



**City of Saint Paul
 Department of Parks and Recreation
 2015 Large Event and Community Festival Application for events
 in the City of Saint Paul Parks that are multiple days, 1,000+ attendance, or
 disrupt and impact park event grounds**

Thank you for your interest in holding your event in a City of Saint Paul park in 2015. We are proud that Saint Paul is host to numerous festivals and large events each year. We welcome your proposal to hold your event in our park system. Please review this application and policy in full and return it to us for review. If your event is new to Saint Paul, please contact Stacy Gillings for an event proposal form. If you have any questions, please contact Stacy.Gillings@ci.stpaul.mn.us
 651-632-2447

**COMPLETION OF THIS FORM DOES NOT GUARANTEE APPROVAL OF EVENT OR
 RESERVATION OF DATE(S).**

- Please note that some park spaces require a separate application.
- Walks/runs reserving only open space with no facility rental should follow the “Walks and Runs” fee structure listed in a separate document.
- This application must be completed in full and returned to Stacy Gillings at 1100 Hamline Avenue North, Saint Paul, MN 55108 at least 60 days prior to event date.

Application for use of parks operated by the City of Saint Paul, Department of Parks and Recreation, constitutes the applicant’s agreement with the Regulations Governing Reserved Use of Park Space, policy # Div. 8.1 Event Use of Park Space.

Name of Organization/Company (if applicable)			
Name of Applicant/Chairperson	()		
	Daytime Phone Number		
	()		
	Cell Phone Number		
Mailing Address	City	State	Zip Code
E-mail Address	()		
	Fax Number		
Name of Event Planner (if applicable)	()		
	Daytime Phone Number		
	()		
	Cell Phone Number		
Mailing Address	City	State	Zip Code
E-mail Address	()		
	Fax Number		

EVENT DETAILS:

Name of Event _____

Event Website (if applicable) _____

Name of Park Site(s) Requested _____

Event Date(s) (include dates for setup and takedown): _____

Time site being used (include setup and takedown): _____

Actual event time (what you will advertise to the public/invitees): _____

Estimated Attendance (daily):

Proposed Use and Brief Description of Event: _____
A detailed event overview (one page summary) must be attached if this is a first time event in a City of Saint Paul park or if there are significant changes to an event that has taken place in prior years.

Please answer each question below by checking YES or NO, and providing additional information as requested. Note: Items with an asterisk will require additional permits. Please see attached for Terms and Conditions.

YES NO Does the proposed event include food and/or beverage vendors?*

YES NO Does the proposed event include merchandise vendors?*

YES NO Does the proposed event anticipate alcohol sales?*

YES NO Does the event anticipate charging an admission fee? If yes, how much? _____

YES NO Does the proposed event include amplified sound/music?* If yes, please attach details.

YES NO Will any streets need to be closed? *Note: All street closures must be approved by Police Community Services 651-266-5485

If yes: Name of street(s) _____ between _____ and _____

Date: _____ Requested time to close _____ : _____ A.M. P.M.

Date: _____ Requested time to reopen _____ : _____ A.M. P.M.

YES NO Will meters need to be hooded? *If yes, where? _____

YES NO Does the proposed event have a security plan? If yes, please attach details.

YES NO

Does proposed event have an emergency services plan that has been approved by the Saint Paul Fire Chief or the Fire Chief's designee? If yes, please attach details.

YES NO

Will the proposed event be setting up tents or inflatables?* *If Yes, will the tents/inflatable be STAKED OR WEIGHTED (Please circle one). Note: If staking, a private utility locate is required at additional cost to the event applicant. Some locations do not allow staking. Some tents/canopies and inflatables require a permit through the Department of Safety and Inspections. Please call 651-266-8949. It is the applicant's responsibility to ensure that all permits required are obtained prior to the event date*

YES NO

Will the proposed event require power?* *If yes, will you require a tie in/tie out? Yes/No (Circle one)*

YES NO

Will the proposed event occur after sunset/dark? If yes, please attach your lighting plan.

YES NO

Does the proposed event have a parking/shuttle plan? If yes, please attach details. *New 2015 - Waste Management/Recycling Plan

Please complete the attached Waste Management Plan form detailing your waste reduction, trash and recycling collection and disposal plan. To assist you in these efforts, please see the attached Waste Management Plan Resource Guide. Please return the form to: Kris.Hageman@ci.stpaul.mn.us. If you have any questions or need assistance with the plan, please contact Kris via email or at 651-266-8866.

YES NO

Will the proposed event be using propane?*

YES NO

Does the proposed event plan to use temporary structures (stages, bleachers, etc.)?* *If yes, what kind and how many? _____*

YES NO

YES NO

Will the proposed event include fireworks or other pyrotechnics?* *If yes, please attach details.*

FEES (50 % DUE AT THE TIME OF PERMIT ISSUANCE)

Rates listed include 7.625% sales tax. The tax will be deducted from the fee listed for tax-exempt organizations providing proper documentation of such status.

DAILY RENTAL RATES – Please check all that apply:

- 1,000 to 2,500 estimated attendance - \$1,600.00 per day per park (for actual event date)
- 2,501 to 5,000 estimated attendance - \$2,100.00 per day per park (for actual event date)
- 5,000+ estimated attendance - \$2,600.00 per day per park (for actual event date)
- Setup Date(s) - \$600.00 per day

DAMAGE DEPOSIT

\$500 per 1,000 person daily estimated attendance with \$15,000 maximum damage deposit. Excludes normal wear. Deposit is deposited upon receipt. A check will be issued for returned deposit following post event inspection but not prior to payment in full of all fees.

- \$500 X _____ (per thousand) = \$ _____

CANCELLATION

If you choose to cancel the permit more than 180 days (more than 6 months) prior to your event you will forfeit 50% of your deposit. Any deposit paid in excess of original amount deposited will be refunded. If you cancel your permit less than 180 days (less than 6 months) prior to your event you will forfeit your entire original deposit. Once a permit is granted it may not be transferred to another person or organization and cannot be transferred to a different calendar year. NO REFUNDS WILL BE ISSUED DUE TO INCLEMENT WEATHER.

ADDITIONAL FEES – please check all that apply:

- PRIVATE Utility Location (per park) \$150 minimum based on 1 tent – up to \$500 maximum
- Admission Commission 2.5% of gross admission revenues including sales tax. Gross admission revenues x 2.5
- Event Staffing Services - \$25.00 per hour (Determined by Parks staff in consultation with the applicant following a joint review of the proposed event use)
- Scheduled Trades Staff Services \$75- \$115/hour (subject to availability) – Rates vary depending on time of day and day of the week.

Unscheduled Event Staffing

(Emergency staffing on dates of event, including load-in and out and clean-up required as a result of applicant's failure to meet the conditions of the permit and related plans may include City staff required to supplement security, event operations, and both volunteer and paid staff)

- Unscheduled/Emergency Parks Maintenance Staff \$50/hour x employees x hours (4 hour minimum)
- Unscheduled/Emergency Trades Staff Services \$145/hour x employee x hours (4 hour minimum)

Based on the above information that is selected, the Department of Parks and Recreation will calculate the estimated invoice for the event. Please Note: Applicants are responsible for actual charges incurred at the conclusion of the event (including damage and unscheduled staffing).

City of Saint Paul
Department of Parks and Recreation
REGULATIONS GOVERNING RESERVED USE OF PARK SPACE

1. DEFINITIONS

- (a) **Applicant** means a person who makes a request for a reservation for park space.
- (b) **Director of the Department of Parks and Recreation** means the Director or his/her designee.
- (c) **Department** means the Department of Parks and Recreation of the City of Saint Paul.
- (d) **Exclusive use** means the right to occupy a defined area, building or structure within the park system without sharing it with other groups or entities, but does not permit the limitation of persons exercising their First Amendment rights except as legally permitted.
- (e) **Large Event** means any activity, except community festivals and walks and runs, of 1,000 or more people, which may be either open to the public or a private event.
- (f) **Small Event** means any activity, except community festivals, of fewer than 1,000 people, which may be either open to the public or a private event.
- (g) **Large Community Festival** means a public gathering of 1,000 persons or more for social, recreational, artistic or other purposes whose location can be predetermined and fixed, at which entertainment and/or food will be offered, and which will be open to the public whether or not ticket fees will be charged.
- (h) **Small Community Festival** means a public gathering of fewer than 1,000 persons for social, recreational, artistic or other purposes whose location can be predetermined and fixed, at which entertainment and/or food will be offered, and which will be open to the public whether or not ticket fees will be charged.
- (i) **Motor vehicle** means any automobile, motorcycle, moped, or other vehicle propelled by a motor.
- (j) **Park** means public parks, parkways, beaches, waters and land under water, pools, playgrounds, recreation centers, golf courses, and all other property, equipment, buildings and facilities now or hereafter under the jurisdiction, charge or control of the Department of Parks and Recreation.
- (k) **Park street** means the full width of all streets abutting any park.
- (l) **Permit** means any written authorization issued by or under the authority of the Department of Safety and Inspection, State of Minnesota, Police Department, Department of Public Works or other Saint Paul city departments.
- (m) **Person** means any natural person, corporation, society, organization, company, association, firm, partnership, or other entity.

- (n) **Police officer** means any member of the Police Department of the City of Saint Paul.
- (o) **Reservation** unless otherwise specified, means any written authorization issued by or under the authority of the Department of Parks and Recreation for use of a specific building, structure or defined area of a park or parkway. A park reservation is required if any person wants the exclusive use of a specific area, building, or other park facility.
- (p) **Same date** means the same actual calendar date (numerical date and month) or the same day of the same week in a given month, as relevant. For example, "same date" shall encompass the date July 11 as well as the second Sunday in the month of July, as relevant.
- (q) **Same location** means the location identified in the reservation application, and may be a building, structure or designated area of open space.

2. APPLICATION TIMELINES FOR FACILITY RESERVATIONS

- (a) **Como Zoo and Conservatory:** Como Park Zoo & Conservatory books space for events in the Marjorie McNeely Conservatory, Visitor Center, and Como Zoo on a first come, first served basis. Residents and businesses located in the City of Saint Paul proper can reserve space 24 months in advance of requested date, non-residents 23 months in advance of date on the first business day of the month.
- (b) **Recreation Centers:** Residents and businesses located in the City of Saint Paul proper can reserve space on a first come, first served basis 24 months in advance of their requested date, non-residents 23 months in advance of date on the first business day of the month.
- (c) **Applications for reservations for events at Harriet Island Park, Historic Como Streetcar Station, Irvine Park, and Newell building, for less than 1,000 estimated attendance:** Residents and businesses located in the City of Saint Paul proper may reserve a date on a first come, first served basis 13 months in advance, non-residents 12 months in advance of their requested event date on the first business day of the month for events with an estimated attendance less than 1,000.
- (d) **Applications for reservations for large events and community festivals of 1,000 or more estimated attendance:** Applications will be accepted one year immediately preceding the year in which the date(s) are requested for the event. (Example: Events held in 2016 will be reviewed in 2015). Proposals will be reviewed and applicants will be notified if their event is approved. Applications for large events and community festivals must be received at least sixty days prior to the requested date of the event.
- (e) **Applications for reservations for events at all other park facilities and open spaces:** Residents of, and businesses located in, the City of Saint Paul may apply for reservations beginning the first business day in January for dates in that year. Non-residents/businesses may apply beginning the first business day in February. Reservations are issued by a lottery system the first hour of the first business day in January, with reservations being issued on first come, first served after that for the remainder of the year.
- (f) Events must follow the time lines, price structure and application process for the specific park space reserved. Each park has its own reservation forms, policies and procedures.

3. CRITERIA FOR EVALUATING APPLICATIONS:

(a) The Department of Parks and Recreation retains the right to review all applications for use of park space using the criteria in section (d) (1-16) below.

(b) The review process for Large Events and Community Festivals includes staff from Parks and Recreation, Department of Safety and Inspections (DSI), State of Minnesota, Police, Fire, Public Works, etc. This committee meets monthly to review proposals. Acceptance of a proposal does not mean a reservation will be issued, only that it will be reviewed by the Citywide Special Events Block Permit Committee.

(c) If two or more applicants for a Large Event or Community Festival reservation request the same date and the same location, the application from the applicant who held a reservation for such date and such location in the calendar year immediately preceding the calendar year for which such reservation is now sought, shall be eligible for approval. This right shall not apply if the applicant did not follow the reservation requirements or other City policies and procedures the previous year. The preference under this section will only be in effect for the three year period granted pursuant to 7(a).

(d) If two or more applicants for a reservation for a Large Event or Community Festival request the same date and the same location and none of these applicants held a reservation for such date and such location in the calendar year immediately preceding the calendar year for which such reservation is now sought, the Citywide Special Events Block Permit Committee will review the applications and make recommendations to the Director of Parks and Recreation, on whether to issue a reservation, and in resolving possible conflicts between applicants, will consider the following criteria on whether to approve or deny the application:

- (1) The number of participants;
- (2) The likely impact on City property from the event;
- (3) Anticipated traffic conditions;
- (4) Adequacy of adult supervision for minors;
- (5) The availability of City personnel whose presence may be required;
- (6) The capacity of public property at the proposed location; information on specific parks and their capacity can be obtained through Parks and Recreation;
- (7) The location sought is not suitable because of landscaping, planting, or other environmental conditions reasonably likely to be harmed by the proposed event;
- (8) The location sought is not suitable because it is a specialized area including, but not limited to, a zoo, swimming pool, or skating rink, or because the proposed event is of such nature or duration that it cannot reasonably be accommodated in that location;
- (9) The date and time requested have previously been allotted by reservation;
- (10) Within the preceding two years, the applicant has been granted a reservation and did, on that prior occasion, knowingly violate a material term or condition of the reservation, or any law, ordinance, statute or regulation relating to use of the parks;
- (11) The event would interfere unreasonably with the enjoyment of the park by other users. Determination of unreasonable interference with the enjoyment of the park shall be made without respect to the content of the event;
- (12) Whether the proposed event is duplicative of events offered by the City of Saint Paul or another organization within the same time frame;
- (13) How well the event fits the City and/or Parks and Recreation's strategic plan and public purpose objectives for Special Events in Saint Paul;

- (14) How well the event encourages tourism or enhances the quality of life of Saint Paul community and whether the City derives economic benefit from the event;
- (15) Whether the event provides the City of Saint Paul community with positive local, regional, and national media exposure;
- (16) Whether the event business plan shows a likelihood of economic viability;

(e) If the reservation has been denied pursuant to subdivision (c) of this section, the Department shall employ reasonable efforts to offer the applicant suitable alternative locations and/or times and/or dates for the proposed event.

(f) The Department retains the right to determine programming of its parks spaces, and may elect not to program sites due to the need for site preparation, turf restoration, site and/or building repairs and improvements, inability to provide needed staffing or other maintenance, upkeep or budgetary considerations. The Department may program its spaces for City use without regard to the time lines contained herein. The Department of Parks and Recreation may also review and accept proposals on a case-by-case basis prior to the timelines listed above for large events and large community festivals that have potential to provide substantial economic impact to the City of Saint Paul or which provide civic benefit and participation and/or community building. These events will be considered on the same criteria points as all other large events and festivals.

(g) If the event proposal is approved, the applicant shall be subject to all City, State, and Federal laws and regulations as they apply to the event. Failure to do so will result in revocation of the reservation. Applicant must have the reservation approval on site at the time of the event.

(h) All reservation applications must follow the process of the event type as listed in this document under Section 2.

4. RESPONSE TIMELINES FOR ISSUANCE OR DENIAL OF APPLICATIONS

(a) Upon receipt of application and review, the Department will either

- 1) issue the reservation;
- 2) provide written notification that more information is needed before the Department can make a determination as to a particular reservation application; or
- 3) provide written notification that the reservation application has been denied and a statement of the reason or reasons for such denial;

(b) For applications filed 60 days or more prior to the date for which such reservation is sought, the Department shall respond no later than thirty days after the receipt of such applications;

(c) For applications filed fewer than 60 days but more than 15 days prior to the date for which such reservation is sought, the Department shall respond no later than ten days after the receipt of such applications;

(d) For applications filed 15 or fewer days prior to the date for which such reservation is sought, the Department shall respond as soon as is reasonably practicable.

5. APPEAL PROCESS FOR APPLICATION DENIALS

- (a) If a reservation application is denied more than 30 days prior to the proposed event, the applicant shall have 10 days from the date that such denial is mailed or otherwise delivered to the applicant to appeal such denial. The appeal must be made in writing to the Director of Parks and Recreation. The Director shall render a decision on such appeal within 10 days of receipt of such appeal.
- (b) If a reservation application is denied more than 10 days and fewer than 30 days prior to the proposed event, the applicant shall have 5 days from the date such denial is mailed or otherwise delivered to the applicant to appeal such denial. The appeal must be made in writing to the Director of Parks and Recreation. The Director shall render a decision on such appeal within 5 days of receipt of such appeal.
- (c) If a reservation application is denied 10 days or less prior to the proposed event, the applicant shall have 1 day from the date such denial is mailed or otherwise delivered to the applicant to appeal such denial. The appeal must be made in writing to the Director of Parks and Recreation. The Director shall render a decision on such appeal as soon as is reasonably practicable.

6. CONDITIONS OF RESERVATIONS.

- (a) **Area of Use:** Applicants must confine their activities to the locations and times specified on their reservation. The Director may establish specific guidelines for certain designated parks or park locations.
- (b) The City of Saint Paul, Department of Parks and Recreation, requires a preliminary site map a minimum of 60 days prior to the event. A final site map is required a minimum of 15 days prior to the event.
- (c) **Cancellation due to Unfavorable Conditions:** Large and small events and community festivals are subject to cancellation by the Director at any time in the event unfavorable conditions exist that will increase the likelihood of damage to the park landscape.
- (d) **Care of Property and Equipment:** All property and equipment belonging to the City, including but not limited to equipment, vehicles, roads, buildings and landscaping, and located within and around the event is to be handled by the applicant and its invitees with reasonable and due care. The applicant shall assume complete and absolute liability for any loss and damage to the City property and/or equipment which may result from any misuse or mistreatment of the property or equipment during the event, even if the applicant did not cause the damage or loss. The event must not have a negative physical, environmental or economic impact on surrounding property. If power washing is needed after an event, this service must be arranged and paid for by permit holder.
- (e) **Vehicles on Property:** It is the responsibility of the permit holder to limit concessionaire vehicles to paved surfaces only during load-in and load-out. This will help to decrease the amount of damage caused to the turf. During the event, cars and trucks are prohibited on parks grounds. Use of golf carts and cushmans may be prohibited based on turf and weather conditions. The City of Saint Paul Department of Parks and Recreation may prohibit individual concessionaires that fail to abide by these guidelines from vending at future events.

(f) **Advertisement of Event:** It shall be a violation of these rules to advertise the location of any event requiring a reservation under these rules via posting, print media, radio, television, or the internet when the location is under the jurisdiction of the Department and the person who is responsible for placing the advertisement has been informed either that the Department does not intend to issue such reservation, or that the Department has already issued another reservation for that time and location. There shall be a rebuttable presumption that any person or organization whose name, telephone number or other identifying information appears on any advertisement and who has been informed of the Department's intent to deny an application for such reservation or of the Department's issuance of another reservation for that time and location has violated this subdivision by either (1) illegally advertising an event, or (2) directing, suffering, or permitting a servant, agent, employee or other individual under such person's or organization's control to engage in such activity; provided, however, that such rebuttable presumption shall not apply with respect to criminal prosecutions brought pursuant to this subdivision.

(g) **Incident Notification:** Should there be any injuries, accidents, or other health incidents at an event that require medical attention, applicant must notify their Department contact within 24 hours of incident.

(h) **Indemnify and Hold Harmless:** Applicants shall be held liable for any and all damages or injuries to persons or property that may occur or be caused by the use of the reservation. By accepting a reservation, applicants agree to indemnify and hold harmless the City and the Department from any and all claims whatsoever that may result from such use.

(i) **Insurance and Liability Requirements:** Applicant assumes all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of applicant's operation. Applicant expressly agrees to defend and save the City, its officers, agents, employees, and representatives and hold the City harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of applicant or its officers, agents and employees. Comprehensive General Liability (CGL) coverage from a company licensed to do business in the State of Minnesota naming the City of Saint Paul as an additional insured will be required for events held on property owned or controlled by the City. The City, at its discretion, reserves the right to change the amounts and/or types of insurance it requires for an event. The liability limits for 2015 are \$1,500,000 per individual claim and \$3,000,000 in aggregate.

(j) **Reservations** are not transferable. Applicants must have the reservation in their possession at the time and site of the event, as well as any other permits for the event required by the Department or any other governmental agency. The reservation applicant is responsible for conveying all information, policies, and procedures to all parties involved in the event. This includes all vendors and sponsors.

(k) **Revocation of Reservation:** If the Director revokes a reservation prior to the date of the event, the applicant may appeal the revocation, subject to the time limitations set forth in subdivision 6.

(l) **Noise:** The City of Saint Paul has a noise ordinance that regulates outdoor noise limits. All sources of amplified sound, including, but not limited to, live music, radio broadcasts, and public address systems are subject to conditions outlined in this Policy and the City of Saint Paul Noise

Regulations (Chapter 293). Events with activities that generate sound levels that exceed the limits in the Saint Paul Noise Regulations need to apply for a sound level variance. It is recommended that any outdoor amplified event apply for a sound level variance to be on the safe side.

Because of the processing times that are required, events requesting a variance should contact the City of Saint Paul Department of Safety and Inspections (651-266-9133) a minimum of 60 days prior to the event to request a sound level variance application. Sound level variance information and application can be viewed on the internet at www.stpaul.gov/index.aspx?NID=2000.

The impact of amplified sound on local residents and businesses needs to be of primary concern at all times during the event. Violations of the City's Noise Regulations or any conditions listed in a sound level variance granted by the City Council may result in a fine to the event promoter and the potential of the event being shut down or canceled if there are repeat violations.

In the City of Saint Paul Department of Parks and Recreation amplification is permitted only between the hours of 8:00 a.m. and 10:00 p.m. Please note that at some park sites the hours permitted for amplification may be more stringent for start and end times.

The amplification equipment is permitted only if it is noted on the event permit. Specifics on sound levels, types of measurement, stage and mix location and performance times will be discussed individually with event manager, festival promoter and sound manager prior to the event.

All musical acts must be approved prior to the event by the City of Saint Paul Department of Parks and Recreation. The selection of music and stage orientation may have an impact on off-site sound levels which will determine the dBA limit at the mix location. Continuous or overlapping sound barrier material may be required behind the stage to reduce the sound level, which will be the expense of the festival promoter. Stage location will determine the type of sound equipment (stacked or flown) and staging requirements that are required. Delay Stacks need prior approval for location and sound measurement.

The Department of Parks and Recreation sound level requirements are as follows:

1. Depending on the particular park, a maximum of a 100 dBA level at the mix location is required at times during entire event to ensure a 65 dBA level at the nearest residential locations. In a smaller park, such as Mears Park, a lower limit of 85 dBA will be required. A Limiter (set at 100 dBA) will be required on all mixing equipment at all stage locations.
2. The Saint Paul and Minnesota L10 limit drops from 65 dBA to 55 dBA at 10:00 pm, therefore, all amplified sound must end by 10:00 pm.

NOTE: The actual time and sound level limits that are granted on the noise variance may be different than those that are requested. The limits will be set at a public hearing before the City Council.

(m) **Rules, Regulations and Laws:** Applicants are subject to the rules of the Department of Parks and Recreation, the specific terms and conditions of the reservation, and to all applicable City, State, and Federal laws.

(n) **Suspension of Event:** During the course of an event, the Director may suspend a reservation where exigent circumstances exist in the vicinity of the location for which such reservation has been issued.

(o) **Terms of Reservation:** After notice and opportunity to be heard, the Director may alter or

add terms and conditions to a reservation, or revoke a reservation, based upon the criteria set forth in Section 3, subdivision (d).

(p) **Alcohol: 340A.909 SALE OF MINNESOTA BEER AT PUBLIC FACILITIES.**

Subdivision 1. **Minnesota-produced beer; required availability.** At any permanent or temporary building or structure owned or operated by the state, a political subdivision, or an instrumentality thereof, where beer is sold for on-premise consumption, the entity owning or operating the building or structure must insure that a Minnesota-produced beer is available for purchase at each station where beer is sold. This section applies to all such permanent or temporary buildings or structures without regard to whether sales of beer are made by the owning or operating government entity or employees thereof or by a person holding a lease or concession contract with the government entity.

Subd. 2. **Exceptions.** This section does not apply to:

- (1) municipal liquor stores; or
- (2) persons holding an event on property owned by a government entity where (a) the event is conducted under a temporary permit from that government entity, and (b) alcoholic beverages are provided to persons attending the event, at no cost to those persons.

When applicable, procedures and logistics for serving alcoholic beverages must be submitted with the application. These should include, but are not limited to: location, hours of operation, locations with site diagram, security procedures (volunteer and uniform staffing, ID checking, and dispensing operations), enclosure requirements, parking locations for beer trucks, etc. Consideration will also be given to whether alcohol sales create potentially dangerous situations due to the nature of the event. Permission to serve or consume alcohol may be granted by the Department. However, such service must comply with all Minnesota Alcohol Beverage Control Commission regulations. The City reserves the right to revoke the reservation or require the applicant to discontinue alcohol sales whenever the consumption of alcohol by participants becomes excessive, or when over a period of time participants regularly demonstrate obnoxious, loud, or other inappropriate behavior following events.

- (1) Applicant may be required to post signs stating that alcohol is prohibited beyond the approved permitted area and that underage drinking is prohibited. Signs must be at least 11"x 17" and posted at eye level at each entrance and exit.
- (2) All participants consuming alcohol at community festivals and events open to the public must wear a wristband band to identify that they are of legal drinking age.
- (3) All alcohol sales and/or service must end thirty (30) minutes before the end of the event on each day of the event.

(q) **Discrimination:** Events held on city property must not discriminate on a basis of race, creed, religion, sex, sexual or affectional orientation, color, national origin, ancestry, familial status, age, disability, marital status or status with regard to public assistance.

(r) **Location:** The area requested must be reasonably suited relative to the accessibility, size, and nature of the proposed event. Adequate parking for event participants must be available. The event must be planned with due regard to safety. Where applicable, the event must accommodate the special needs of disabled persons whose rights are protected under the Americans with Disabilities Act and who choose to participate in the event.

(s) **Load-In/Load-Out Plan:** The load-in plan for all events must be approved by the Director or his/her designee in order to assure that (A) the flow of persons through park landscapes on appropriately designated paths for that purpose shall be safe and orderly; and (B) the attendees will not damage adjacent landscapes. In addition, in the case of larger events, the load-in plan must be approved by the Director or his/her designee to assure that maximum

number of persons attending does not exceed park capacity as determined by the Department. In approving an applicant's load-in plan, the Director or his/her designee shall take into consideration any evidence that the applicant has a proven track record of successfully executing event productions and audience management.

(t) **Mechanical Rides/Attractions:** Applicant must contact The Department of Safety and Inspections (DSI) to secure permits and ensure compliance with City Codes.

(1) When using inflatables or active participation events, the driving of stakes to install tents or booths is strictly prohibited in all areas of the downtown parks, except as specifically directed by the Department of Parks and Recreation. Additional insurance will be required. An independent power source may be required.

(u) **On-Site Event Contact and Communication:** Applicant or designated individual must be on-site during load-in and load out of event and during all operating hours of the event. A contact list of all event personnel with emergency contact numbers must be provided to the parks grounds manager or parks maintenance supervisor. Radio communication is preferred to cell phone communication. Applicant must provide Parks, Police, and Fire the needed radios for the event.

(v) **Police Permit:** The Department may require, at its discretion based on specifics of event, that the event obtain a permit under Chapter 366. Block Parties and Community Festivals, through City of Saint Paul Police Department Community Services. If the estimated attendance is more than 5,000 and/or closes a City Street, a City of Saint Paul Block Party Permit is required; this may be obtained by contacting the City of Saint Paul Police Department, Community Service Unit, at 651-266-5485. Block Party Permits must be obtained a minimum of 60 days prior to the event. Depending on the size and type of the event, the permit holder may be required to hire City of Saint Paul Police Officers and/or Paramedics.

(v2) **Other City Permits:** Please see *City of Saint Paul Event Planner Guide to City Staff* for contact information for all other required city permits; i.e. tenting, staging, selling alcohol and/or food, give-a-ways, propane use, electrical, temporary structures, street closures, noise variance, fireworks and/or pyrotechnics, etc.

(w) **Road Closures:** Blocking of all or a portion of a street will require a traffic control plan approved by the City of Saint Paul Police Department Community Services Department 651-266-5486. The event organizer will be responsible for placing and removing the barricades, unless prior arrangements have been made with City of Saint Paul Department of Public Works. All barricades used must be of such height, weight, and durability as to serve the intended purpose and receive approval to their effectiveness from the Traffic Engineer or his/her designee.

(1) A minimum of three (3) barricades must be placed at each end of the street (or block) being closed. Barricades must be approved by the Department of Public Works.

(2) If blocking a street is necessary, applicant must provide public notification to all adjacent businesses and residents of the date and time of the event with a detailed description of the roads to be closed no more than ten days and no less than five days before the event.

(3) Applicant must maintain a twelve (12) foot lane on all blocked road for emergency vehicle access.

(4) The applicant must contact Public Works, 651-266-9777, at least 14 days in advance of event to obtain the Public Works permits for lost revenue and per meter charges, if applicable.

(w2) **Meter Hooding:**

- ROW permits are required to hood/un-hood the meters
- There are costs associated with meter hooding permits which must be paid in advance
 - The costs include Labor & Material to hood the meters (\$43.50 for each group of 1-12 meters)
 - Each meter has a Permit Reservation Fee of \$6.00 per meter, per day
 - Each meter has Lost Revenue costs of between \$14.00 to \$16.00 per meter (depending on area), per day except Sunday & Holidays
- The Special Event permit does NOT include fees for meter hooding.
- The applicant should contact ROW on 651-266-6151 as soon as possible when the Special Event permit is granted (and meters are required).
- Meters may already be reserved by other customers
- Events on only 1 day of a weekend (Sat or Sun) require the meters to be hooded for BOTH days (unless No Parking signs are authorized-Check with ROW first). Meters will be hooded on Friday afternoon and un-hooded on Monday morning unless arrangements for Overtime Charges are made in advance. The Overtime Fee is a minimum 4 hour technician call out at \$348.00 per technician. Holidays require similar special consideration.
- No Parking (type of signs) may be ordered from Traffic Operations (call ROW first) when appropriate. Signs must be placed at least 24 hours in advance to be enforceable by police. When signs are authorized, a ROW permit still must be ordered. The cost to reserve the meters is \$6/meter. Signs must be picked up from Traffic Operations, placed by the event organizer and removed when the event is complete. There is a separate cost for signs and lath stakes.

(x) **Safe Pedestrian Passage:** The Department of Parks and Recreation may require that the applicant hire, at their own cost, an off-duty Saint Paul police officer through Saint Paul Police Community Services at least 14 days in advance of the event date. The officer hired must be used solely for safe pedestrian passage to and from events. The police officer cannot be responsible for interior of private buildings associated with events taking place in the parks or as part of other security required for an event.

(y) **Runs/Races/Walks/Parades:** Except when the run, race, walk or parade will be completely contained on park property, the applicant must submit the proposed route with the City of Saint Paul Permit Application (Chapter 366A. Parades, Races, and Public Assemblies) to the City of Saint Paul Police Department Community Services Department. The City of Saint Paul reserves the right to change the route if conditions do not support the race route. The organizer of the event is responsible for assuring that the street can be cleared at any time for emergency vehicles.

(z) **Sales:** The granting of a reservation does not give the applicant the right to sell or offer for sale any articles, tickets, or refreshments within any park area. To do this requires a separate authorization issued by the Department which may be included in writing as part of the reservation. All authorization, reservations and licenses required by the Department of Safety and Inspections and/or State of Minnesota must be complete for reservation to be valid.

(aa) **Security:** The City of Saint Paul Police Department will determine the minimum number of uniformed City of Saint Paul police officers and/or private security guards and police officers to adequately staff the event. It is the responsibility of the reservation applicant to contact the City of Saint Paul Police Department Community Services Unit a minimum of 60 days prior to the event in order to establish a security plan. The City of Saint Paul Department of Parks and Recreation may require additional security to that required by the City of Saint Paul Police Department in order to control access. All security and safety expenses will be the sole responsibility of the reservation applicant.

(bb) **Signs and Banners:** Signs and Banners must be approved by the Department. The attachment of any objects, banners, or materials to trees, light poles or sculptures is prohibited. In addition, the distribution of stickers is not permitted.

(cc) **Electrical Temporary Wiring and Generators:** Use and locations of generators must be approved by the parks grounds manager or maintenance supervisor prior to the event. Applicant must contact Department of Safety and Inspections (DSI) to secure permits and ensure compliance with City Codes. All expenses for electrical services must be paid by the applicant. Any electrical services performed by Department of Parks and Recreation staff electricians will be billed to the applicant at the current market rate. **ALL CORDS IN WALKING PATHS MUST BE COVERED BY CORD RAMPS – this is the responsibility of the permit holder; the City of Saint Paul will not provide cord ramps.**

(dd) **Lights:** If the event is scheduled to disburse after sundown, portable light standards may be required by the City of Saint Paul, Department of Parks and Recreation. This expense will be the sole responsibility of the applicant.

(ee) **Fencing, Barricades, and Bike Racks:** Fencing, Barricades, and Bike Racks are required for events where there may be a reason to control crowds in the event area. In addition, certain entertainment acts may be required to utilize concert barricades due to anticipated crowds. This expense will be the sole responsibility of the applicant.

(ee2) **Utility Locates:** If private utility location for tents, inflatables, etc. is requested and/or required, this expense will be the sole responsibility of the applicant. The applicant is responsible for contacting Department staff for any private locates that need to be completed prior to event (private locates include; power/water lines coming out of park buildings, sprinkler systems and phone lines). The applicant is also responsible for contacting Gopher One to locate public utilities (public locates include; gas, electric, water and phone lines).

Note: There is no staking allowed at downtown parks or Upper Landing Park.

(ff) **Sanitation:** A minimum of 2 portable toilets per each 500 people estimated to attend are required. However, if alcoholic beverages are sold or served, 3 portable toilets per 500 people are required. The locations for placement of these units shall be designated by the City of Saint Paul, Department of Parks and Recreation.

(1) All events with portable toilets are required to have a minimum of one that is handicap accessible. Events must make handicap accessible portable toilets available at a minimum ratio of 1:10.

(2) All portable toilets must be equipped with hand sanitizers and/or have hand washing stations adequate to meet health standards.

(3) For events at parks without restroom facilities, the Department of Parks and Recreation may require that the applicant rent portable restroom(s) for event.

(gg) **Trash Removal:** The permit holder must provide a roll off box or a packer for trash removal when hiring an outside trash company. This expense will be the sole responsibility of the permit holder.

- (1) For events with an estimated daily attendance of more than 1,000 persons, a trash picking service is required. This expense will be the sole responsibility of the applicant. For multi-day events the service is required on each day of the event. The trash picking service is required to commence their work a minimum of one-half hour following the dispersal of the crowd. **Trash picking services are required to be on-site the morning after a large event.**

(hh) **Recycling:** The permit holder with an estimated attendance of more than 1000 people must provide recycling opportunities for attendees and vendors and collection services for recyclable materials that make up a significant percentage of the event waste stream. Recyclable materials include, but are not limited to glass/metal food and beverage containers, plastic bottles, other plastic food and beverage containers, corrugated cardboard, boxboard (pop/beer cartons, chip/cracker boxes, etc.), paper (newspaper, flyers, banners, etc.). The permit holder must also provide adequate signage on recycling containers and/or at recycling stations and provide adequate training for staff and volunteers regarding the Waste Management Plan and material handling. This expense will be the sole responsibility of the permit holder. Please see '**Waste Management Plan Form and Resource Guide**' for more information.

(ii) **Tents:** All tents must be approved by the parks grounds manager or maintenance supervisor prior to installation. Permit holder must contact DSI at 651-266-8949 to acquire any permits/licenses that may be required. A utilities locate may be required. A certificate of flame retardancy and a site plan showing the location of the tent(s) will need to be provided. Please note many parks only allow weighted tents, staking is not allowed. Only weighted tents may be erected in downtown parks. All tents and booths must be shown on the site map.

(jj) **Vendors/Concessionaries:** Proper special event business permit must be obtained from the State of Minnesota (food/non-alcoholic beverages) and the Department of Safety and Inspections (alcohol/merchandise) in order for the applicant to sell items or services. Event applicants must obtain a special event vendor permit for each organization and business that will be present during their event. This is the responsibility of the event promoter not the individual vendors. The Departments retain the right to limit the number of vendors at an event based upon the site, space limitations, the ability of State of Minnesota/DSI to monitor compliance with the health and food codes, and other issues related to public safety. All concession sales shall occur only during the hours as stated in permit. Failure to obtain the necessary approvals and permits will result in the immediate termination of all sales/service of concessions. The permit holder is responsible for removal of all gray water, grease/oil and charcoal used by the permit holder's vendors. The permit holder must provide grease drums and gray water barrels for this purpose. Note: To protect park property, cardboard must be placed under any item that produces grease.

(kk) **Emergency preparedness:** Applicants will be asked to provide plans for emergency preparedness during the event, including but not limited to First Aid arrangements, and an Evacuation Plan.

(kk2) Applicant is responsible for providing adequate First Aid staff and equipment. For events with an estimated daily attendance of more than 1,000 persons, the applicant must submit its first aid plan to the City of Saint Paul Fire Department for review and approval a minimum of 60 days prior to the event.

(ll) **Additional requirements/conditions:** Parks retains the right to require additional health/sanitation and public safety requirements, including but not limited to provision of satellite

toilets, hand washing facilities and liquid and solid waste disposal plans.

(ll2) **Suspension of Event:** The Director may revoke a reservation and suspend the event where exigent circumstances exist in the vicinity of the location for which such reservation has been issued. At any time during an event that there is a violation of the conditions of the reservation, the Director or his/her designee may direct immediate compliance with the condition or shut the event down.

(mm) **Vehicles in Event Area:** No cars or trucks will be permitted to operate in the event area from one hour prior to the event until the crowd has been dispersed. Between those hours, all equipment and supplies will need to be transported by golf cart or Cushman. Security or Parks staff will give the all clear to begin allowing vehicles on the grounds after the event ends. Due to liability reasons, City of Saint Paul golf carts are not available to carry merchandise or event patrons.

(nn) **Fireworks:** The use of fireworks is not allowed at any parks unless permission in writing is obtained from the Director of the Department of Parks and Recreation. Only certified pyrotechnic vendors can be hired. All local and federal permits must be obtained. A police and security plan must be submitted to and approved by the Department of Parks and Recreation. Additional insurance is required.

(oo) **Community Notice:** Surrounding businesses and neighbors need to be notified of any street closures a minimum of 30 days prior to the event date. Street closure signs at key locations are required 14 days before closure date. Call Police Community Services for a list of area contacts.

7. FEES AND CHARGES

(a) Any person and/or organization issued a reservation to hold an event at a park will be required to pay according to the schedule of fees and charges set forth for their venue. It is the responsibility of the applicant to clarify any questions regarding these fees in advance of the event. Please refer to the Large Event and Community Festival Reservation Application for a complete list of fees and charges for large events and community festivals. For all other events, please refer to the fees and charges for specific site and/or type of event.

(b) **Cancellations:** If you choose to cancel the event more than 180 days (more than 6 months) prior to your event you will forfeit 50% of your deposit. Any deposit paid in excess of original amount deposited will be refunded. If you cancel your permit less than 180 days (less than 6 months) prior to your event you will forfeit your entire original deposit. Once a permit is granted it may not be transferred to another person or organization and cannot be transferred to a different calendar year.

8. POLICY GUIDELINES

(a) Once an applicant has been selected, a reservation will be implemented.

(b) Any misrepresentation in the application or deviation from the final agreed upon route and/or method of operation described on the application may result in immediate revocation of the reservation.

(c) In order to maintain park facilities and reduce wear and tear on grounds, any new events and festivals shall not exceed four consecutive days. Load-in and load out will not exceed two (2) days on either side of the event unless approved by the Director of Parks and Recreation.

(d) City of Saint Paul events have priority in use of any city property or right-of-way. Other applications for large festivals and events are processed in order of receipt, and the use of a particular area is generally allocated in the order in which fully executed applications are received, and in accordance with considerations the Director of Parks and Recreation uses in deciding on the issuance of a reservation as set forth below.

(e) Events subject to the multi-year reservations under Section 7, subsection (a) have the first priority for the same time and location if their event is still under reservation. This right shall not apply if the event did not follow set guidelines the previous year.

(f) In order to ensure the public safety and protection of the City of Saint Paul, its businesses, and citizens, and to avoid conflict between events by assigning the same time and location to two or more events, the City of Saint Paul may refuse or require alterations to a reservation application.

(g) Times may be changed at the sole discretion of the City due to weather, infrastructure requirements, repairs to utilities, participant behavior, and other considerations of safety for persons and property and good public order. For the same reasons a reservation may require additional conditions and time limitations.

(h) No more than two large festivals or events per month will be issued reservations at the same site, unless given approval from parks administration. Note: Some sites may only be issued reservations once per month.

(i) Events held in City Parks must follow guidelines set forth in the City Special Event Park Policy. These guidelines may restrict time and conduct of some events.

(j) The Director may waive any deposits of fees in connection with an event if circumstances warrant doing so.

I understand this application will be reviewed by the Department of Parks and Recreation and the applicable fees will be determined based on the information I have provided on this application. Any changes to the event after submittal of this application that result in additional park fees will be my responsibility. I understand a permit and invoice will be issued to me after approval of my event. I also understand a final invoice will be provided to me.

I understand that I will be responsible for all costs of all extraordinary costs of policing, cleaning, and restoring park property used pursuant to the permit and by signing below agrees to indemnify and hold Saint Paul Parks and Recreation harmless from any liability to any person resulting from damage or injury as a result of applicant's use of the property for the permitted event. Applicant agrees to abide by all terms of the permit, and understands that failure to abide by the terms or the permit or other applicable laws relating to the use of the property may result in revocation of the permit, retention of all or a portion of the damage deposit, fines or other appropriate remedies.

Signature of Applicant:

Date:

Parks & Recreation Approval by:

Date:

Updated December 2014

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