



4901 Manitou Road
 Tonka Bay MN 55331
 952-474-7994
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?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Will admission be charged?	<input type="checkbox"/> No <input type="checkbox"/> Yes – amount per person \$
Will alcohol be at the event?	<input 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 type="checkbox"/> No <input type="checkbox"/> Yes – please contact Hennepin Co. Health Dept.
Will sound amplification be used?	<input 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 type="checkbox"/> No <input type="checkbox"/> Yes – describe:
Will there be canopies or tents?	<input type="checkbox"/> No <input type="checkbox"/> Yes – number of canopies and tents:
Date Installed:	Date removed:
Will you provide sanitary facilities?	<input type="checkbox"/> No <input type="checkbox"/> Yes – number of sanitary facilities:
Date Installed:	Date removed:
Will a stage be set up?	<input type="checkbox"/> No <input type="checkbox"/> Yes – dimensions:
Will there be temporary fencing?	<input type="checkbox"/> No <input type="checkbox"/> Yes – material:
Location(s) of temporary fencing:	
Will barricade(s) be needed?	<input type="checkbox"/> No <input type="checkbox"/> 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 & Description <i>A Separate Application is Required for Each Event</i>	Application Deadline	Authorization Required			Local Fee Per Event	Non Local Fee Per Event
		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 · One-day event or multiple day events that do not leave anything on City property overnight · Multiple day event that leaves apparatus on City property overnight · Road closures/traffic control may be required · Pre-event meeting may be required 	60 days	Yes	Yes	Yes	\$75 Plus Tax	\$150 Plus 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
Sporting Events that Use: <ul style="list-style-type: none"> · Baseball & Soccer Fields · Tennis & Basketball Courts · Ice Rink · Pre-event meeting required 	30 days	No	No	No	\$10 per day plus maintenance*	\$10 per day plus maintenance*
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)					

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

*Refer to Special Event Permit Application Instructions for maintenance fees.

OFFICE USE ONLY

Date Fee Paid:
 Receipt Number:
 Check Number:
 Council Meeting Date:
 Approved:

TOTAL FEE: _____
SALES TAX: _____
AMOUNT DUE: _____
 (including \$100 late fee if applicable)