



Before submitting your application be sure to check the availability of dates by contacting the City Event Coordinator, Amy Edwards, at eventfullyoursmn@gmail.com or (623) 451-0887.

Permit for Wedding Ceremony & Receptions in The Commons Park & Pavilion

- Includes weddings that use City property and Lake Minnetonka
- Includes use of the Pavillion (capacity is ~150 for a seated ceremony, ~100 or seated dinner)

Wedding Ceremony & Reception Permit Application

Due 30 Days in Advance

If any add-ons (see below) are needed, please **apply 60 days in advance**; otherwise the following items are due 30 days in advance with your permit application:

- Application (below)
- Decor Plan (details below)
- Site Plan and List of Supporting Vendors (details below)
- \$500 Wedding Ceremony Permit Fee
- \$1,000 Wedding Reception Permit Fee
- \$150 Damage Deposit for ceremony; \$1,000 for reception (refundable if there is no damage or expenses are incurred by the city)

Potential Add Ons - Due With Application 60 Days in Advance

- \$250/Day - Serving Alcohol on City Property
 - Required for ceremonies hosting a singular alcoholic toast and/or receptions bringing in licensed and insured bartending services.
 - Requires minimum of one police officer from SLMPD (additional cost & paid to SLMPD)
- \$150/Day - Overnight Storage Fee
- \$50/Meter/Day - Reserved Parking Meters

Applicable Policies

Alcohol Regulations

A permit is required for having alcohol on City property and is only allowed in designated event areas. This is an add-on of \$250 to permit application. **The following items are due 60 days in advance along with the permit application.**

- **Ceremonies** - Request to host a singular alcoholic toast during the permitted ceremony time requires approval from the city manager.. While we do not require a license and insured bartender to serve a singular toast, the add-on fee still applies.
- **Receptions** - Providing continued service of alcohol requires a licensed and insured service provider. The City may request the name and proof of licensing and insurance from any catering or bartending company serving alcoholic beverages on city property. The add-on fee applies.
- **Police Officer Requirement** – At the expense of the event organizer, 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 seperate payment.**

Event Storage Fee, Waste Removal & Damage Deposit

Items left on City property before or after an event, will be charged an Event Storage Fee of \$150 per day that may be deducted from the damage deposit. It is the responsibility of the event organizer for the proper removal and disposal of all trash, refuse and debris throughout the term and immediately upon conclusion of the event. Additional dumpsters and trash containers can be arranged through several local companies. Loss of entire damage deposit and/or additional City personnel charges will result if City staff must clean up waste from the event site.

Reserving Parking Meters

Any event that needs to reserve parking spaces with a meter will be charged \$50/meter/day.

Entertainment & Noise Ordinances

It is the event organizer's responsibility to ensure all activities comply with the City of Excelsior ordinances during the event. Ordinances include complying with 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 may order musical entertainment to end if it incites a crowd or has the potential for unruly or risky behavior.

Pavillion

The pavilion includes a 1120/240V single phase panel with 200 A service.

Note that the pavilion is fully enclosed and the event would still be affected by weather conditions.

Tenting & Stakes

Tents or other items cannot be secured with stakes (tents must be weighted down) because of an underground irrigation system.

Tables & Chairs

Public picnic tables must stay in their found locations within the parks. Any additional tables and chairs needed must be brought in or rented at the event organizers expense. All tables, chairs or additional rental equipment must arrive and be picked-up on the day(s) of the permitted event. Any need for overnight storage or any items left behind will require a \$150 storage fee.

Weather

Permits and fees are non-refundable regardless of weather conditions.

Decor Plan for Approval & Promotional Materials

Along with the application we ask to review plans for decor related to the event. **All decorations,** including floral arrangements, signage, **must receive approval at least 30 days prior to** the event - please **submit decor plans with the permit application** so we can approve it (or have adjustments made) in time for your event. Please note that confetti, glitter or rice or other environmentally harmful materials are **not permitted.**

Site Plan and List of Supporting Vendors

A Site Plan & List of Supporting Vendors must be submitted with every wedding event application.

The Site Plan should include the following information where applicable:

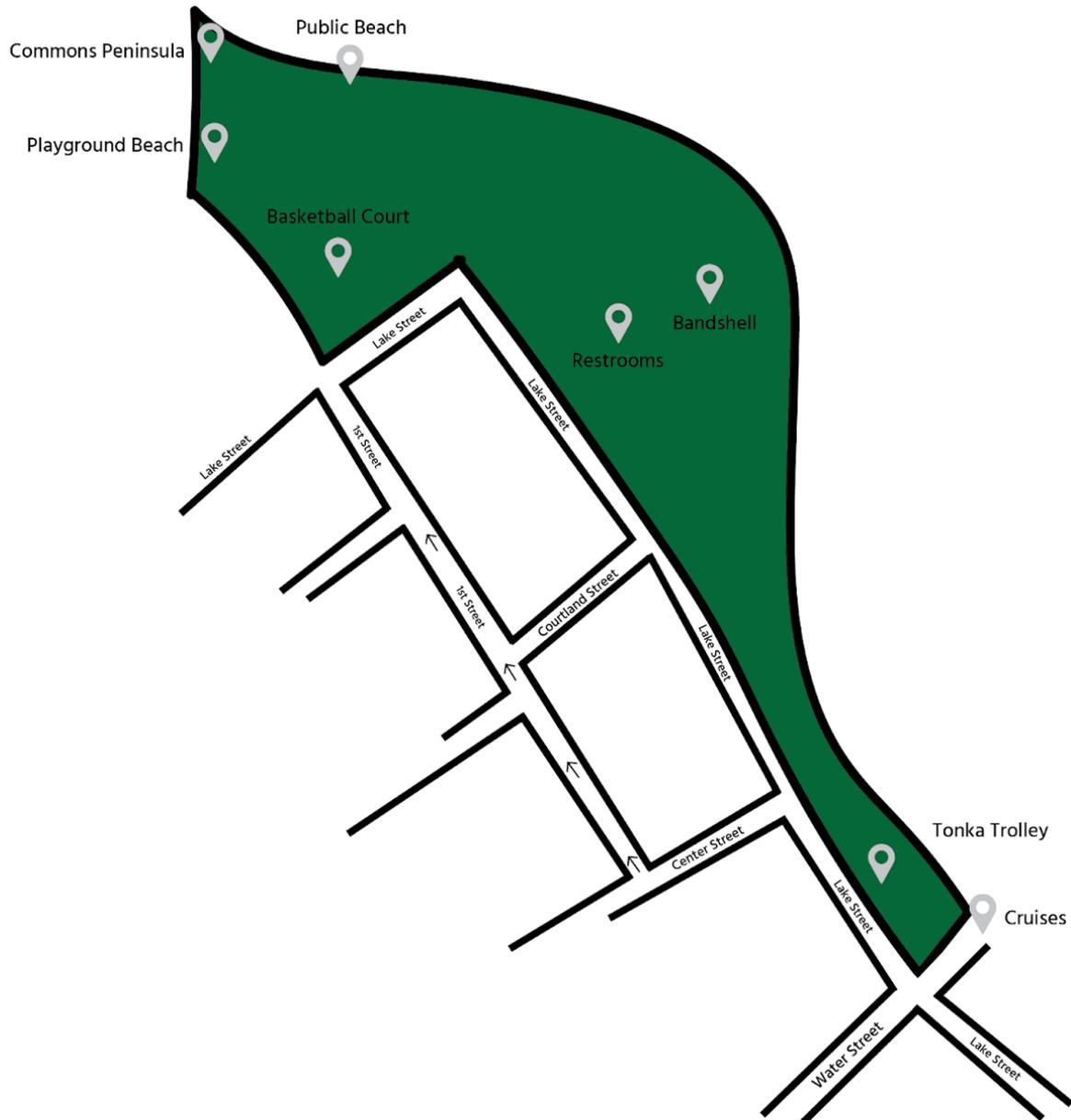
- Location(s) of the event (circle pavilion and include drawing of any tenting).
- Placement of any event vehicles and/or trailers included food & catering trucks

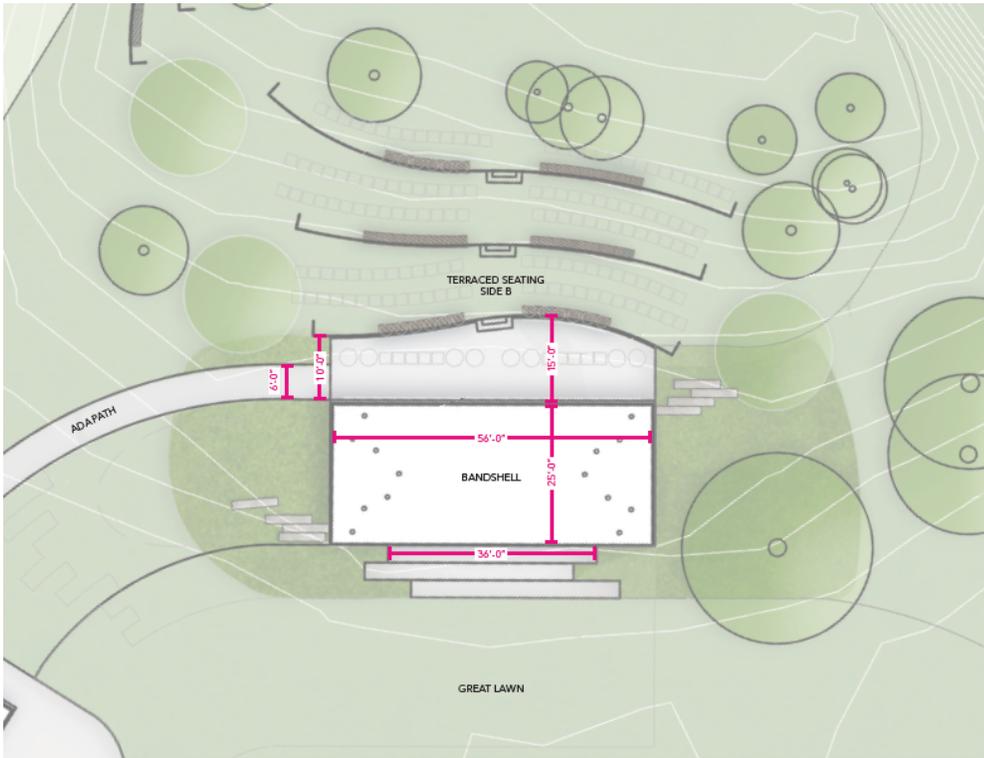
List of Supporting Vendors

- List of supporting vendors or rentals including company name & contact information: audio/visual equipment rentals, any musicians with amplified music, DJs, caterers, food trucks, stages, rented chairs, tables, linens, wedding planner or day-of coordinator contact, etc.

The site plan can be a sketch or trace of the area or park you plan to utilize. We suggest using Google Maps and mapping out your intended uses. For events in The Commons, you can use the map below.

- **Address for The Commons:** 135 Lake Street, Excelsior, MN 55331





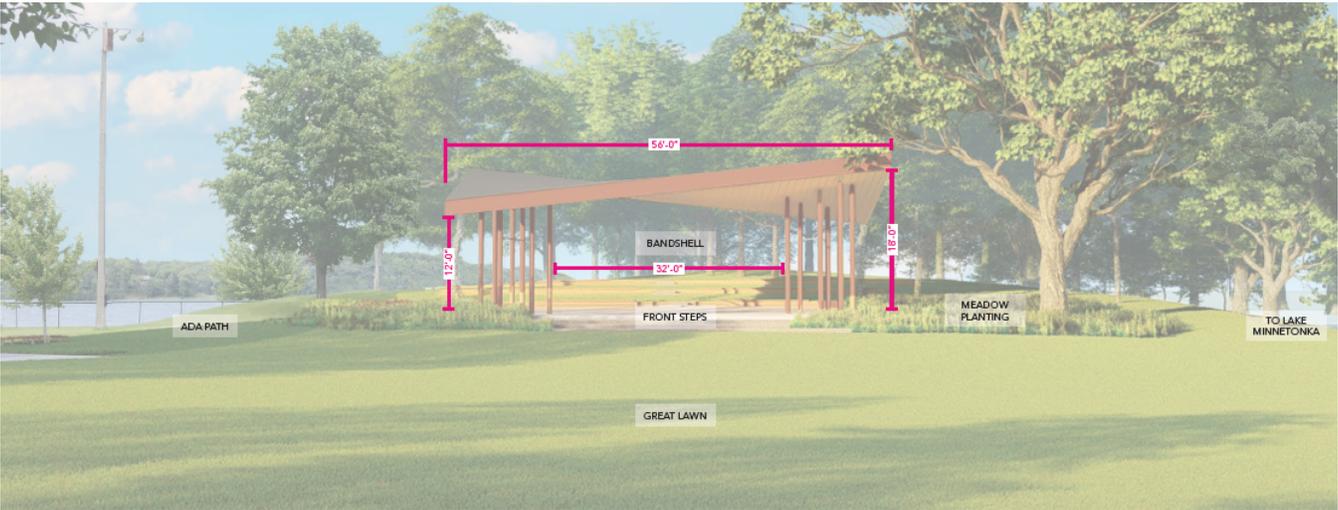
SEATING CAPACITY

SIDE B TOTAL	214
WOOD TOP BENCH	56
MOVEABLE CHAIR	150
SPACE FOR ADA	8

DIMENSIONS OF KEY FEATURES

BANDSHELL:	56' X 25'
PLAZA ON B SIDE:	56' X 10' - 15'
ADA PATH:	6' WIDE
SEAT WALLS:	36' X 2.5'







SPECIAL EVENT PERMIT APPLICATION

Only completed applications with payment will be accepted

EVENT INFORMATION	
Name of Event:	
Estimated Guest Count:	
Type of Event (ceremony, reception, both etc):	
Event Set Up Date:	Time:
Actual Event Date(s):	Time:
Event Clean Up Date:	Time:
Event Location:	

APPLICANT INFORMATION		
Responsible Person or Couple:		
Home Address:		
City:	State:	Zip:
E-Mail:	Phone:	
Name of On-Site Contact Person During Event (planner, coordinator or available & responsive contact at wedding):		
Cell Phone:		

- 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.**
- If the event has road closures that impact residents and/or business they need to be notified in writing of the closure two weeks in advance.**

EVENT DETAILS

Will sound amplification be used? No Yes

If Yes, amplified sound requires an onsite contact person that is directly responsible for being able to turn down the music if requested. Note there is no amplified sound allowed from 10:00 pm to 7:00 am.

Contact Person:

Cell Phone:

FOOD & BEVERAGE

Will alcohol be at the event? No Yes

*If Yes, approval from the city for any ceremony toast, **or copy of license and insurance from caterer or bartending service and a police officer are required.***

Contact Person:

Cell Phone:

Will food be prepared on-site? No Yes

If food is being prepared on-site what hours will it be on-site and what type:

(You'll also need to contact Hennepin County Health Department)

SET-UP DETAILS

Are there events in the air?
(fireworks, parachutes, etc.) No Yes

If Yes, Describe:

Will there be inflatables?
(bounce house, jumpers, etc.) No Yes

If Yes, indicate on the site map what item(s) will be where.

Will there be canopies or tents? No Yes

If Yes, list the number to be installed and dimensions:

Date Installed:

Date Removed:

Will a stage be set-up? No Yes

If Yes, list the dimensions:

Will temporary fencing be used? No Yes

If Yes, list the materials used & location(s) placed:

Will barricade(s) be needed? No Yes

If Yes, what number will be needed? (the city may provide 2)

Will power be needed? Describe power needs and location(s):

Describe trash removal and cleanup plan **during** and **after** event (event signage must be removed as well):

All Applications must be submitted with the following:

- Site Plan and/or Route Map
- Decor Plan
- Permit Fee(s) (per day)
- Damage Deposit
- Potential Add On Fees

Application & materials will be considered for approval and will be considered FINAL.

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 Excelsior harmless for any personal injury claims resulting from our use of public property or organized public events. I agree to pay for all public safety costs. 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. I agree that I am 18-years of age or older.

Permit Applicant Name:_____

Permit Applicant Signature:_____ Date:_____

City of Excelsior Approval:_____ Date:_____

Police Chief or Designee Signature:_____ Date:_____

Comments or Notes:_____

Fire Chief or Designee Signature:_____ Date:_____

Comments or Notes:_____



Level 1 Permit Cost Worksheet

This is a condensed "Rate Sheet" to help track applicable fees due with your permit application.

PERMIT LEVEL & DESCRIPTION	DUE	SLMPD REVIEW REQUIRED	EFD REVIEW REQUIRED	FEE PER DAY	SALES TAX Multiply 7.525%	TOTAL FEE
Ceremonies	30 Days	TBD	No	\$500		
Receptions	30 Days	Yes	No	\$1,000		
Add On Fee - Serving Alcohol on City Property: May require applicable serving licenses & Requires a minimum of one police officer from SLMPD (separate fee)	60 Days	Yes	No	\$250		
+Add On – Event Storage Fee	30 Days	No	No	\$150		
+Add On - Reserve Parking Meter(s)	30 Days	No	No	\$50		
+Add On – Road Closure Fee	60 Days	Yes	Yes	\$3.00/hour/meter		