



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

## Level 3 Permit

- 2,000+ anticipated guests, participants or spectators
- Road closures/traffic control likely required

### Application Due 60 Days in Advance

- Application (below)
- Proof of Insurance
- Schedule of Events (including load-in, set-up, event activity start/end times, tear-down & load-out)
- Waste Removal, Restrooms & Sanitation Plan
- Decor and Promotional Materials Plan (details below)
- Site Plan and/or Route Map + Parking Plan (directions & details below)
- \$1,000 Permit Fee (per day) + \$100 late fee if received after due date on cost page
- \$1,000 Damage Deposit (refundable if there is no damage or expenses are incurred by the city)

### Potential Add Ons - Due With Application

- \$250 - Serving Alcohol on City Property
  - Requires applicable liquor license (obtain with the state of MN)
  - Requires minimum of one police officer from SLMPD (additional cost & paid to SLMPD)
- \$150 - Overnight Storage Fee
- \$50/Meter - Reserved Parking Meters
- \$3/Hour/Meter - Road Closure Fee + a Detailed Traffic Plan with your application (details below)

### Potential Add Ons - Due 2 Weeks Post Event

- \$1/Ticket - Ticketed Event
- 5% of Net Profits to C4C - Fundraising Event

# Applicable Policies

## Alcohol Regulations

A permit is required for having alcohol at events and is only allowed in designated event areas. **The following items are due 60 days in advance along with the permit application.**

- Temporary Liquor License (obtained through the state)– A temporary liquor license is required **at least 60 days prior to the event** if the event is selling or giving away liquor during 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.
- 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 separate 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. **You must provide a plan for additional waste removal for all level 3 permitted events.**

## Reserving Parking Meters & Road Closures

Any event that needs to reserve parking spaces with a meter will be charged \$50/meter/day. Any event that closes a street with metered parking spaces will be charged a Road Closure Fee of \$3.00/hour per metered space that is impacted by the event.

- **Barricades:** The Excelsior Public Works Department can provide two barricades for events

involving road closures; any additional barricades must be rented from an outside rental company at the expense of the event organizer.

- **Traffic Plan: If there are any road closures, a detailed traffic plan is required along with your application.** This plan shall include all routing plans for traffic and any barricades, signs or police or volunteer locations.
  - Impacted residents and/or businesses need to **be notified in writing of the closure two weeks in advance.**

## Entertainment & Noise Ordinances

It is the event organizer's responsibility to ensure all activities comply with the City of Excelsior ordinances during the event. 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.

## 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.**

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## Proof of Insurance

All level 3 permitted events require proof of insurance before the permit can be issued. The insurance certificate should list "The City of Excelsior" as additionally insured for up to \$1,000,000.00.

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## Schedule of Activities

All level 3 permitted events must include a detailed schedule of activities along with the application. Please include day(s) and times for all load-in, set-up, event activities timing, tear-down and load-out.

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## Waste Removal, Restrooms & Sanitation Plan

All level 3 permitted events must include a plan for additional waste removal and additional restrooms provided to guests for the event. One (1) toilet per every 250 people who attend your event is recommended. This figure can be based upon the maximum number of attendees at your event during peak time. Portable restrooms will be required at the event organizer's expense. **Specify locations of additional restroom facilities on the Site Plan.**

Sanitation & health for all guests must also be considered, please provide a plan for any vendor sanitation requirements or policies from you or the organization that will be in place and/or any additional sanitation programs or stations that will be offered to guests in order to ensure a sanitary and safe environment.

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## Decor Plan for Approval & Promotional Materials

Along with the application we ask to review plans for decor and promotional materials related to the event. If the event has public facing promotional materials, (i.e. Banners, Posters, Social Media Marketing) the City of Excelsior's name or logo must be displayed as one of the primary sponsors on the event materials and a proof sent to the City's Event Coordinator for review and approval. **All decorations, including streamers, signs and banners must receive approval at least two weeks before** the event - please **submit decor plans and promotional material drafts alongside this application** so we can approve it (or have adjustments made) in time for your event and/or before going to print.

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## Site Plan and/or Route Map + Parking Plan

**A Site Plan must be submitted with every special event permit application.** The Site Plan should include the following information where applicable:

- Location(s) of the event.
- Location and number of all: activity areas, cooking areas, stages, tables, tents, portable toilets, booths, beer gardens, food booths, trash containers and dumpsters and other temporary structures.
- Any street and/or sidewalk closures.
- Location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- Generator locations and source of electricity.
- The provision for a minimum of 20-foot emergency access lanes throughout the event.
- Location of first aid facilities and ambulances.

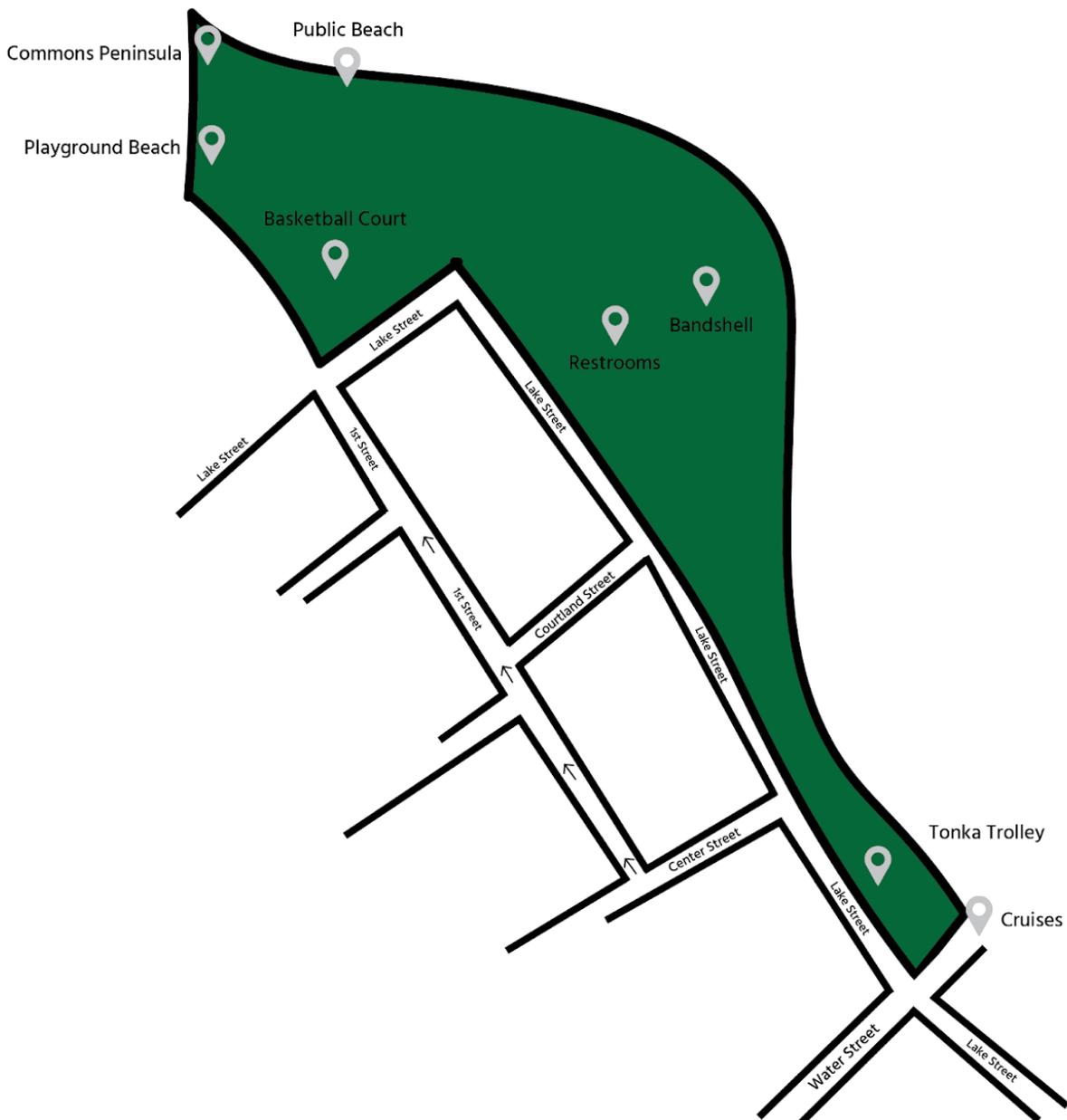
- Placement of vehicles and/or trailers.
- Placement of additional restroom facilities.
- Placement of any additional sanitization stations.

## + Parking Plan

It is important that you plan for the safe arrival/departure of event attendees, participants, vendors, etc. The Site Plan must address locations for any off-site parking and shuttle service.

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





THE CITY OF  
**EXCELSIOR**  
MINNESOTA

## SPECIAL EVENT PERMIT APPLICATION

*Only completed applications with payment will be accepted*

EVENT INFORMATION	
Name of Event:	
Estimated Attendance:	
Type of Event (festival, parade, athletic, etc):	
Event Set Up Date:	Time:
Actual Event Date(s):	Time:
Event Clean Up Date:	Time:
Event Location (please circle location on page 8 if applicable):	

APPLICANT INFORMATION		
Sponsoring Organization Name:		
Primary Contact Person:		
Address:		
City:	State:	Zip:
E-Mail:	Phone:	
Name of On-Site Contact Person During Event:		
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**

Is the event open to the public?       No       Yes

Will admission be charged?       No       Yes, amount per person \$

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, a **temporary liquor license** 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.) <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>If Yes, Describe:</b>
Will there be inflatables? (bounce house, jumpers, etc.) <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>If Yes, indicate on the site map what item(s) will be where.</b>
Will there be canopies or tents? <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>If Yes, list the number to be installed and dimensions:</b>  Date Installed: _____ Date Removed: _____
Will a stage be set-up? <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>If Yes, list the dimensions:</b>
Will temporary fencing be used? <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>If Yes, list the materials used &amp; location(s) placed:</b>
Will barricade(s) be needed? <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>If Yes, what number will be needed?</b>  (the city may provide 2. Any additional will need to be rented by organizer)

Will power be needed? Describe power needs and location(s):
Describe trash removal and cleanup plan <b>during</b> and <b>after</b> event (event signage must be removed as well):

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- Permit Fee (per day)
- \$1,000 Damage Deposit (refundable if there is no damage or expenses are incurred by the city)
- Additional Applicable Fees (see rate sheet below) (ie. pavilion rental, extra storage, etc.)

**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:**\_\_\_\_\_Date:\_\_\_\_\_

Comments or Notes:\_\_\_\_\_



## Level 3 Permit Cost Worksheet

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

PERMIT LEVEL & DESCRIPTION	DUE (\$100 late fee)	SLMPD REVIEW REQUIRED	EFD REVIEW REQUIRED	FEE PER DAY	SALES TAX Multiply 7.525%	TOTAL FEE
Level 3 Event	30 Days	No	No	\$1,000		
Level 3 + Pavilion Rental	30 Days	No	No	\$1,100		
Event on Private Property in Excelsior Business District	60 Days	Yes	Yes	\$100		
Event that Only Use the Ball Field or Tennis Courts	14 Days	No	No	\$60 for each area		
Athletic Event that Only Uses Streets	30 Days	Yes	Yes	\$250		
Athletic Event that Uses Streets and The Commons or City Parking Lot	60 Days	Yes	Yes	\$1,000		
Water Street and/or Sidewalk Closure Event that require the closure of Water Street or that hold their event on the sidewalk	60 Days	Yes	Yes	\$500		
Parade	60 Days	Yes	Yes	\$60		
Add On Fee - Serving Alcohol on City Property: Requires applicable liquor licenses & <b>Requires a minimum of one police officer from SLMPD (separate fee)</b>	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		
+Add On – Ticketed Event	14 Days Post Event	No	No	\$1 per ticket		