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FEB 24 2016



CITY OF TONKA BAY  
4901 Manitou Road  
Tonka Bay MN 55331  
952-474-7994  
[www.cityoftonkabay.net](http://www.cityoftonkabay.net)

**SPECIAL EVENT PERMIT APPLICATION** CITY OF TONKA BAY

**EVENT INFORMATION**

Name of Event: **Minnetonka Explorers Club Field Day**

Type of Event (festival, athletic, etc.) **athletics**

Event Set Up Date: **8/24/16** Time: **7:30 a.m.**

Actual Event Date(s): **8/24/16** Time: **9:30 - 3:30 p.m.**

Event Clean Up Date: **8/24/16** Time: **4:00 p.m.**

Event Location: **Manitou Park**

*If the event is held on private property, please include a written statement by the property owner that the applicant has permission to use their property*

Estimated Attendance: **275**

Schedule of Activities Attached?  No  Yes Site Plan Attached?  No  Yes  
*Required for all events with the exception of events on private property.*

List any Road Closures (including partial lane closures) and the Time of Closing:

**none**

*If applicable, please attach a clear map showing the routes of the athletic event or parade.*

**APPLICANT INFORMATION**

Sponsoring Organization Name: **Minnetonka Explorers Club**

Primary Contact Person: **Kari Kroll**

Address: **4584 Vine Hill Road** City: **Excelsior** Zip: **55331**

Phone: **(952) 401 - 4159** Phone: Phone: E-mail: **kari.kroll@minnetonka.k12.mn.us**

Event Planner Name: **Kari Kroll**

Address: **4584 Vine Hill Road** City: **Excelsior** Zip: **55331**

Phone: Phone: Phone: E-mail: **kari.kroll@minnetonka.k12.mn.us**

Name of Contact Person During Event: **Kari Kroll** Cell Phone: **(612) 695-2194**

*Contact person must be present during the event and immediately available.*

EVENT DETAILS	
Is the event open to the public?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Will admission be charged?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – amount per person \$
Will alcohol be at the event?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – list contact person and phone number.
Contact Person:	Phone:
Liquor License Holder:	Phone:
Will food be prepared on site?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – please contact Hennepin Co. Health Dept.
Will sound amplification be used?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – hours and type: <i>Amplified sound requires on-site contact person. No amplified sound 10 pm to 7 am.</i>
Contact Person:	Cell Phone:
Are there events in the air?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – describe:
Will there be canopies or tents?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – number of canopies and tents:
Date Installed:	Date removed:
Will you provide sanitary facilities?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – number of sanitary facilities:
Date Installed:	Date removed:
Will a stage be set up?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – dimensions:
Will there be temporary fencing?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – material:
Location(s) of temporary fencing:	
Will barricade(s) be needed?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – number needed:
Describe power needs and location(s) of power source:	
no power sources needed	
Describe trash removal, recycling and cleanup plan during and after event (including advertising):	
We will be eating bag lunches there so there will be a couple of extra garbage bags by the garbage cans	
we will bring the garbage that we will fill.	
Describe parking arrangements for the event and traffic plan:	
Buses will be used for pick up and drop off.	

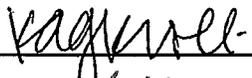
— We will use what is there unless required to get another

This permit is not transferable, not refundable, and is not valid for any other date or purpose than specified above. An approved copy of this permit must be available for inspection during the period of use.

I agree to abide by all applicable City Ordinances regulating special events and the use of public parks. I agree to indemnify and hold the City of Tonka Bay harmless for any personal injury claims resulting from our use of public property or organized public event. I agree to pay for any damage done to public property as a result of our organization's use of public property that exceeds the damage deposit.

**Please Note:** Applications and other materials (map, race route, etc.) submitted for Council approval will be considered final once it becomes part of the Council's packet. Please be sure all information on the application is correct.

Print Your Name: Kari Kroll

Signature:  Date: 8/24/16

 Police Chief or Designee Signature and Date      N/A Fire Chief or Designee Signature and Date

I have reviewed the application and have the following comments and conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have reviewed the application and have the following comments and conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

 3-7-16  
Public Works Supt. Signature and Date

I have reviewed the application and have the following comments and conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
City Administrator Signature and Date

I have reviewed the application and have the following comments and conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit Level and Description <i>A Separate Application is Required for Each Event</i>	Application Deadline	Authorization Required			Local Fee Per Event	Non Local Fee Per Event	Fee
		City Council	EFD	SLMPD			
<b>Events on City Property</b> <ul style="list-style-type: none"> <li>Over 75 participants &amp; spectators</li> <li>5-10 hour event that does not leave anything on City property overnight (30 day application deadline)</li> <li>One-day event or events that are multiple days that do not leave anything on City property overnight</li> <li>Multiple day event that keeps apparatus on City property overnight</li> <li>Road closures/traffic control may be required</li> <li>Pre-event meeting may be required</li> </ul>	60 days	Yes	Yes	Yes	\$75	\$150	+tax
<b>Athletic Event that Uses Streets or City Parking Lot</b> <ul style="list-style-type: none"> <li>Pre-event meeting required</li> </ul>	30 days	Yes	Yes	Yes	\$200	\$400	
<b>Parade</b>	60 days	Yes	Yes	Yes	\$30	\$60	
<b>Temporary Liquor License on Private Property</b>	30 days	Yes	No	Yes	\$100	n/a	
<b>Temporary Liquor License on Public Property</b> <ul style="list-style-type: none"> <li>Requires applicable liquor licenses</li> <li>Requires a minimum of one SLMPD police officer (separate fee)</li> </ul>	60 days	Yes	No	Yes	\$300	\$600	
<b>Damage Deposit</b>	\$300 (\$1,000 for Manitou Park events)						

Permit Fee of \$25 per event for all Minnetonka School District events.

TOTAL FEE \$ 25 -

SALES TAX (7.275%) \$ \_\_\_\_\_

AMOUNT DUE (including \$100 late fee if applicable) \$ 25 -

\*\$1,000 damage deposit

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Explorers Club is  
the school age  
care program for  
Minnetonka Public Schools.