



**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**

### **EVENT INFORMATION**

Name of Event:

Type of Event (festival, athletic, etc.)

Event Set Up Date:

Time:

Actual Event Date(s):

Time:

Event Clean Up Date:

Time:

Event Location:

*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:

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:

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

### **APPLICANT INFORMATION**

Sponsoring Organization Name:

Primary Contact Person:

Address:

City:

Zip:

Phone:

Phone:

E-mail:

Event Planner Name:

Address:

City:

Zip:

Phone:

Phone:

E-mail:

Name of Contact Person During Event:

Cell Phone:

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

**EVENT DETAILS**

Is the event open to the public? No Yes

Will admission be charged? No Yes – amount per person \$

Will alcohol be at the event? No Yes – list contact person and phone number.

Contact Person: Phone:

Liquor License Holder: Phone:

Will food be prepared on site? No Yes – please contact Hennepin Co. Health Dept.

Will sound amplification be used? No Yes – hours and type:  
*Amplified sound requires on-site contact person. No amplified sound 10 pm to 7 am.*

Contact Person: Cell Phone:

Are there events in the air? No Yes – describe:

Will there be canopies or tents? No Yes – number of canopies and tents:

Date Installed: Date removed:

Will you provide sanitary facilities? No Yes – number of sanitary facilities:

Date Installed: Date removed:

Will a stage be set up? No Yes – dimensions:

Will there be temporary fencing? No Yes – material:

Location(s) of temporary fencing:

Will barricade(s) be needed? No Yes – number needed:

Describe power needs and location(s) of power source:

Describe trash removal and cleanup plan during and after event (including advertising):

Describe parking arrangements for the event and traffic plan:

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: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Police Chief or Designee Signature and Date

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

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

\_\_\_\_\_  
Fire Chief or Designee Signature and Date

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

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

\_\_\_\_\_  
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						

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

**TOTAL FEE** \$ \_\_\_\_\_

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

**AMOUNT DUE**  
(including \$100 late fee if applicable) \$ \_\_\_\_\_