

**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**

RECEIVED

NOV 03 2015

CITY OF TONKA BAY

**EVENT INFORMATION**

Name of Event: **Tonka Bay Beer & BBQ Fest**

Type of Event (festival, athletic, etc.) **professional BBQ competition, craft beer tent, live music, food vendors**

Event Set Up Date: **Friday, August 12, 2016** Time: **10 AM - 10 PM**

Actual Event Date(s): **Fri, Aug 12- Sat, Aug 13 2** Time: **4PM (Fri) - 10 PM (Sat)**

Event Clean Up Date: **Sat, August 13, 2016** Time: **8PM - 12AM**

Event Location: **Manitou Park, Tonka Bay**

*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: **500-800**

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: **Excelsior-Lake Minnetonka Chamber of Commerce**

Primary Contact Person: **Laura Hotvet**

Address: **37 Water St** City: **Excelsior** Zip: **55331**

Phone: **952-474-6461** Phone: Phone: E-mail: **director@excelsior-lakeminnetonkachamber.com**

Event Planner Name: **Laura Hotvet**

Address: **37 Water St** City: **Excelsior** Zip: **55331**

Phone: **952-474-6461** Phone: Phone: E-mail:

Name of Contact Person During Event: **Stephanie Weiss** Cell Phone: **952-913-5404**

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

**EVENT DETAILS**

Is the event open to the public?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Will admission be charged?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – amount per person \$ 30 beer fest only
Will alcohol be at the event?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – list contact person and phone number.
Contact Person:	DeDe Conkey - Hazellewood Grill Phone: 952-401-6606
Liquor License Holder:	Hazellewood Grill Phone: 952-401-6606
Will food be prepared on site?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – please contact Hennepin Co. Health Dept.
Will sound amplification be used?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – hours and type: live music from 4 - 8 PM <i>Amplified sound requires on-site contact person. No amplified sound 10 pm to 7 am.</i>
Contact Person:	Rick Johnson Cell Phone: 763-227-6948
Are there events in the air?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – describe:
Will there be canopies or tents?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – number of canopies and tents: See layout fr
Date Installed:	Fri, Aug 12 Date removed: Mon, Aug 15
Will you provide sanitary facilities?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – number of sanitary facilities: 6-8
Date Installed:	Fri, Aug 12 Date removed: Mon, Aug 15
Will a stage be set up?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – dimensions: 10' x 35'
Will there be temporary fencing?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – material: barricades
Location(s) of temporary fencing:	see layout
Will barricade(s) be needed?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – number needed: approximately 30
Describe power needs and location(s) of power source:	Food vendors, BBQ competitors, sound, band, beer vendors Commercial generator will be rented
Describe trash removal and cleanup plan during and after event (including advertising):	Tasks unlimited (Non profit janitorial service)
Describe parking arrangements for the event and traffic plan:	

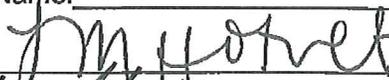
Parking at Tonka Bay Village shopping center, Badger Park, First Student Bus Co. Rental shuttle van looping between locations and park from 12:00 - 8:00 PM; alternative transportation recommended in our communication (bikes, walking)

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: Laura Hotvet

Signature:  Date: 10/1/15

 11/03/2015  
Police Chief or Designee Signature and Date

  
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:

\* Orgony Planning to occur w/ emergency services and plan developed.

 11-3-15  
Public Works Supt. Signature and Date

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

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

 11/3/15  
City Administrator Signature and Date

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

Temp. liquor license application needed.

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

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** \$ 450.00

Receipt # 15220  
10/12/15

**SALES TAX**  
(7.275%) \$ 10.92

check # 5648

**AMOUNT DUE**  
(including \$100 late fee if applicable) \$ 460.92

Copy



**STATE OF MINNESOTA**

**Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement**

**HAS BEEN ISSUED THIS LICENSE/PERMIT BY THE STATE OF MINNESOTA PURSUANT TO MINNESOTA STATUTES CHAPTER 340A AND RELATED REGULATIONS**

**ALCOHOL CATERER'S PERMIT**

**Hazellewood Grill & Tap Room Inc.  
Hazellewood Grill & Tap Room |  
5635 Manitou Road  
Tonka Bay**

**MN 55331**

**06/17/2016**

**Alcohol & Gambling Enforcement Director**

# 2016 Tonka Bay Beer & BBQ Fest

## EVENT SCHEDULE

### Friday August 12:

AM

Set up and delivery begins - barricades, grill team plots, stage, portapotties, garbage, golf cars (2), tents, power, tables/chairs

Cook teams arrive throughout the day at Manitou Park

Check in at 4PM - HQ tent

5:00pm Cook's Meeting & Reception sponsored by Hazellewood?

Cook teams stay overnight in the park to begin grilling process

8:00pm - 3:00am SLMPD officer onsite for security and to enforce special event permit requirements

**10:00pm Quiet Time Begins**

### Saturday August 13:

6:00 AM

7:00am Cook's Breakfast sponsored by Joey Nova's?

8:00 am inspections: EFD, Hennepin County, State of MN Electrical

10:00am Event opens to the public

12:00 pm - 8:00 pm

BBQ & Food Vendors Open

Beer Garden/Trailer sponsored by Hazellewood Grill

Pop, Water, Souvenir Sales

Noon – Competition Turn-in Begins

Noon – Chicken turn-in

12:30pm – Rib turn-in

1:00pm – Pork turn-in

1:30pm – Brisket turn-in

12:00pm - 4:00pm – Grilling/Vendor Demos

3:00pm - 6:00pm – Beer Festival/Sampling in the hockey rink

4:00pm – BBQ and Beer Awards Ceremony

Live music begins on the (sponsors) Stage

4:30 - 5:45 PM Band 1

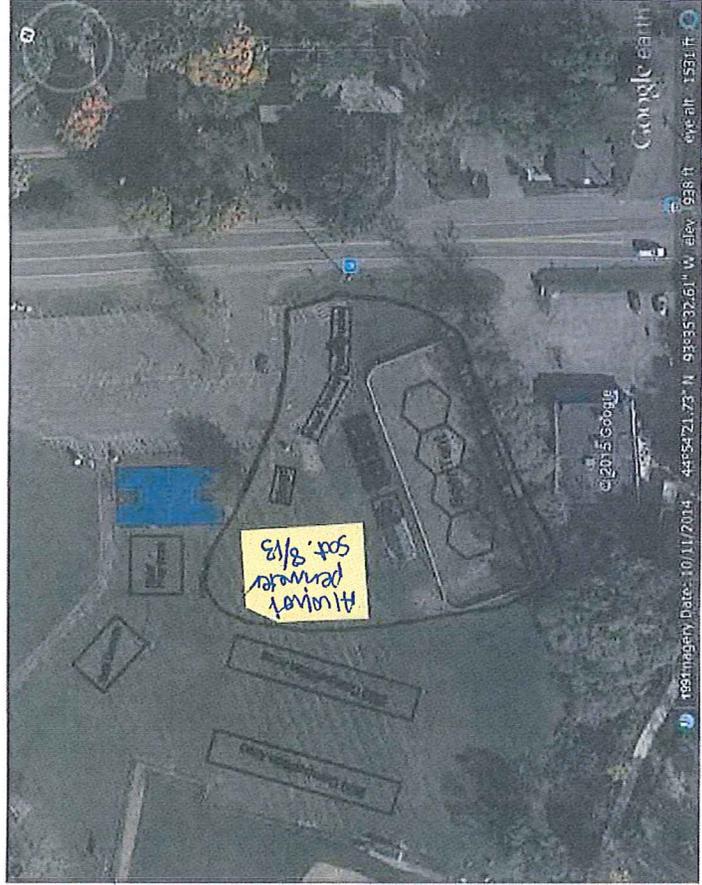
6:15 - 8:00 PM Band 2

8:00pm - Beer Garden/Trailer Sales and Event Ends

Tear down begins - tents, stage, tables/chairs, clean up team

### Monday, August 15

Garbage dumpsters picked up, portapotties picked up, golf cars picked up



# Excelsior - Lake Minnetonka BBQ & Beer 2016



Date: 8.13.16  
Contact: Laura Hotvet  
Designer: Chad Wagner

