



# SPECIAL EVENT PERMIT INSTRUCTIONS

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City of Savage | 6000 McColl Drive, Savage, MN 55378 | Office: 952-882-2660 | Fax: 952-882-2656

No person shall transgress upon any public street or roadway, or public area for the purpose of conducting a special event within the City, without having first secured a permit from the City Clerk. No person shall conduct or engage in any parade, race or public assembly without a permit issued by the City Clerk. Any person organizing or conducting an event for which a permit is not required by this policy may voluntarily register the event with the Clerk.

**Special Event:** A parade, race or public assembly.

**Parade:** Any procession of pedestrians, vehicles or animals or any combination thereof traveling in unison along or upon a street, road or highway within the city which is organized and conducted for the purposes of attracting the attention of the general public or expressing or celebrating views or ideas by use of verbal, visual, literary or auditory means of communication. A Parade shall not mean a procession of vehicles operated in compliance with ordinary traffic laws or a procession of pedestrians along or upon a public sidewalk or private property, or alongside a public street, road or highway in compliance with ordinary traffic laws.

**Public Assembly:** Any ceremony, show, pageant, fair, exhibit, promotion, block party, demonstration, picket line, rally or other gathering on public grounds in a place open to the general public where the person or group conducting or organizing the event reasonably anticipates that 50 or more persons will participate in the assembly. A Public Assembly does not include any immediate and spontaneous expression of views in response to a public event occurring within the preceding five days.

**Race:** Any scheduled public event or gathering of persons for a planned athletic event that moves upon a public street, sidewalk or other public grounds from one location to another such as bicycle or running races, which may potentially interfere with the normal flow or regulation of vehicular or pedestrian traffic.

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## SUBMITTAL REQUIREMENTS

A person seeking issuance of a permit must file a signed and completed application with the Clerk on forms provided by the Clerk. In order to allow sufficient time for an appeal from a permit denial, it is suggested that the application be filed at least 60 days prior to the special event. Nevertheless, a fully completed, signed application filed within the minimum filing periods set forth below will be accepted during business hours as follows:

- a. For events involving 200 or more persons or 30 or more animals, not less than seven business days prior to the planned event.
- b. For any event that will make use of any portion of a public roadway, street or highway, not less than seven business days prior to the planned event.
- c. For all other public assemblies, not less than four business days prior to the planned event.

The Clerk may waive the minimum filing period for good cause shown if, after due consideration of the date, time, place and nature of the event the anticipated number of participants, and the City services required in connection with the event, it is determined that the waiver will not adversely impact public health, safety or welfare.

Where the Chief of Police determines based upon an assessment of the location, date, time of day, concentration of persons, vehicles, animals or equipment, use of sound amplification equipment or other



equipment generating noise, vibration, dust or smoke, that the event appears likely to interfere with the safe and orderly movement of pedestrian or vehicular traffic contiguous to its route or location, interfere with the movement of firefighting equipment or ambulance service, lack adequate essential facilities for the health and safety of participants, or unreasonably interfere with the quiet enjoyment of neighboring properties or the dedicated use of the public property on which the planned event is to be situated, the Chief of Police may require, without reference to or consideration of the content of the expressive activity, views expressed or anticipated to be expressed or the response it may provoke, one or more of the following:

- ❑ Site Plan for the location of the event, the route to be traveled, if any, including the starting point and the termination point, and the maximum and minimum speeds of any travel. A required site plan shall also describe the amount of the public right of way, sidewalk, walkway, park or other public ground that will be occupied by the participants, guests and onlookers of the event, including any loading or unloading areas.
- ❑ Parking, Pedestrian Circulation and Traffic Directional Plan.
- ❑ Neighborhood Notification Plan for any properties within 500 feet of the property lines of the site of an event to be held at a single location covering two square blocks or less, or along the route of any race, march or parade, along with a signed statement by the applicant attesting that the applicant will send by regular mail or hand delivery notice of the date, time, location and size of the event to the owners or occupants of those properties at least 48 hours prior to the commencement of the event.
- ❑ Description of Temporary Structures such as any tents, stages, platforms, devices, tables, booths, first aid or relief stations, dumpsters, fencing, portable toilets, signs, or banners to be used in conjunction with the event and their proposed location.
- ❑ Description of Sound Amplification Equipment, its positioning and other mechanical or electronic equipment to be used in connection with the event.
- ❑ Sound Technicians Name(s), Address and Telephone.
- ❑ Description of any Public Facilities or Equipment to be utilized.
- ❑ Description of Applicant's Plan to Clean Up and restore the site.
- ❑ Description of any Food or Beverage Service provided to the public or event participants.
- ❑ Description of any Merchandise Sales or Fundraising.
- ❑ Description of Applicant's Plan for Protecting Surfaces, such as bricks and pavement.
- ❑ Name of the last City or Town in which any parade, race, outdoor concert, or public assembly was conducted by the applicant or the person on whose behalf the event is to be conducted and whether or not the applicant has had a parade, race, outdoor concert or public assembly permit or license revoked within the preceding five years.

Such other information as the Clerk, Chief of Police or Director of Public Works requires in order to make a fair determination as to whether or not a permit should be issued.

## REVIEWAL PROCESS

**Application consideration** | A completed application shall be submitted to the Clerk. The Clerk shall route the application to the Director of Public Works and the Chief of Police for approval. The Chief of Police and Director of Public Works are empowered to conduct and shall conduct investigations to verify the information on the application. The Chief of Police and Director of Public Works shall review and consider the application based on applicable laws or regulations relating to the proposed event and an assessment of the event's likely impact on the public health, safety and welfare. The Chief of Police and Director of Public Works may place conditions on a permit as may be necessary to ensure adequate parking and traffic circulation, to minimize impacts on adjacent property, to ensure compliance with all applicable laws and to otherwise protect the health, safety and welfare of the community.



**Approval or denial** | The Clerk shall act promptly upon receipt of a completed permit application but in no event shall fail to grant or deny a permit more than 20 days after his or her receipt or less than 48 hours prior to the event without the written consent of the applicant. If the application is denied, in whole or in part, the Clerk shall notify the applicant of the city's determination in writing, setting out the specific reason therefore. The notice shall be mailed, e mailed, or sent by facsimile to the applicant at the street address, e mail address, or facsimile number provided in the application and it shall inform the applicant of the applicant's right, within 20 days after the date the notice was mailed to request an administrative review by the City Administrator or the City Administrator's designated representative of the city's determination. The Clerk in denying an application for a permit may authorize an alternative permit for the parade, race, or public assembly at a date, time, location, route or under conditions different from that named by the applicant. An applicant desiring to accept an alternative permit shall, within five days after notice of the denial, file a written notice of acceptance with the Clerk.

**Administrative review** | An applicant has a right to request an administrative review by the City Administrator or the City Administrator's designated representative of the determination to deny a permit within 20 days after the date the notice of denial was mailed by serving the City Administrator with a written request for administrative review along with all documents and written arguments serving as a basis for the applicant's position. If a request for administrative review is timely received by the City Administrator, the City Administrator or the City Administrator's designee shall issue a written decision, setting forth the reasons therefore within a reasonable time period, in no case later than 20 days from the date of receipt of the request for administrative review. The decision of the City Administrator shall be mailed to the applicant at the address on the permit application. Exhaustion of administrative remedies is not a precondition to judicial review. (Ord. 655, passed 07-20-09)

**Permit** | A permit shall be issued by the Clerk when it is found by the Chief of Police and Director of Public Works that:

- a. The application complies with applicable requirements of this chapter;
- b. The place where the event is to be held is not under construction or is scheduled to be under construction on the date when the event is to be held;
- c. The place where the event is to be held is not in such close proximity to a fire station as to unduly interfere with the movement of emergency vehicles;
- d. The applicant, or organization on whose behalf the application is made, has not within the previous 18 months violated the provisions of this policy;
- e. The event would not conflict with a prior scheduled event so as to substantially interrupt the safe and orderly movement of traffic;
- f. The event would not interfere with emergency activities or maintenance operations such as snow removal or street sweeping;
- g. The event is not scheduled to take place within one block of a polling place during the hours of voting;
- h. The event is city sponsored or can otherwise be considered a civic event;
- i. The event's prime objective is not commercially or financially motivated, or constitutes a private commercial promotion or activity;
- j. The event would not unduly restrict pedestrian and vehicular traffic to an abutting business or property;
- k. The event would not unduly deny access to private property;
- l. Consideration by Council. The applicant may be required to submit an application to the Council for consideration if there has been a total of at least one incident involving the applicant and any of the following, as defined by state law and/or city ordinance:
  - 1) Assault or indecent or disorderly conduct.
  - 2) The illegal sale or distribution of alcoholic beverages.



- 3) The illegal sale or distribution of food.
  - 4) A violation pertaining to noise.
- (Ord. 655, passed 07-20-09) Penalty, see § 10.99

## FEES

**Permit fee** | A permit fee may be required by the Council and shall be established from time to time by ordinance of the Council. Additional permits and fees may be required if the event includes a public facility rental, tents or other attributes subject to separate regulation.

**Contractual police overtime deposit** | A fee for contractual police overtime must be paid prior to issuance of the permit if the Chief of Police determines, based upon the event's size, date, time of day, location, concentration of persons, vehicles, animals or equipment, that additional police services, over and above that which can be provided by regularly scheduled on duty police personnel, is necessary to protect the public health, safety and welfare. In making this determination, the Chief of Police may not reference or consider the content of the expressive activity or views expressed or anticipated to be expressed or the response it may provoke. The fee for contractual police overtime shall be based upon the established contractual overtime rates for the patrol and supervisory officers available, which include regular salary, plus regular fringe benefits. Contractual police overtime rates shall be those established by the city's annual fee ordinance.

**Other city staff overtime deposit** | A fee for estimated city staff overtime must be paid prior to issuance of the permit if the Chief of Police or Director of Public Works determines, based upon the event's size, date, time of day, location, concentration of persons, vehicles, animals or equipment, that additional city staffing is necessary to protect the public health, safety and welfare. In making this determination, the Chief of Police or Director of Public Works may not reference or consider the content of the expressive activity or views expressed or anticipated to be expressed or the response it may provoke. The fee for city staff overtime shall be based upon the actual overtime rates for the city staff available to serve the event, which shall include regular salary, plus regular fringe benefits. City staff overtime rates shall be those established by the city's annual fee ordinance.

**Equipment fee** | An equipment fee may be required by the Chief of Police or Director of Public Works, based upon the event's size, date, time of day, location, concentration of persons, vehicles, animals or equipment. Equipment fees shall be those established by the city's annual fee ordinance. (Ord. 655, passed 07-20-2009)

**Deposit for barricades and/or cones** | In addition to any required permit fee, the applicant may be required to make, at a minimum, a \$50 deposit with the City Clerk for barricades/cones as required by the Chief of Police as a condition to permit issuance. The applicant's deposit shall be refunded upon return of the barricades and/or cones in good condition.

## EXEMPTIONS FROM PERMIT FEE AND APPLICATION

**Council findings on exemptions** | The Council makes the following findings regarding the need to exempt certain persons from paying a permit fee and submitting a permit application for public assemblies:

Schools conduct and sponsor several public assemblies, such as outdoor concerts, athletic competition, field trips and music events on a regular basis, including marching band events, sporting events with musical components, art festivals, and student fund raisers on property owned or leased by the school or used pursuant to a written agreement with the city. A permit application and fee for each event would adversely impact the events, which benefit the community as a whole, and, in most cases, would represent a transfer of public monies between governmental units without any corresponding benefit to the community.



The city and other governmental agencies acting within the scope of their functions, sponsor many public assemblies. Payment of permit fees for each city or other governmental agency sponsored event would adversely impact the events and would represent an internal transfer of public monies for no justifiable reason.

**Exemptions from permit fees for public assemblies** | In light of the Council findings, the following persons are exempt from the fee for a permit under this section for public assemblies, not including races or parades:

- a. Schools conducting public assemblies on property described in division (A)(1) under the immediate direction and supervision of proper school authorities;
- b. Persons who have entered into a written use agreement with the city for a planned event where the activities are limited to the authorized use set forth in the permit or agreement;
- c. Persons who have entered into a rental or use agreement with the city for use of city parks or facilities or persons who have entered into a rental or use agreement with another governmental agency or who have been issued a permit from another governmental agency for use of parks or facilities located within the city which are owned or operated by said governmental agency; and
- d. The city for city sponsored events or other governmental agencies for events sponsored by such agency acting within the scope of its functions.

**Exemptions from permit application for public assemblies; registration** | Those persons exempt from a permit fee in division (2) of this section, shall not be required to complete a permit application. However, whenever amplified sound is a component to the event or the event may potentially interfere with the normal flow of traffic, the exempt person must register with the city providing notice of the planned public assembly at least five business days prior to the proposed event. The registration notice shall include the name and phone number of the person sponsoring or conducting the event; the date and time of the event; the location of the event; a description of any sound amplification equipment, or other mechanical or electronic equipment to be used in connection with the event; and such other information as the Chief of Police requires in the interest of the public health, safety and welfare.

**Responsibilities of exempt event sponsors** | Those persons exempt from a permit fee and application in division (B) of this section are nonetheless subject to all applicable state laws and code provisions, including without limitation § 95.05, Chapters 96, 98, 112, and 130, and may be required to pay the cost of any law enforcement services over and above the level of city services available with regular on duty staffing that are directly attributable to their event. The city's cost of repair, clean up, or replacement of city property, public grounds or facilities damaged as a direct result of the event shall also be recoverable from the exempt event sponsor, as well as any city liability to third parties resulting from the exempt person's event.

(Ord. 655, passed 07-20-09)

## PERMIT RESTRICTIONS AND PERMIT REVOCATION

**Limitations** | The applicant, along with any person acting under the applicant's control or direction, must conduct and control the event so that it remains at all times in complete conformity with all conditions set forth in the approved permit application.

**Application of other laws** | In addition to the provisions of this section, parades, races and public assemblies shall be subject to all other applicable state laws and code provisions, including without limitation § 95.05, Chapters 96, 98, 112 and 130.

**Revocation** | The Clerk shall have the authority to revoke a permit issued hereunder instantly upon notice from the Chief of Police or Director of Public Works of a violation of the conditions or standards for issuance as set forth in this section, violation by any participant of code or state law, or in case of a public emergency. (Ord. 655, passed 07-20-09)



## PROHIBITIONS

No person shall stage, present, conduct or start any event without first obtaining a permit as required by this section.

No person shall unreasonably hamper, obstruct, or impede or interfere with any permitted event or person, animal or vehicle participating therein. No driver of any vehicle shall drive between the vehicles, persons or animals comprising a parade or race when such parade or race is in motion. The Chief of Police shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along the route of the race or parade in areas contiguous thereto and shall post signs to such effect and it shall be unlawful for any person to park or leave a vehicle unattended in violation thereof.

No person shall participate in an event for which the person knows or reasonably should have known that a required permit has not issued.

No person in charge of, or responsible for the conduct of, a permitted event shall intentionally violate any condition of the permit.

No person shall intentionally engage in, participate in, aid or start any event that poses a substantial hazard to the public safety.

No persons participating in an event shall utilize sound amplification equipment at decibel levels that exceed those limits imposed by § 95.05 unless otherwise specifically authorized in the permit.

No person participating in an event shall possess any length of lumber, wood or wood lath unless it is one fourth inch or less in thickness and two inches or less in width, or if not rectangular, not more than three quarters inch in its thickest dimension.

(Ord. 655, passed 07-20-09) Penalty, see § 10.99

## NOTES TO APPLICANTS

**Indemnification** | The application for the special events permit shall provide and require an indemnification agreement signed by the applicant which shall read as follows:

“In consideration for the use of public grounds and the grant of a permit for the purposes set forth in this application, the applicant agrees to defend, indemnify and hold harmless the City of Savage, its officers, agents, and employees against any and all claims, suits, actions, debts, losses, damages, costs, charges, including but not limited to claims for personal injury, death, and/or property damage arising from related to or caused by any act of negligence, either active or passive, on the part of the applicant in the applicant’s use of public property specified in the application.”

**Conditions of application** | An application for a parade, race, and/or public assembly shall be executed by the applicant(s) who shall each therein certify that:

- a. The applicant will provide, if required, enclosed toilets for men and women, meeting all state and local specifications, conveniently located throughout the event, sufficient to provide facilities for the maximum number of people to be assembled in accordance with the Minnesota State Board of Health Regulations and Standards, which toilets shall be kept clean, operable, and free of refuse.
- b. The applicant will, without expense to the city, immediately clean up, remove and dispose of all litter or material of any kind associated with the event which is placed or left on the property on which the event is held; and also on any immediately adjacent blocks. If the applicant neglects or fails to cleanup within the three hour period immediately following the end of the event, or within the time limit set forth in the event permit, or if cleanup is done in an inadequate manner, the Director of Public Works is authorized to do the cleanup and the applicant shall be charged the cost thereof.
- c. Adult supervision will be required of all children attending the special event under 14 years of age.



- d. The applicant will be responsible for the placement, maintenance, removal and return of street barricades and/or cones, provided by the city.
- e. If applicable, that the applicant will apply for a temporary on sale license for beer and wine, or temporary expansion of premises license and comply with Chapter 111.
- f. The applicant shall pay all costs for traffic control personnel required by the Public Works and/or Police Departments.
- g. If applicable, that upon compliance with all other provisions noted above, the applicant(s) shall file a liability insurance policy, or evidence thereof, which provides coverage for potential liability claims and names the city as joint insured on the liability policy.



# SPECIAL EVENT PERMIT CERTIFICATION

City of Savage | 6000 McColl Drive, Savage, MN 55378 | Office: 952-882-2660 | Fax: 952-882-2656

I hereby certify that I am the responsible person for the Special Event planned in Savage. As the responsible person, I acknowledge that I have read and will abide by all conditions outlined in the Special Event Permit Submittal Instructions. I also acknowledge that it is my duty and responsibility to notify all event attendees/participants of the conditions listed above.

|                                   |      |               |     |
|-----------------------------------|------|---------------|-----|
| Location of Event                 |      | Date of Event |     |
| Address                           | City | State         | Zip |
| Organization Name (If applicable) |      |               |     |
| Applicants Full Name              |      | Phone No.     |     |
| Email                             |      |               |     |
| Applicants Signature              |      | Date          |     |

## OFFICE USE ONLY

|                                   |  |  |   |
|-----------------------------------|--|--|---|
| PD Approval                       | PW Approval                                |  |   |
| Date Issued                       | Issued By                                  |  |   |
| <input type="checkbox"/> Fee Paid | <input type="checkbox"/> \$50 Deposit Paid | <input type="checkbox"/> Barriers Returned | <input type="checkbox"/> Deposit Returned |
| Representative's Signature        |  | Date                                       |   |

## INDEMNIFICATION AGREEMENT

"In consideration for the use of public grounds and the grant of a permit for the purposes set forth in this application, the applicant agrees to defend, indemnify and hold harmless the City of Savage, its officers, agents, and employees against any and all claims, suits, actions, debts, losses, damages, costs, charges, including but not limited to claims for personal injury, death, and/or property damage arising from related to or caused by any act of negligence, either active or passive, on the part of the applicant in the applicant's use of public property specified in the application."

|                       |      |
|-----------------------|------|
| Applicant's Signature | Date |
|-----------------------|------|





# SPECIAL EVENT PERMIT APPLICATION

City of Savage | 6000 McColl Drive, Savage, MN 55378 | Office: 952-882-2660 | Fax: 952-882-2656

| APPLICANT INFORMATION   |          |                    |          |
|---|----------|--------------------|----------|
| Applicants Full Name  |          | Maiden Name        |          |
| Address   | City     | State              | Zip      |
| Phone No.   |          | Business Phone No. |          |
| Business Name   |          |                    |          |
| Address   | City     | State              | Zip      |
| Email   |          |                    |          |
| PLANNED ACTIVITIES  |          |                    |          |
| Description of all planned activities including approximate number of participants, type and number of animals and/or vehicles and approximate number of spectators and guests. Attach additional sheet if needed.  |          |                    |          |
| Specify exact dates and time period of event, including set-up and tear-down.   |          |                    |          |
| Start Date  | End Date | Start Time         | End Time |
| Start Date  | End Date | Start Time         | End Time |
| The applicant is required to submit proof of the necessary insurance coverage to the satisfaction of the City Attorney.   |          |                    |          |
| <b>Fee:</b> \$100/under 4 hours in duration; \$250/over 4 hours in duration, to be paid at time of application (Does not include overtime deposit for other city staff and/or contractual police).  |          |                    |          |
| REQUIRED DOCUMENTS  |          |                    |          |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Site Plan</b> for the location of the event, the route to be traveled, if any, including the starting point and the termination point, and the maximum and minimum speeds of any travel. Also, describe the amount of the public right of way, sidewalk, walkway, park or other public ground that will be occupied by the participants, guests and onlookers of the event, including any loading or unloading areas.</li> <li><input type="checkbox"/> <b>Parking, Pedestrian Circulation and Traffic Directional Plan.</b></li> <li><input type="checkbox"/> <b>Neighborhood Notification Plan</b> for any properties within 500 feet of the property lines of the site of an event to be held at a single location covering two square blocks or less, or along the route of any race, march or parade, along with a signed statement by the applicant attesting that the applicant will send by regular mail or hand delivery notice of the date, time, location and size of the event to the owners or occupants of those properties at least 48 hours prior to the commencement of the event.</li> <li><input type="checkbox"/> <b>Description of Temporary Structures</b> such as any tents, stages, platforms, devices, tables, booths, first aid or relief stations, dumpsters, fencing, portable toilets, signs, or banners to be used in conjunction with the event and their proposed location.</li> <li><input type="checkbox"/> <b>Description of Sound Amplification Equipment</b>, its positioning and other mechanical or electronic equipment to be used in connection with the event.</li> <li><input type="checkbox"/> <b>Sound Technicians Name(s), Address and Telephone.</b></li> <li><input type="checkbox"/> <b>Description of any Public Facilities or Equipment</b> to be utilized.</li> <li><input type="checkbox"/> <b>Description of Applicant's Plan to Clean Up</b> and restore the site.</li> <li><input type="checkbox"/> <b>Description of any Food or Beverage Service</b> provided to the public or event participants.</li> <li><input type="checkbox"/> <b>Description of any Merchandise Sales or Fundraising.</b></li> <li><input type="checkbox"/> <b>Description of Applicant's Plan for Protecting Surfaces</b>, such as bricks and pavement. Name of the last City or Town in which any parade, race, outdoor concert, or public assembly was conducted by the applicant or the person on whose behalf the event is to be conducted and whether or not the applicant has had a parade, race, outdoor concert or public assembly permit or license revoked within the preceding five years.</li> </ul> |          |                    |          |