-owned property
- 2) Determine how the City or other agencies may be of assistance
- 3) Assure public safety for event goers and passers by

Please quickly complete the Special Event Checklist and submit 45 days in advance of the event. Most permits require processing time and then approval by the Mound City Council. Enough time must be allowed.

The City appreciates your patience and diligence in these matters and helping to ensure a successful event for all parties involved!

If you have questions that remain, please contact me at SarahSmith@cityofmound.com or via phone at 952-472-0604.

Thank you,

Sarah Smith

Sarah Smith
Community Development Director



Special Event Check List

City of Mound
2415 Wilshire Boulevard
Mound, MN 55364
952-472-0608

Date Received: _____
Received by: _____

This Check List should be submitted at least 45 days prior to the event.

Objective: The Check List helps the City accomplish three things:

- 1) Be aware of what is taking place on city-owned property
- 2) Determine how the City or other agencies may be of assistance
- 3) Assure public safety for event goers and passers by

QUICK TEST: DOES YOUR EVENT REQUIRE A SPECIAL EVENT PERMIT?

If you are having an event that has less than 300 people, on private property without music, no fireworks, no off-site parking, no charge for liquor and event does not involve any of the items listed near the top of page 2 of this check list, special events permits may not be required.

DISCLAIMER: Some or all of the information that you are asked to provide on the application is classified by State law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data. Our purpose and intent is to use the information to determine your qualification for the permit(s) or license(s) requested. If you refuse to supply the information, permit(s) or license(s) may not be issued.

Applicant Information

Name: _____
Address: _____
City, State, Zip: _____
Day Phone: _____ Cell Phone: _____
Email: _____
Organization (if applicable): _____
Address: _____ City, State, Zip: _____

Event Details:

Name of Event: _____
Location: _____
Date(s): _____
Hours(s): _____
Applicant Phone # on Event Day: _____
Description of Event: _____
_____ Use additional paper, if necessary.

Size of Gathering

- _____ Gathering, or projected gathering, of under 100 persons at one time and at a single location.
_____ Gathering, or projected gathering, of 100-299 persons at one time and at a single location.
_____ Gathering, or projected gathering, of more than 300 persons at one time and at a single location

Type of Special Event (check or answer all that apply)

_____ Public Event on Public Property? _____ Private Event on Public Property? _____ Private Event on Private Property?

_____ Will you have a tent? _____ Will your tent have sides? _____ Will you have tent heaters? _____ Size of tent

Indicate possible activities/attractions/components:

- _____ Block Party
- _____ Carnival
- _____ Petting Zoo
- _____ Political Rally/Event
- _____ Live Music
- _____ Parade
- _____ Fireworks
- _____ Wedding
- _____ Beer Garden
- _____ Inflatable Jumping Toy
- _____ Others, not listed _____
- _____ Road Closing
- _____ Circus
- _____ Fishing Contest
- _____ Church/Religious Event
- _____ Theatrical Performance or Event
- _____ Boat Show
- _____ Car Show
- _____ Marathon
- _____ Other Athletic Contest (type: _____)
- _____ Dunk Tank

PUBLIC LOCATIONS

Location: _____

Approximately how many people are expected at event? _____

Is the event private? Yes No

Is this event open to the public? Yes No

Diagram and label site plan for event parking, music, attractions, tents, sanitary facilities, garbage containment, all possible other amenities/activities

Submitted? Yes No

Will you post event signage or banners? Yes No

Will any special services be required from the Police Department or other city department? Yes No

List needed public services – **fees for service may apply**

Police/Reserves for safety, street crossing, traffic control, alcohol containment? (circle needs)

Public Works for cones, barricades, generator, garbage, street cleaning? (circle needs)

Submitted? Yes No

PRIVATE LOCATIONS

Location: _____

Approximately how many people are expected at event? _____

Diagram and label site plan for event parking, music, attractions, tents, sanitary facilities, garbage containment, all possible other amenities/activities

Submitted? Yes No

Will you post event signage or banners? Yes No

Will any special services be required from the Police Department or other city department? Yes No

Diagram and label event layout and list needed public services – **fees for service may apply**

Police/Reserves for safety, street crossing, traffic control, alcohol containment? (circle needs)

Public Works for cones, barricades, generator, garbage, street cleaning? (circle needs)

Submitted? Yes No

PARKING

Approximately how many vehicles are expected? _____

On-Site Parking: How many vehicles could be parked on the property? _____

Off-Site Parking: How many vehicles would need to be parked off the property? _____

Include on master diagram and label on-site and off-site parking

Submitted?

Yes No

Describe method(s) of transporting guests/participants of event from off-site parking: _____

Will your parking have an impact on emergency response or site access?

Yes No

Written permission for parking attained from private property or business owner(s)

Submitted?

Yes No

Do you have a designated responsible person to direct vehicles as to where/how to park? Yes No

MUSIC

Will there be live music? Describe: _____ Yes No

Will there be amplified music? Yes No

What are proposed days/hours for music to be played? _____

Include and label on master diagram location of music, *direction of speakers* and adjoining properties

Submitted?

Yes No

LIQUOR

Will liquor be served? Yes No

If liquor is served, will there be a charge? Yes No

Is liquor included in the price of a ticket to attend the event? Yes No

Provide completed applications for liquor sales

Submitted?

Yes No

Provide proof of insurance

Submitted?

Yes No

FIREWORKS

Will there be fireworks at your event? Yes No

Include diagram and label proposed display of fireworks, with surrounding properties

Submitted?

Yes No

Provide proof of insurance

Submitted?

Yes No

VENDORS AND/OR ATTRACTIONS

Will vendors sell food or other products? Yes No

Provide copy of permit required from Hennepin County Health Department

Submitted?

Yes No

Will you have any other attractions? (i.e., petting zoo, carnival, etc.)

Yes No

Include on master diagram and label proposed attractions

Submitted?

Yes No

SANITATION

Are there indoor bathrooms available to the event? Yes No

Will you provide portable bathrooms? How many? _____ Yes No

Will you provide handicapped bathrooms? How many? _____ Yes No

Include on master diagram and label location of bathrooms. Submitted? Yes No

INSURANCE

Will there be insurance coverage for the event (required for Public Gatherings)? Yes No
Provide Certificate of Liability Insurance, with coverage levels
Submitted and Naming City as an Additional Insured? Yes No

SEVERE WEATHER AND EMERGENCY RESPONSE PLAN

For large events: Do you have a basic Emergency Response Plan? Yes No
Do you know where crowds will congregate during severe weather? Yes No
Provide a Severe Weather/Emergency Response Plan, with shelter locations labeled
Submitted? Yes No

POSSIBLE LICENSES AND PERMITS (if applicable)

_____ Department of Natural Resources (DNR) _____ Lake Minnetonka Conservation District (LMCD)
_____ Hennepin County Sheriff’s Water Patrol _____ Three Rivers Park District
_____ Hennepin County Health Department _____ Mound Fire Department/Fire Marshal
_____ Hennepin County -- Roads/closures _____ Hennepin County -- Signs/banners
_____ Fireworks _____ Peddler, Solicitor or Transient Merchant
_____ Temporary Sign/Banner _____ Gambling
_____ Raffle _____ Vendor License
_____ Musical Concert _____ Other (type _____)
_____ Temporary Liquor License (State and Local) - Any time alcohol is served or sold to the general public, or if alcohol is sold at a private party/event—even if included in ticket price. May only be issued to a club, charitable, religious, or non-profit organization, or political committee registered under state law.

SUBMITTALS

Please give consideration to the following list of documents that may be required prior to approval:

- _____ Proposed parade or race route
- _____ Master site plan identifying buildings, driveways, streets, parking locations, tents/temporary structures (include size), sanitary facilities, garbage containment areas, music and direction of speakers, attractions, vendor locations, any cordoned-off area(s) for the event, neighboring properties and any other possible uses
- _____ On-site and off-site Parking Plans, including Shuttle Bus Plan, with diagram attached
- _____ Written permission for parking attained from private property or business owner(s)
- _____ Letter of approval with signature of the owner of the property on which the special event is to be held
- _____ Approval of Home Owners Association, if event affects the private property where one exists
- _____ Proof of written notice to all property owners within 350’ of the location, at least 10 days prior to the event, including date, time and location of the event (see form below)
- _____ List or description of all public services or supplies required from Police, Public Works, Parks
- _____ Completed applications for liquor sales, with proof of liability insurance
- _____ Diagram of fireworks set-up with surrounding properties, with proof of insurance
- _____ Food vendor locations and proof of permit from Hennepin County Health Department
- _____ Certificate of Liability Insurance with coverage levels
- _____ Severe Weather/Emergency Response Plan, with shelter locations
- _____ Proof of possession of any license or permit which, under federal, state or local laws or regulations, the applicant is required to have in order to conduct event or activity, or which, under any such law or regulation, would exempt the applicant from the licensing requirements of the City of Mound

The following acknowledgement must be signed by applicant--

Applicant Release and Indemnification:

I am aware of all applicable State and other laws regarding special events and will abide by the same. IN CONSIDERATION of being allowed to conduct the above-described event, the undersigned hereby releases, waives, discharges, and covenants not to sue the City of Mound or the City of Orono Police Department, the cities' elected officials, employees, volunteers, or agents ("Releasees") for injuries, death, or damages caused by the negligence of Releasees as a result of conducting or participating in the above-described event. The undersigned further agrees to protect, indemnify, and hold harmless Releasees from any and all damages, liability, and costs, including attorney's fees, for injuries, death, or damages caused by the negligence of Releasees. This Release and Indemnification does not apply to intentional, willful, or wanton acts by Releasees.

Applicant acknowledges they may be required to pay a service charge for the governmental services provided to support the event.

Signature

Date

NEIGHBOR NOTIFICATION -- Permit holder may be required to provide the information below to the property owners within 350 feet of the location of the special event. The phone number must be for a live person who can resolve any conflicts during the event. A copy of the notification letter should be submitted.

SAMPLE

Neighbor Notification of Special Event

Today's Date:

Application has been made to the City of Mound for the following special event:

Type of Event:

Location:

Date(s):

Hours:

Brief Description:

If you have any questions, please contact:

Event Coordinator:

Address:

City, State, Zip:

Phone Number during Event:

CONTACT INFORMATION FOR CITY AND OTHER AGENCIES

Contacts, to be made in advance of the event:

Community Devel Dir Sarah Smith
2415 Wilshire Boulevard
Mound, MN 55364
952-472-0604
sarahsmith@cityofmound.com

Police Chief Correy Farniok
2730 Kelly Parkway
Orono, MN 55356
763-525-6210
cfarniok@ci.orono.mn.us

Fire Chief Greg Pederson
2415 Wilshire Boulevard
Mound, MN 55364
952-472-3533
gpederson@moundfire.com

Public Works Supt Ryan Prich
2415 Wilshire Boulevard
Mound, MN 55364
952-472-0614
ryanprich@cityofmound.com

Director of Finance Catherine Pausche
2415 Wilshire Boulevard
Mound, MN 55364
952-472-0633
catherinepausche@cityofmound.com

City Manager & Public Works Director Eric Hoversten
2415 Wilshire Boulevard
Mound, MN 55364
952-472-0609
erichoversten@cityofmound.com

Ridgeview Ambulance

Darel Radde
darel.radde@ridgeviewmedical.org

(Road closures affecting emergency vehicles)

Metro Transit

David Hanson
Manager of Street Operations
Minneapolis, MN
Telephone: 612-349-7460
Cell: 651-491-8502
Email: david.hanson@metrotransit.org
jay.russell@metrotransit.org
demetairs.bell@metrotransit.org

(Road closures affecting bus routes)

Three Rivers Park District Administrative Center

Dan McCullough
3000 Xenium Lane North
Plymouth, MN 55441
Website: threeriverspark.org
Telephone: 763-559-6746
Email: DMcCullough@threeriversparkdistrict.org

(Use of Dakota Trail)

Hennepin County Sheriff's Department Water Patrol

(Events on Lake Minnetonka)

Tina Miranda
Office Specialist III
Sheriff's Office – Water Patrol Unit
4141 Shoreline Drive, Spring Park MN 55384
Telephone: 612-596-9871
Fax: 952-471-1311
Email: Tina.Miranda@hennepin.us

Hennepin County Transportation Department

(Use of County Roads)

Steve Groen
Supervisor, Permits/GSOC Office
Hennepin County DOT
1600 Prairie Dr.
Medina, MN 55340
Telephone: 612-596-0337
Email: steven.groen@hennepin.us

Hennepin County Environmental Health

(Food / Beverage Permitting)

Hennepin County Health Inspector
1011 First Street South
Suite 215
Hopkins, MN 55343
Email: epi-envhlth@hennepin.us
Telephone: 612-543-5200 ext. 3

Lake Minnetonka Conservation District

(Events on Lake Minnetonka)

Vickie Schleuning, Executive Director
Centennial Building
5341 Maywood Road, Suite 200 (Lower Level)
Mound, MN 55364
Telephone: (952)745-0789
Fax: (952)745-9085
Website: lmcd.org
Email: vschleuning@lmcd.org

Westonka Community Education and Services

(Use of Ballfields)

Lyndsey Rague, Facilities Manager
Westonka Public Schools
5901 Sunnyfield Road East
Minnetrista, MN 55364
Telephone: 952.491.8261
Email: raguel@westonka.k12.mn.us