



4901 Manitou Road
Tonka Bay MN 55331
952-474-7994
info@cityoftonkabay.net
www.cityoftonkabay.net

SPECIAL EVENT PERMIT APPLICATION INSTRUCTIONS

The City of Tonka Bay encourages events and would like to help them run smoothly. In doing so, it is important to balance the probable impacts of the event on the community with the desires of the event participants. To improve the chances of having a successful event and maintain the quality of life for the surrounding community, these activities require permits to give the City the opportunity to review the plans.

There are five steps to completing the application. These steps will guide you in completing the application and obtaining your permit. Please review each step carefully.

Step 1 – Determine Whether You Need a Special Event Permit

A permit is required if your event is one of the following:

- Event has outdoor amplified sound or requires street closures
- Gatherings of more than 25 people on City property
- Walks, runs, athletic, bicycle races and rides
- Outdoor concert and entertainment, public or semi-public, dance, recreation or sporting events
- Circuses, carnivals, fairs and festivals
- Organized/sponsored vehicle and boat shows
- Fireworks display
- Business events which utilize a sidewalk, parking lot and/or tent
- Residential events which will likely obstruct, delay or interfere with the normal flow of pedestrian or vehicular traffic
- Any events that may impact neighboring properties

Step 2 – Determine the Type of Event

Once you have determined that your event requires a special event permit, look at the table on the last page to determine the application deadline and permit fee.

Be sure to check the availability of dates by calling 952-474-7994 before submitting your application.

Step 3 – Checklist for Completing Application

After you have determined the type of event, follow the appropriate checklist for that type of event. City staff will verify your type of event.

(continued on following pages)

Checklist – Events on City Property

1. Submit a complete Special event Permit Application to the City along with:
 - The application fee.
 - Proof of insurance.
 - A detailed site plan and/or route map of the event.
 - A traffic plan.
 - A damage deposit up to \$1,000. Deposit is refunded if City property is not damaged after the event. Event organizer will be liable for any additional damage exceeding \$1,000.
 - A schedule of activities (if multiple activities are occurring during the event).
2. City staff will review the application for completeness.
3. City staff will arrange a pre-event meeting, if needed, with the event organizer(s) police, and City staff to discuss the event request and any special conditions that should be placed on the event.
4. The City Council will consider comments from the pre-event meeting and take action on the request.
5. If approved by the City Council, City staff will issue the permit.
6. If your event requires street closures, you are required to provide notice to the impacted properties at least two weeks prior to the event.

Step 4 – Review Policies and Fees

The following are some of the applicable policies for holding an event in the City of Tonka Bay:

Alcohol Regulations

A permit is required for having alcohol at events.

- Police Officer Requirement – A minimum of one police officer is required for all events involving alcohol on public property. More officers may be required at the discretion of the South Lake Minnetonka Police Department. Contact the South Lake Minnetonka Police Department at 952-474-3261 to arrange for officers and payment.
- Temporary Liquor License – A temporary liquor license is required at least thirty (30) days prior to the event if the event is selling or giving away liquor in the course of the event. There are two types of Temporary Liquor Licenses:
 - 3.2 Beer Temporary Liquor License: A club or charitable, or religious or non-profit organization may be issued a temporary 3.2 beer license subject to the terms set by the City.
 - On-Sale Spirits, Wine, and Beer Temporary Liquor License: A club or charitable, or religious or non-profit organization in existence for at least three years may be issued a temporary license for the on-sale of intoxicating liquor in connection with a social event. The license may not be for more than four consecutive days.

Entertainment and Related Components

It is the event organizer's responsibility to ensure all activities comply with the City of Tonka Bay's ordinances. A police or code enforcement officer who determines that noise from your event is offensive to others may require you to lower or discontinue the noise. Also, the police officer may order musical entertainment to end if it incites a crowd or has the potential for unruly or risky behavior.

Insurance

Before the final permit can be issued, all of the proper insurance documentation must be received by the City of Tonka Bay.

Site Plan and/or Route Map

Based on your event site plan and components, the Public Works Superintendent or designee may require a walkthrough of the site before and/or after the event. Please include the following if applicable:

- An outline of the entire event venue, including the names of all streets or areas that are part of the venue. Include the direction of travel if it is a moving event.
- Location and number of all stages, tables, tents, portable toilets, booths, beer gardens, food booths, trash containers and dumpsters and other temporary structures.
- Generator locations and sources of electricity.
- Location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision for a minimum of 20-foot emergency access lanes throughout the event.
- Location of first aid facilities and ambulances.
- Placement of vehicles and/or trailers.
- Other related components not listed above.

Traffic Plan

If there are no road closures, a detailed traffic plan is required. This plan shall include all routing plans for traffic and any barricades, signs or police or volunteer locations.

Vehicle Use

Vehicles are prohibited from driving on the grass in City parks unless the City Council grants special authorization. Vehicles are only allowed on blacktop driveway area.

Step 5 – Complete Application and Other Contact Information

Complete the special event permit application and submit the completed application to City Hall during regular business hours. There may be other entities you need to contact depending on your event. Any fees associated with these entities are the responsibility of the applicant.

- Department of Health – 651-201-4500 or health.foodlodging@state.mn.us
 - Contact for any events serving food to the public.

- Excelsior Fire District – 952-401-8801
 - Contact thirty (30) days prior to the event for event open to the public for exhibitors, vendors, and concessions tents, trailers, and/or trucks using any type of a power supply, propane, open flame, portable heaters, or operate with conditions that have the potential to be hazardous.
 - A recreational burn permit must be filled out and submitted for public events with recreational fires in burn pits, portable fire appliances, and portable fireplaces.

- Federal Aviation Administration
 - Contact for any events in the air.

- Hennepin County Water Patrol – 612-596-9880
 - Contact for any events on Lake Minnetonka.

- Lake Minnetonka Conservation District – 952-745-9789 or lmcd@lmcd.org
 - Contact for any events on Lake Minnetonka.

- South Lake Minnetonka Police Department – 952-474-3261
 - Contact sixty (60) days prior to the event for any event that serves alcohol and/or requires traffic control

- State Electrical Inspector Brian Luce – 952-233-8988 or inspecbluce@gmail.com
 - Contact for any events with outdoor electric.