



# Special Event Permit Application

601 N 10<sup>th</sup> Street, Lake City MN. 55041 (651) 345-3344 Fax (651) 345-3345  
Admin Email / LCPD@ci.lake-city.mn.us

## APPLICANT AND SPONSORING ORGANIZATION INFORMATION

NAME OF ORGANIZATION: \_\_\_\_\_

APPLICANT NAME (CONTACT): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DAYTIME PH: (\_\_\_\_\_) \_\_\_\_\_ CELL 24 HOUR CONTACT (\_\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

*(Any change in the above information, please notify Public Safety immediately)*

## SPECIAL EVENT INFORMATION

Type of Event:

- CONCERT/SHOW       STREET DANCE       BIKE A THON       PARADE       ATHLETIC
- PARTY       FESTIVAL       FAIR/CARNIVAL       RALLY       RACE
- RUN/WALK       ATHLETIC EVENT       STREET DANCE       MOTORCADE
- OTHER (Specify) \_\_\_\_\_

PROVIDE DETAILED ACTIVITIES TO TAKE PLACE AT THE EVENT: \_\_\_\_\_

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

EVENT DATE(S): \_\_\_\_\_

PROPOSED LOCATION: \_\_\_\_\_

NUMBER OF EVENT STAFF: \_\_\_\_\_ IS FOOD OR ALCOHOL BEING SERVED? \_\_\_\_\_

SET UP TIME: \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM TAKE DOWN: \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM

ESTIMATED ATTENDANCE: \_\_\_\_\_ HOURS OF EVENT: \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM

ADMISSION FEE OR REQUESTED DONATION AMOUNT (If Applicable): \$ \_\_\_\_\_

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Yes  No Do you have any Electrical Needs? (Lake City Electric Crew needs to be notified by applicant) \_\_\_\_\_

Yes  No Do you have any Water Service Needs? (Lake City Water Dept. Needs to be notified by applicant) \_\_\_\_\_

**Please attach the following:**

Map of the proposed area to be used which shows any barricades, street route plans or Perimeter/security fencing.

Attach list of city resources being requested for the event, (Barricades, Traffic Cones, Signage, Picnic Tables?) Include a map with placement requested.

Map of vendor layout including food vendors.

Street Closure Consent / Objection Form (To be submitted for each Residential/Commercial access Blocked) **Commercial Areas. A consent/non-consent form must be received from all businesses that are affected by the street closure as part of the application packet. This is the responsibility of the event sponsor. Forms are included in the application packet.**

**Residential Areas. A 7-day advance notice to the residents that will be impacted by the event is required so they can plan around the inconvenience. This is the responsibility of the event sponsor. If this activity is not done the event will be cancelled.**

**In addition, all events with street closures must include an emergency plan detailing access for emergency vehicles.**

Any Public health plans, including supplying water to the site, solid waste collection and provision of toilet facilities. (Map of Locations)

Any fire prevention and emergency medical service plans.

Security plans and contact information.

Attach a copy of Liability Insurance per City Ordinance

Completed copy of City Emergency Operations Plan.

Indemnification Agreement.

Cleanup Deposit. (To be determined by Public Safety Board) \_\_\_\_\_

Permit Fee: \$50.00

\_\_\_\_\_  
**Applicant's Signature**  
(Application must be submitted no later than 45 days Prior to Event)

\_\_\_\_\_  
**Date**

**Office Use Only Below this line.**

Date

Initials

**City Department's Notified:**

**Payment Received and Amount:** \_\_\_\_\_

**Public Works:** \_\_\_\_\_

**Police:** \_\_\_\_\_

**Ambulance:** \_\_\_\_\_

**Fire Dept:** \_\_\_\_\_

**Street Dept:** \_\_\_\_\_

**Electric Dept:** \_\_\_\_\_

**Water Dept.** \_\_\_\_\_

**Emergency Management:** \_\_\_\_\_

**Placed on Shared Calendar** \_\_\_\_\_

**Pre Event Inspection:** \_\_\_\_\_

At least one day prior to the event, City staff will inspect the event location to ensure that all Event Permit requirements have been followed. Inspections may also occur during the event to ensure that no changes have been made from the approved Event Permit. If changes are made and not corrected at the request of City staff the event may be shut down.

**Original to City Clerk:** \_\_\_\_\_



**Special Events Street Closure Consent / Objection Form**

Name of Event: \_\_\_\_\_

Street(s) to be closed: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

I, \_\_\_\_\_

(Check one box)

CONSENT

I Agree that neither the Special Event Coordinators nor the City of Lake City may be held liable for any inconvenience the street closure may cause. I further agree to notify any tenants and vendors whom the street closure will directly affect.

OBJECT

Reasons for objection:

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Business/Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**LAKE CITY PUBLIC SAFETY  
OUTDOOR SPECIAL EVENT  
EMERGENCY ACTION PLAN (EAP)**

601 N 10<sup>th</sup> Street, Lake City, MN. 55041  
651-345-3344, Fax 651-345-3345  
Admin Email / LCPD@ci.lake-city.mn.us

**I. GENERAL**

\_\_\_\_\_ will be held \_\_\_\_\_ at the  
\_\_\_\_\_.

- A. This emergency action plan (EAP) predetermines actions to take before and during \_\_\_\_\_ (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

**II. ASSUMPTIONS**

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

**III. BASIC PLAN**

**A. EAP Event Representative**

- 1. The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as \_\_\_\_\_ Name including contact #.

**B. Emergency Notification**

- 1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

**C. Severe Weather**

1. Weather forecasts and current conditions will be monitored through the National Weather Service's La Crosse Weather Forecast Office.
2. Before the event - If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such and will be responsible to monitor the weather conditions before and during the event.
3. During the event - If severe weather occurs during the event, the EAP event representative or his/her designee will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.
4. The EAP has made arrangements and is responsible for having access to shelters if needed as weather dictates.
5. Shelter locations are as listed.

a) \_\_\_\_\_

24 Hour Contact Name: \_\_\_\_\_

24 Hour Contact Number: \_\_\_\_\_

b) \_\_\_\_\_

24 Hour Contact Name: \_\_\_\_\_

24 Hour Contact Number: \_\_\_\_\_

c) \_\_\_\_\_

24 Hour Contact Name: \_\_\_\_\_

24 Hour Contact Number: \_\_\_\_\_

d) \_\_\_\_\_

24 Hour Contact Name: \_\_\_\_\_

24 Hour Contact Number: \_\_\_\_\_

6. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.

**D. Fire**

1. No specific hazard has been identified as an increased risk of fire at this event.
2. All event staff will be instructed on the safe use of Portable Fire Extinguishers.
3. The use of open flame for grilling is permitted under the Fire Code when the following conditions are met:

- a) Must have a valid fire extinguisher, 2A10BC or class K.
  - b) Each space is allowed 1 LP tank per cooking device and only 1 spare LP tank regardless of the number of cooking devices. All LP tanks are to be secured in an approved manner (tied, strapped, chained, etc.)
  - c) All tents/canopies used for cooking shall have a FLAME SPREAD Certification attached to the tent.
4. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

**E. Medical Emergencies**

1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat related as well as traumatic injuries.
2. Should an incident occur that requires Emergency Medical Services, 911 will be utilized to request this resource. The caller will have the following information available to the 911 Operator: nature of emergency, precise location, and contact person with callback number.

**F. Law Enforcement**

1. If the need for constant Law Enforcement presence at this event has been identified, it will need to be coordinated with the Chief of Police or the designee.
2. Should an incident occur that requires Law Enforcement, the on duty LCPD Officer will be contacted to request this resource. The caller will have the following information available to the on-site officer: nature of emergency, precise location, and contact person with callback number.

**G. Emergency Vehicle Access**

1. Access for Emergency Vehicles will be maintained at all times.
2. Fire lanes and fire hydrants will not be obstructed.
3. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public throughways.
4. Crowd control will be managed by staff and local Law Enforcement.
5. Parking for vendor and staff vehicles will be at predetermined and marked locations.
6. Parking for attendee vehicles will be at predetermined and marked locations

**SPECIAL EVENT INDEMNIFICATION AGREEMENT**

THIS INDEMNIFICATION AGREEMENT (“Agreement”) is made as of \_\_\_\_\_, 20\_\_\_\_, by and between the CITY OF LAKE CITY, a Minnesota municipal corporation (“City”) and [ \_\_\_\_\_ ] (“Event Host”).

**RECITALS**

- A. The Event Host intends to conduct a [ \_\_\_\_\_ ] (“Special Event”) at [ \_\_\_\_\_ ] on [ \_\_\_\_\_ ].

**AGREEMENT**

1. The Event Host agrees to conduct the Special Event in accordance with applicable government regulations and utilize usual and customary safety procedures.

**2. Indemnification and Insurance.**

(a) The Event Host agrees that it will at all times defend, protect, indemnify, and hold harmless the City and its agents, officials, servants, contractors and employees from and against any and all claims for damages and other remedies, including but not limited to, costs and attorneys’ fees, arising from or by reason of the conduct of the Special Event. Nothing in this Agreement is to be construed as a waiver by the City of any immunities, defenses, or other limitations on liability to which the City is entitled to by law, including, but not limited to, the maximum monetary limits on liability established by Minnesota Statutes, Chapter 466.

(b) The Event Host, at his/her/its sole cost and expense agrees that it will maintain in full force and effect during the term of this Agreement liability insurance in the minimum amounts stated in the City’s Special Events Ordinance. A certificate of insurance evidencing compliance with the Special Events Ordinance must be provided to the City by the Event Host prior to the Special Event. The City must be named as an additional insured on the insurance policy, and the policy must contain a stipulation that the Club’s insurer will provide ten (10) days’ prior written notice of cancellation of such insurance to the City. The insurance shall be carried by a solvent and responsible insurance company that is licensed to do business in the State of Minnesota.

**3. Miscellaneous Provisions.**

(a) Any titles of the several Paragraphs of the Agreement are inserted for convenience of reference only and are to be disregarded in construing or interpreting any of its provisions.

(b) Any notice, demand, or other communication under this Agreement by either party to the other will be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and



(i) in the case of the Event Host, is addressed to or delivered personally to [ \_\_\_\_\_ ]

and

(ii) in the case of the City, is addressed to or delivered personally to the City Administrator at City of Lake City, 205 W Center St, Lake City, MN 55041

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this paragraph.

(c) This Agreement may be executed in any number of counterparts, each of which will constitute one and the same instrument.

(d) This Agreement constitutes the entire agreement between the Event Host and the City and supersedes any other written or oral agreements between the parties. This Agreement can be modified only in a writing signed by the parties.

(e) The Agreement is effective at [ \_\_\_\_\_ ] on [ \_\_\_\_\_ ], and terminates at [ \_\_\_\_\_ ].

(f) Except as specifically set forth herein, nothing in this Agreement is to be construed to exempt the Event Host from or waive the application of any federal, state, or local law, rule, or regulation.

IN WITNESS WHEREOF, the Event Host and the City have, by their duly-authorized representatives, executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**CITY OF LAKE CITY**

By: \_\_\_\_\_  
Its: Mayor

And \_\_\_\_\_  
Its: City Administrator

**EVENT HOST**

By: \_\_\_\_\_  
Its: \_\_\_\_\_