

TO: David Chanski, City Administrator/Clerk
FROM: Daniel Eick, Assistant City Administrator
RE: City Special Event Permit
DATE: August 2, 2023



Summary

During the Regular City Council Meeting held on Monday, June 5, 2023, the City of Breezy Point City Council directed staff to develop and implement a Special Event Permitting process for use with City Parks and public land. A copy of the proposed City of Breezy Point Special Event Permit is included below.

Council Action

Staff is seeking Council approval of the attached City of Breezy Point Special Event Permit.



Associated Permit Number
112233445566778899

SPECIAL EVENTS PERMIT APPLICATION

Please attach a detailed site plan that shows the location of the event and any additional information as requested in this application. Payment of associated processing and permitting fees are due upon submission of this application. The City of Breezy Point reserves the right to deny or approve any and all event applications based upon the discretion of the City Council.

A.	Name of Business /Organization				
	Name of Event				
	Set up for the Event will Begin on	Date		Time	
	Event Date and Time	Date		Time	
	Break-Down will be Complete	Date		Time	
	Location for the Event				
	Estimated Number of Attendees				
	Estimated Number of Vendors				
	Organization Producing the Event				

B.	Name of Applicant				
	Business Address				
	City		State		Zip
	Phone		Fax		
	Email				

EVENT INFORMATION		
C.	Purpose of Event	
	Description of Event	

	Admission Prices/Donations	
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PARKING		
D.	Will off-site parking be provided?	
	<i>If yes, please provide the location and show on the site plan.</i>	

FOOD & BEVERAGES				
E.	Will food be served at the event?			
	Will food be sold or given away?			
	Will there be food vendors?		If yes, how many?	
	Please show vendor location on the site plan.			
	<i>Applicants are responsible for obtaining necessary permits, temporary or otherwise, from associated state, county, or city authorizing entity when serving food and/or non-alcoholic beverages.</i>			
	<i>Event organizer must certify that each vendor has the necessary approvals mentioned above.</i>			

MUSIC & LIVE PERFORMANCES				
F.	Will music be provided at your event?		If yes, how many sources?	
	What type?		What time?	
	Name of the providing company:			
	Will a stage be erected?			
	<i>Music and/or other amplified sound must comply with the City of Breezy Point Code of Ordinances.</i>			

FIRE/EMS SERVICES		
G.	Are you requesting Fire/EMS services at your event?	
	If yes, provide dates & Times:	
	<i>The applicant must make their request directly to the Breezy Point/Pequot Lakes Joint Fire District. The Fire Chief will make a final determination on the need and number of personnel required for the event.</i>	

LAW ENFORCEMENT SERVICES		
H.	Are you requesting Law Enforcement services at your event?	
	If yes, provide dates & Times:	

Events that close roadways, restrict traffic, or are walks or runs may require these services. The applicant must make their request directly to the City of Breezy Point Police Department. The Chief of Police will make the final determination on the need and number of personnel required for the event.

PRIVATE SECURITY SERVICES	
I.	Will private security be provided for the event? What company, date, and time?
	Will crowd control be provided for the event? What company, date, and time?

EVENT CLEANUP, SANITATION, & RECYCLING	
J.	Will there be trash and recycling generated from this event?
	Who will be responsible for post event clean up?
	Will portable toilets be used at this event?
	If yes, who will be providing them?

STREET CLOSURES & TRAFFIC CONTROL			
K.	Will traffic control be required for this event?		
	If yes, please provide details on locations and expected equipment for deployment:		
	If yes, please provide information on expected length of service:	Start Date:	End Date:
	<i>If yes, please provide all locations, equipment, and expected closures on the site plan.</i>		
	<i>The City of Breezy Point reserves the right to modify or alter any details provided in this section to ensure public safety at the event and to maintain the associated permitted activities.</i>		

ELECTRICITY & POWER	
L.	Will electrical services or power be required for this event?
	Will electrical generators be utilized for this event?
	If yes, please provide the name of the company providing this service:

	If yes, what type of equipment will be used?		Equipment amperage:	
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BUILDABLE STRUCTURES – TENTS/CANOPIES/BOOTH/STAGES				
M.	Will any buildable structures be required for this event?			
	If yes, what size and how many?			
	<i>If yes, please provide all locations, equipment, and size details on expected structures on the site plan.</i>			
	<i>The applicant is responsible to ensure all tents, booths, or structures are built to necessary state, county, and city requirements. Please note, an inspection by the Fire Chief, Chief of Police, and or Building Inspector may be required to utilize event structures.</i>			

AMUSEMENT RIDES & CHILD ATTRACTIONS					
N.	Will the event include amusement rides of children's games?				
	If yes, what kind?				
	Please provide the provider's name and phone number:			Phone Number:	
	<i>If yes, please provide all locations, equipment, and details on attractions on the site plan.</i>				
	<i>The applicant is responsible to ensure all amusement rides and attractions are built to necessary state, county, and city requirements. Please note, an inspection by the Fire Chief, Chief of Police, and or Building Inspector may be required to utilize rides and attractions.</i>				

LIABILITY INSURANCE				
O.	Name of insurance company:			
	Contact Name:		Phone Number:	

PROMOTION & ADVERTISING				
P.	Is any promotion or advertising planned for this event?			
	If yes, what kind?			
	Will any signs or banners be utilized to promote this event?			
	<i>If yes, please provide all locations, equipment, and details on planned banners or signs on the site plan.</i>			

SALE OF ITEMS & VENDORS				
Q.	Will items be sold during this event?			

If yes, please provide names and contact information for vendors:	
<i>If yes, please provide the location of each vendor and show on the site plan.</i>	
<i>Verification of Minnesota State Sales Tax Number must be provided with this application for each vendor.</i>	

FIREWORKS & PYROTECHNICS				
R.	Will fireworks be a part of this event?			
	If yes, please provide a contact name and phone number for the provider:		Phone Number:	
	Where will the fireworks be staged?			
	How will the fireworks be stored?			
	What time will the display begin?			
	<i>The City of Breezy Point requires all fireworks and associated events acquire a fireworks permit. This permit is subject to review by the City Administrator's Office, City of Breezy Point Police, and the Breezy Point/Pequot Lakes Joint Fire District.</i>			

Please contact the City of Breezy Point if you have any questions or need assistance in completing this Application.

APPLICATION CERTIFICATION & WAIVER	
<p>I hereby certify that I have read this application and that all information contained herein is true and correct to the best of my knowledge, information, and belief. I agree to comply with all state, Crow Wing County and City of Breezy Point Ordinances and statutes and will abide by the general instructions stated in this application, along with the special conditions issued by the City of Breezy Point, in connection with the approval of the Permit contemplated herein. That I, and the organization on whose behalf I make this application if any, represent, stipulate, contract and agree that we will jointly, and severally defend, indemnify, save and hold the City of Breezy Point harmless from any and all claims, lawsuits, judgments, and liability of death, personal injury, bodily injury, or property damage arising directly or indirectly from the exercise of this Special Permit and performance of the Special Permit by Applicant, the organization represented by Applicant, its employees, subcontractors, or assigns, including acknowledges that he/she, together with any organization represented by Applicant, shall be solely responsible by complying with the terms of the Permit. I further understand that failure to comply with any of the provisions specified herein may result in immediate cancellation of this event by State, Crow Wing County or City of Breezy Point officials.</p>	
<p>_____</p> <p>Signature of Applicant or Authorized Officer/Agent Of Applicant</p>	<p>_____</p> <p>Date</p>