

APR 11 2016



CITY OF TONKA BAY

**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: **Tour de Tonka**

Type of Event (festival, athletic, etc.) **athletic - bike ride**

Event Set Up Date: **Saturday, August 6, 2016** Time: **5am-9am**

Actual Event Date(s): **Saturday, August 6, 2016** Time: **9am-12pm**

Event Clean Up Date: **Saturday, August 6, 2016** Time: **12pm-2pm**

Event Location: **see attached maps - bikers on roads only, no rest stop or use of other property**

*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: **approx. 1300-1400 riders**

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:

**no road closures**

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

**APPLICANT INFORMATION**

Sponsoring Organization Name: **Minnetonka Community Education**

Primary Contact Person: **Tim Litfin**

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

Phone: **(952) 401-5043**      Phone: **(952) 401-6800**      E-mail: **tim.litfin@minnetonka.k12.mn.us**

Event Planner Name: **Alexis Beckman**

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

Phone: **(952) 401-6842**      Phone: **(952) 401-6800**      E-mail: **alexis.beckman@minnetonka.k12.mn.us**

Name of Contact Person During Event: **TDT Headquarters**      Cell Phone: **(952) 401-6800**

*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 \$ varies per distance and age of rider

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:

none

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

there should be no trash in the Tonka Bay area, but a Route Captain will follow the last rider

through Tonka Bay to ensure that all trash is picked up and Tour de Tonka signs are removed.

Describe parking arrangements for the event and traffic plan:

No parking needed. Volunteers will be at each key intersection to direct riders.

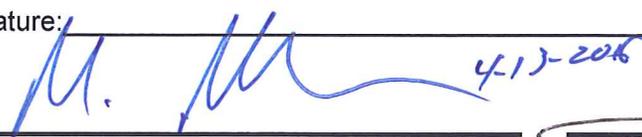
This permit is not transferable, not refundable, and is not valid for any other date or purpose than specified above. An approved copy of this permit must be available for inspection during the period of use.

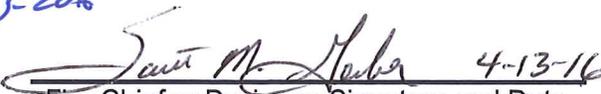
I agree to abide by all applicable City Ordinances regulating special events and the use of public parks. I agree to indemnify and hold the City of Tonka Bay harmless for any personal injury claims resulting from our use of public property or organized public event. I agree to pay for any damage done 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: Tim Litfin

Signature: \_\_\_\_\_ Date: 03/30/2016

 4-13-2016  
\_\_\_\_\_  
Police Chief or Designee Signature and Date

 4-13-16  
\_\_\_\_\_  
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:

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

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

 4-13-16  
\_\_\_\_\_  
Public Works Supt. Signature and Date

 4/13/16  
\_\_\_\_\_  
City Administrator 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:

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

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

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** \$ 25.00

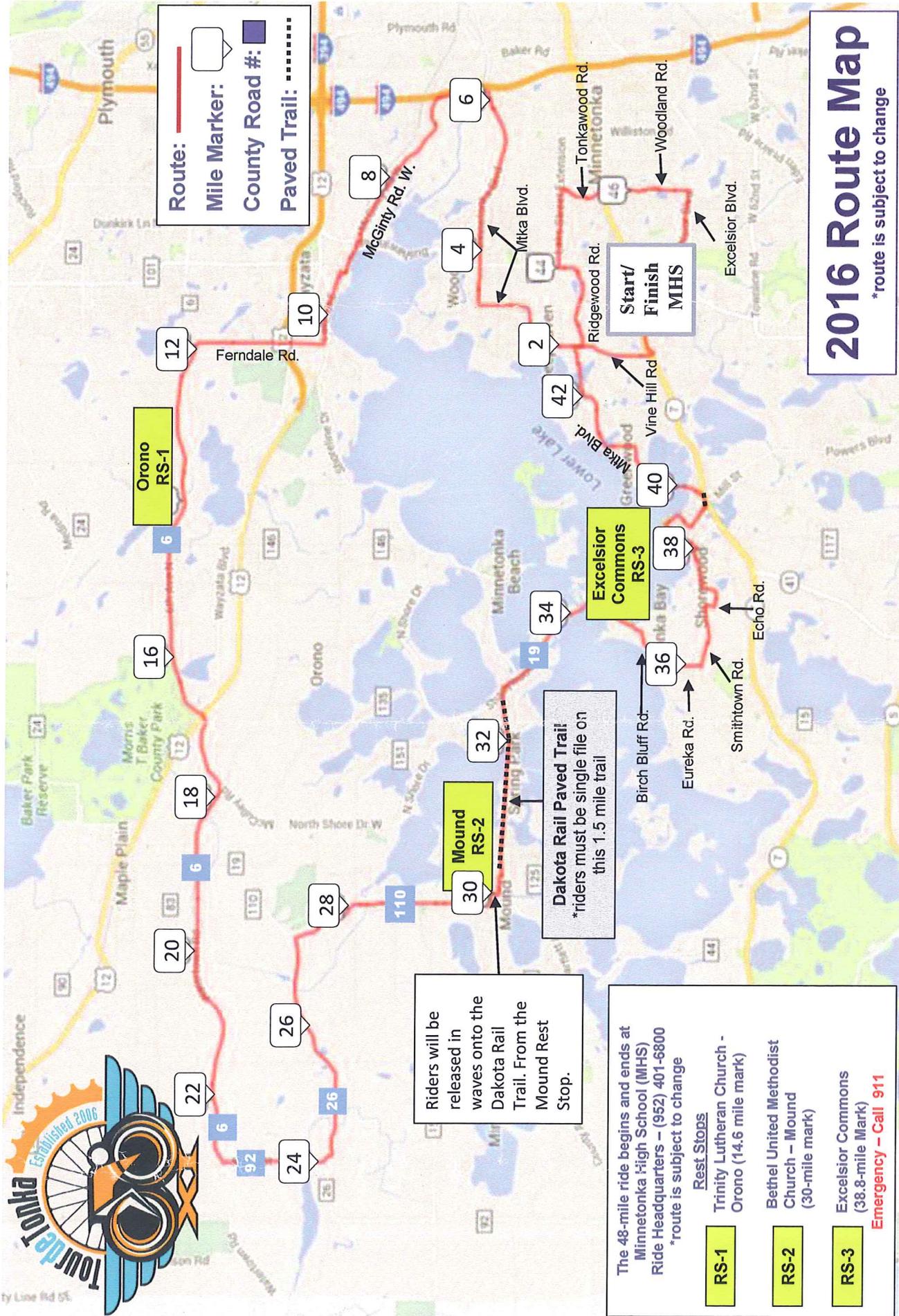
**SALES TAX**  
(7.275%) \$ \_\_\_\_\_

**AMOUNT DUE**  
(including \$100 late fee if applicable) \$ 25.00

*Received  
4-11-16  
CH*

# 2016 Tour de Tonka

# 48-Mile Route



**2016 Route Map**  
 \*route is subject to change

The 48-mile ride begins and ends at  
 Minnetonka High School (MHS)  
 Ride Headquarters - (952) 401-6800  
 \*route is subject to change

**Rest Stops**  
 Trinity Lutheran Church -  
 Orono (14.6 mile mark)

**RS-1**

Bethel United Methodist  
 Church - Mound  
 (30-mile mark)

**RS-2**

Excelsior Commons  
 (38.8-mile Mark)

**RS-3**

**Emergency - Call 911**

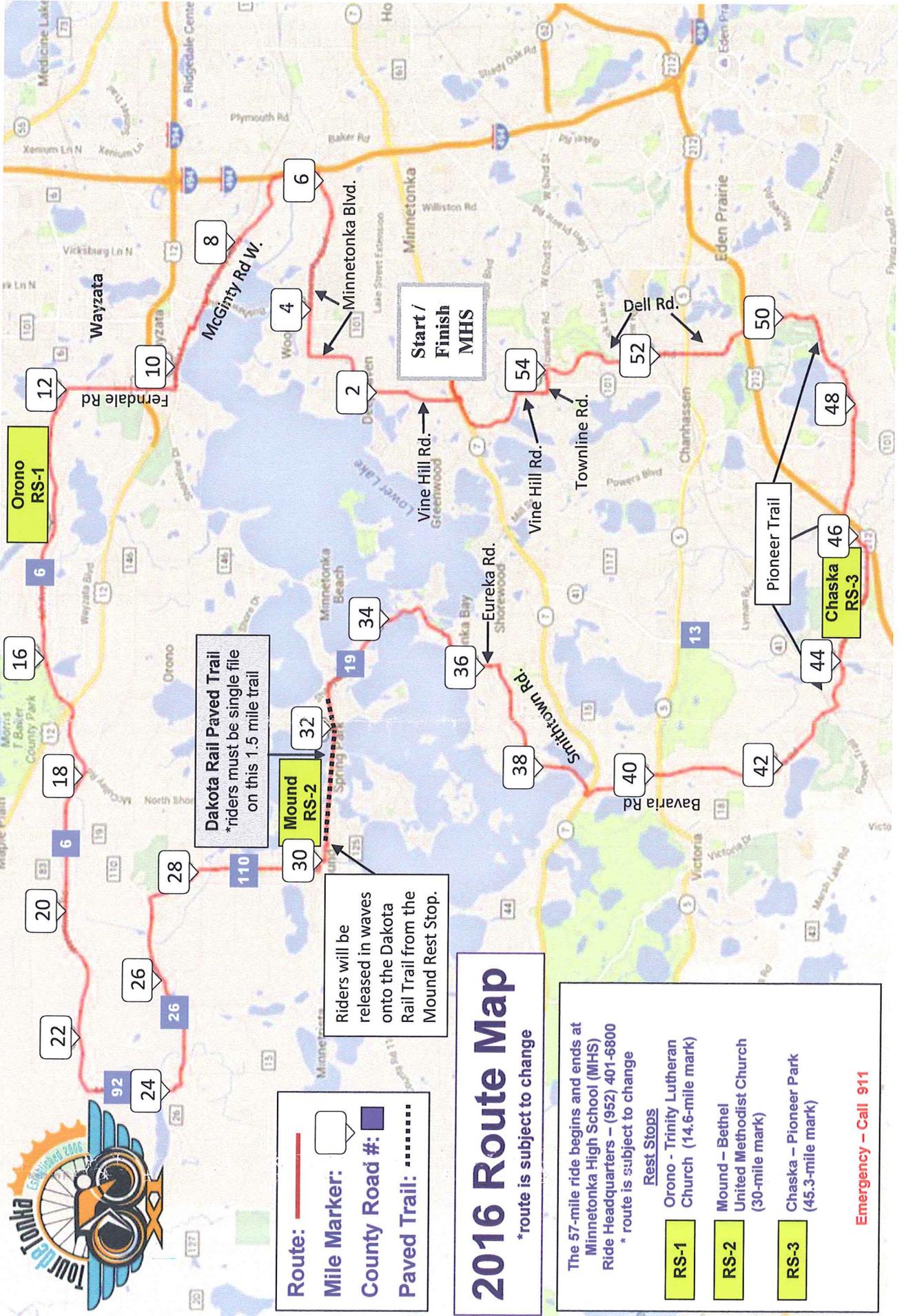
Riders will be released in waves onto the Dakota Rail Paved Trail. From the Mound Rest Stop.

**Dakota Rail Paved Trail**  
 \*riders must be single file on this 1.5 mile trail

**Route:** —  
**Mile Marker:** ◻  
**County Road #:** ◻  
**Paved Trail:** - - - - -

# 2016 Tour de Tonka

# 57-Mile Route



**Route:** —  
**Mile Marker:** [circle with number]  
**County Road #:** [square with number]  
**Paved Trail:** - - - - -

Riders will be released in waves onto the Dakota Rail Trail from the Mound Rest Stop.

**Dakota Rail Paved Trail**  
 \*riders must be single file on this 1.5 mile trail

## 2016 Route Map

\*route is subject to change

The 57-mile ride begins and ends at Minnetonka High School (MHS) Ride Headquarters – (952) 401-6800  
 \* route is subject to change

**Rest Stops**

- RS-1** Orono - Trinity Lutheran Church (14.6-mile mark)
- RS-2** Mound - Bethel United Methodist Church (30-mile mark)
- RS-3** Chaska - Pioneer Park (45.3-mile mark)

**Emergency - Call 911**



## Aug. 6, 2016 Tour de Tonka Start Schedule

- 7:00 @ CS for 67 and 100
- 7:30 @ MHS for 15, 28, 40, 48, 57



### **Site: Clear Springs (CS) - 67 and 100 Mile Rides Start Here and Finish @ MHS**

- 5:15 CS Opens. Parking team meets with Matt. Registration team meets with Christine.
- 5:30 Registration begins @ 5:30. Same Day Registration Closes @ 6:45. CS closes @ 7:30 am.
- 6:45 Law Enforcement and Route Captains Report in that safety is in place.
- 6:50 Announcements and National Anthem
- 7:00 100 Mile Ride Begins – Two waves – 1 minute stagger
- 7:10 67 Mile Ride Begins – One Wave
- 12:00-4:30 67 and 100 riders finish @ MHS. Return on your own or with a shuttle to Clear Springs.

### **Site: MHS – 15, 28, 40, 48, 57 Mile Rides Start & Finish @ MHS**

- 4:00 am MHS Opens - MHS Closes @ 5:00 pm
- 4:45 Registration Team Leaders...and...Parking Team Leaders Arrive
- 5:15 Parking team meets with Lee. Registration team meets with Rachel
- 5:30 MHS Parking Lot Opens to Public
- 5:45 Same Day Registration and Packet Pick-up Opens to Public (Closes @ 7:00 am)
- 7:15 All Riders Must Be in the Bike Corral
- 7:22 Opening Remarks, Announcements and National Anthem
- 7:30 57 Mile Ride (On Road – West Facing – One wave)
- 7:30 28 Mile Ride (On Road – East Facing – 1<sup>st</sup> of Three waves – 100 Faster Riders)
- 7:35 48 Mile Ride (1<sup>st</sup> of 2 waves – Half of the Riders)
- 7:40 28 Mile Ride (On Road – East Facing – 2<sup>nd</sup> of Three waves – 200 Medium Pace Riders)
- 7:40 48 Mile Ride (Second wave – Second half of Riders)
- 7:45 40 Mile Ride (1<sup>st</sup> of 2 waves – Half of the Riders)
- 7:45 28 Mile Ride (On Road – East Facing – 3<sup>rd</sup> of Three waves - Family Pace Riders)
- 7:50 15 Mile Ride (1<sup>st</sup> of 2 waves)
- 7:55 40 Mile Ride (2<sup>nd</sup> of 2 waves)
- 8:00 15 Mile Ride (2<sup>nd</sup> of 2 waves)
- 8:30 Sweep vehicles begins from the Start line @ MHS
- 9:00-5:00 MHS main entrance is reserved all day for riders returning