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FEB 25 2016
CITY OF TONKA BAY

Carol Gibbs-Terrell
35 West Point Drive
Tonka Bay, MN 55331
(612)207-6339 mobile
Carol_Gibbs-Terrell@wilsonlearning.com

February 24, 2016

Tonka Bay City Council
4901 Manitou Road
Tonka Bay, MN 55331

Dear Tonka Bay City Council,

Please find enclosed my Special Event Permit Application. I filled it out to the best of my ability but some of the information did not apply.

My son graduates from Minnetonka High School in June and we would love to use our local Wekota Park for the graduation open house.

As I mentioned in my application, we would have between 75-100 family and friends, dropping in and out over a period of three hours.

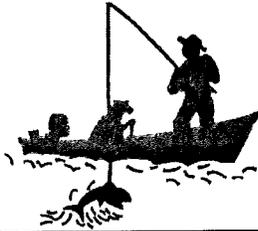
I hope you will consider granting my permit. If you should have any questions, please feel free to phone or email me.

Thanks and best regards,

Carol Gibbs-Terrell
612 207 6339
Carol_Gibbs-Terrell@wilsonlearning.com

FEB 25 2016

CITY OF TONKA BAY



CITY OF TONKA BAY
 4901 Manitou Road
 Tonka Bay MN 55331
 952-474-7994
www.cityoftonkabay.net

**SPECIAL EVENT
 PERMIT
 APPLICATION**

EVENT INFORMATION

Name of Event: Mitchell Terrell's Grad Party

Type of Event (festival, athletic, etc.): HS Graduation

Event Set Up Date: June 10, 2016 Time: After 5 PM

Actual Event Date(s): June 11, 2016 Time: 12-4:00 PM

Event Clean Up Date: June 11, 2016 Time: After 4 PM

Event Location: Wekota Park Courtyard

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: 75-100 people; In and out

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: The Terrell Family

Primary Contact Person: Carol Gibbs-Terrell

Address: 35 West Pt. Dr. City: Tonka Bay Zip: 55331

Phone: 612-207-6339 Phone: 952-828-8630 E-mail: Carol_Gibbs-Terrell@wilsonlearning.com

Event Planner Name: S. A. A.

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: Carol Gibbs-Terrell Phone: 612-207-6339

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: Perhaps some music
Amplified sound requires on-site contact person. No amplified sound 10 pm to 7 am. not decided yet. would not be loud.

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: 1 Big tent for weather purposes

Date Installed: June 11, 2016 Date removed: June 11, 2016

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:
 None

Describe trash removal, recycling and cleanup plan during and after event (including advertising):
 We live near by, we can bring excessive trash to our house for removal
 6-13-16

Describe parking arrangements for the event and traffic plan:
 Parking at the park or at our house, and walk.

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: Carol Gibbs-Terrell

Signature: CGibbs-Terrell Date: 2-24-16

M. M.
Police Chief or Designee Signature and Date

Sam M. Luke 3-9-16
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

2/29/16
City Administrator Signature and Date

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

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Park on one side of streets
only.

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

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

TOTAL FEE \$ 75.00

SALES TAX
(7.275%) \$ 5.46

AMOUNT DUE
(including \$100 late fee if applicable) \$ 80.46

Pd 2-25-16
CA

Carol Gibbs-Terrell

Evidence of Insurance for Mortgagee/Other Interests



Policy Number: 92586-29-64
Policy Type: Protector Plus Homeowners
Policy Status: In Force
Term Effective: 5/28/2015 12:01 AM
Renewal Date: 5/28/2016 12:01 AM
Insured: Matthew J Terrell
35 W Point Dr
Tonka Bay, MN 55331-9459

Underwritten By: Farmers Insurance Exchange
6301 Owensmouth Ave.
Woodland Hills, CA 91367
Your Farmers Agent: Nancy Marie-Kurup Miller
2120 W Old Shakopee Rd Ste 5
Bloomington, MN 55431-3000
(952) 253-9907
FAX: (952) 835-6413

Your Insured Property

Property Address

35 W Point Dr, Tonka Bay, MN 55331-9459

Coverages

Coverage	Limit
Coverage A - Dwelling	\$344,000
Extended Replacement Cost	\$86,000
Coverage C - Personal Property	\$258,000
Contents Replacement Cost	Covered
Building Ordinance or Law	10%
Coverage F - Medical Payments To Others	\$1,000

Coverage	Limit
Coverage B - Separate Structures	\$34,400
Coverage D - Loss of Use	\$172,000
Coverage E - Personal Liability	\$300,000
Association Loss Assessment	\$1,500

Deductible

	Deductible
Applicable to each covered loss	\$500