



## SPECIAL EVENT PERMIT APPLICATION – SUPPLEMENTAL INFORMATION

The City of Delano 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, athletics, 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
- Business events that utilize a sidewalk, parking lot, and/or tent
- Residential events that 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 information below to determine the type of event, application deadline, and permit fees. Permits may be submitted no more than six months prior to the event date.

Level 1 Event	Level 2 Event
Has minimum impact	Over 100 participants
Includes events that use city property	Event has a major impact to City - regardless of attendance
No street or sidewalk closure	Street and/or sidewalk closure requested
No amplified sound or live music	Serving alcohol
	Amplified sound and/or live music at event

Be sure to check the availability of dates by contacting the City of Delano at 763-972-0550.

### **STEP 3 – Checklist for completing the application:**

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

#### **Level 1 – Events on city property and events on private property**

1. Submit a complete Special Event Permit Application and the permit fee to the City.
2. The application is reviewed by city staff and may be issued immediately with applicable rental fees and a \$250 refundable damage deposit.
3. Applications submitted no less than **30 days prior to the event**

#### **Level 2 – Events on city property and events on private property**

1. Submit a complete Special Event Permit Application to the City along with:
  - Application fee
  - Proof of Insurance
  - Damage deposit up to \$250. The deposit is refunded if the City property is not damaged after the event. The event organizer will be liable for any additional damage exceeding \$250
  - A detailed site plan and/or route map of the event
  - Traffic plan
  - Schedule of activities
2. City staff will review the application for completeness
3. City staff will arrange the 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 request.
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 impacted properties at least two weeks prior to the event. Street closure signage and posted detour routes are to be posted seven (7) days prior to the event. (Closure of County Roads will require approval from Wright County Department of Highway)
7. Applications submitted no less than **60 days 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 Delano:

#### **Application Submittal Deadline and Fees**

- **Level 1 Events:** Applications submitted no less than **30 days prior to the event**.
- **Level 2 Events:** Applications submitted no less than **60 days prior to the event**.
- **New events:** Applications submitted no less than **60 days prior to the event**.
- **Events on Private Property:** Applications submitted no less than **30 days prior to the event**.

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

## **Alcohol Regulations**

Minnesota Statutes Section 340A.404 and Delano City Code Section 503.01 require a liquor license for the consumption of alcoholic beverages during the event. Please indicate below how a license will be obtained prior to the event. Contact the City for additional information on obtaining and providing proof of proper license:

**Temporary Liquor License Application and Permit**

- May ONLY be issued to:
  - A Club, charitable, religious, or other non-profit organization in existence for at least three years;
  - A political committee registered under Minn. Stat. § 10A.14
- Requires approval by the City Council and submission to the State of Minnesota Department of Public Safety Alcohol and Gambling Enforcement Division (typical processing time is 30 days)
- May not exceed four (4) days in length
- No more than one temporary license per month per organization
- \$50 fee for Temporary Liquor Licenses

**Caterer's Permit – *An intoxicating liquor caterer's permit is issued to a restaurant that holds an on-sale intoxicating liquor license issued by any municipality.***

- This is a State permit that may be issued to a restaurant that holds an on-sale intoxicating liquor license issued by any municipality and allows the holder to sell intoxicating liquor as part of a food service that serves prepared meals at a place other than the main restaurant premises.
- Prior to the event, the caterer must submit copies of the following to the City
  - Valid state-issued caterer's permit
  - Valid state-issued restaurant license
  - Proof of compliance with the financial responsibility and insurance required as provided by City Code § 505.01, subd. 1 and 2
- The caterer must notify the Wright County Sheriff's Department before any catered event.

**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 Wright County Sheriff's Department. Contact Wright County Sheriff's Department at 763-682-1162 to arrange for officers and payment

## **Barricades**

Delano Public Works Department can provide two Type 3 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 Delano's ordinances. If a Wright County Sheriff Officer determines that noise from the event is offensive to others, they can require you to lower or discontinue the noise. Also, the officer 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 two days before or after an event will be charged an Event Storage Fee of \$100 per additional day.

## **Insurance**

Before the final permit can be issued, all of the proper insurance documentation must be received by the City of Delano. More information on insurance requirements can be found in the Public Facilities Lease Agreement.

### **Site Plan and/or Route Map**

Based on your event site plan and components, the Emergency Services Director, or designee may require a walkthrough of the site before 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

### **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

### **Restroom Facilities**

Public events are required to have public restroom facilities available. The following are the recommended minimum numbers of toilet facilities and hand washing stations for an event that will last longer than 3 hours and where food and beverages are available.

Attendance	Toilets	Hand Washing Stations
1 – 50	2	2
51 – 100	4	2
101 – 200	6	2
201 – 300	8	2
301 – 400	10	2
401 – 500	12	3
501 – 600	14	3
601 – 700	16	3
701 – 800	18	3
801 – 900	20	3
901 – 1000	22	4

### **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.

Wright County Sheriff Department: 763-682-1162  
Ridgeview Ambulance Service Contact: 952-442-2191  
Delano Fire Department: 763-972-0581  
Wright County Department of Highway: 763-682-7706