

TO: David Chanski, City Administrator/Clerk
 FROM: Daniel Eick, Assistant City Administrator
 RE: Breezy Point Disc Golf Course Event Permit
 DATE: August 24, 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 a Special Event Permitting process for use with City Parks and public land.

Upon review of said permit during the Regular City Council Meeting held on Monday, August 7, 2023, the City Council directed staff to simplify and revise the event permit. A copy of the revised Breezy Point Disc Golf Course Event Permit is included below.

Course & Price Comparisons

Municipality	Permitable Events	Cost
Crosslake	No reservations, can rent or buy discs.	Rent disc: \$5 per 2 hours Buy disc: \$32 Buy 3 discs: \$32
Brainerd	Reservation on course pavilion not course.	Monday – Friday: \$65 Sunday – Saturday: \$85
Staples	Reservation on course pavilion not course.	Small pavilion: \$60 Large pavilion: \$100
Bemidji	Allows events and reservations. May require additional cost for extra facilities.	\$75
St. Cloud	Reservations allowed with different tiers and course levels.	Small course: \$80 Large course: \$250 One event: \$50 Six events: \$250 Unlimited: \$500
Cottage Grove	No special events. Rent by day only.	\$300
White Bear Lake	No reservations.	\$0
Fort Ripley	No reservations.	\$0
St. Mathias Park	No reservations.	\$0

Council Action

Staff is seeking Council approval of the attached Breezy Point Disc Golf Course Event Permit.



Permit number: _____
 Issued Date: _____
 Receipt number: _____

DISC GOLF COURSE EVENT PERMIT

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 in the amount of \$100 per course are due upon submission of this application. Use requested via this application is limited to three consecutive days and reserves the park area for use by the applying organization or individual. The City of Breezy Point reserves the right to deny or approve any and all 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

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>		

EVENT CLEANUP, SANITATION, & RECYCLING	
F.	The Applicant acknowledges all trash or waste generated during the event must be properly stored and/or disposed of by the applying organization. On site disposal of certain waste is available through the appropriate City owned and operated trash receptacles.
	<i>The City of Breezy Point and City Council reserve the right to require an applicant provide additional waste disposal services at their expense should the need arise. If that need arises the applicant will be required to provide the location and details of additional services on the site plan.</i>

SALE OF ITEMS & VENDORS		
G.	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>	

LIABILITY INSURANCE	
H.	Name of insurance company:
	Contact Name:

Please contact the City of Breezy Point at 218-562-4441 or email deputyclerk@cityofbreezypointmn.us if you have any questions or need assistance in completing this Application.

APPLICATION CERTIFICATION & WAIVER

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.

Signature of Applicant or Authorized Officer/Agent
Of Applicant

Date

DRAFT