

# SPECIAL EVENT PLANNING GUIDE



## City of Saint Paul

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## Welcome

### **Celebrate Saint Paul Through Special Events**

Saint Paul has always been a diverse city of neighborhoods. Our festivals, sporting events, and community-based celebrations demonstrate our civic pride and spirit. The City of Saint Paul hosts hundreds of events annually, all of which contribute to the vitality of the most livable city in America.

Any individual or organization planning on hosting a block party, community festival, parade, athletic event or public assembly in City parks or streets must apply and receive a permit for the event. The Saint Paul Police Department Special Operations Unit (SOU) manages the permit applications and approval process for all events that will impact city streets. Saint Paul Parks and Recreation manages the permitting process for all events held solely on park land.

To ensure proper processing time and compliance for your event please reference this handbook for additional approvals/ permits that may be required by other City departments. Permits will not be issued until all conditions are met.

All permit applications **MUST** be submitted a minimum of sixty (60) calendar days prior to the event. For questions regarding the permit process please call 651-266-5479.

ALL new events, and many medium/large recurring events, will be required to attend a 'permit committee' meeting in advance of your event. The permit committee is comprised of multiple City departments that have organizational interests in special events. Additional requirements and/or permits may be required by these departments. The meetings are held at The Neighborhood House located at 179 E Robie St, St Paul, MN 55107, on Wednesdays at 9:30am. A specific meeting date will be assigned to the event organizer once an application is received. Meetings are typically 4 to 6 weeks in advance of the event date.

[Application Information](#) – application link at the bottom of this page

All applications must be submitted online. An incomplete application will NOT be processed until all required supporting documentation is received. Any delay in receiving required information may hinder the process and result in denial of the permit.

Permits will be issued between two days and two weeks of the event date.

# Requirements

## **Fees:**

The fee for a permit shall be fifty dollars (\$50.00) for events not more than one (1) city block in length and twenty-five dollars (\$25.00) for each additional block included within the area of the block party or community festival.

Residential block parties are exempt if: (1) No food or beverages are sold to the public; (2) The street, sidewalk or alley involved is totally residential in nature and does not cover an area greater than one (1) city block in length; (3) The event is held between the hours of 8:00 a.m. and sunset; and (4) Application for a permit is made at least thirty (30) calendar days prior to the event.

## **Police Service Fee:**

Certain events may require the hiring of Police Officers to staff the event or provide traffic/pedestrian management. The number of officers required will be based on several factors particular to each event. These numbers will be determined based on the information received in the application process.

Applicants for an event permit must pay any applicable police services fee in an amount established by the chief of police. The police services fee must cover the cost to the city of providing sufficient officers to regulate traffic and public safety. The cost of police officer services will be determined at overtime rates established in the current city police labor agreement. If the overtime rate converts to less than 4 hours, the officer rate will be a minimum of 4 hours calculated at a straight time rate. All costs will include the applicable formula salary and fringe benefit rates as established in the current city police labor agreement plus the current worker compensation rates for the police department.

## **Insurance:**

All applications (except residential block club parties) shall be accompanied by evidence in the form of a properly executed certificate of insurance that the city is protected as an additional insured under a comprehensive public liability insurance policy against all liability or claims which might arise out of the holding of the block party or community festival, the insurance coverage to be in the amounts not less than three hundred thousand dollars (\$300,000.00) for injury or damage to any person or property and not less than one million dollars (\$1,000,000.00) in the aggregate amount for any number of claims arising out of a single occurrence.

## Road Closures:

If any portion of a street or sidewalk is to be closed barricades are needed. Public Works will provide barricades for RESIDENTIAL Block Club parties ONLY. The city reserves the right to require additional barricades and/or signage as a condition of approval of the permit. Saw horses or homemade barricades are not acceptable. Questions can be directed to [sppd-specialevents@stpaul.gov](mailto:sppd-specialevents@stpaul.gov) for assistance.

A map designating the proposed closed street(s), sidewalk or alley is required when submitting the application. The map should be computer generated and NOT hand drawn. The map should illustrate all roads to be closed, barricade placements and emergency access points. The map will be uploaded via the on-line application submission process.

All applications shall be accompanied by the written consent of sixty (60) percent of property owners or tenants (if the property is not owner-occupied) of property adjacent to the portion of the public street, sidewalk or alley sought to be used. Parades and Athletic events will be asked to flyer the event route for notification purposes. The consent form can be found on the Special Events Application page titled "Petition" ([link here](#)).

## Application – Step by step guide

### Application Forms

The application form is available online at the City of Saint Paul's website. A search for "Special Events Application" will direct you to the proper page. There are four applications found at the bottom of the Applications webpage. Below are the event types that pertain to each one. It is important to select the proper event type:

**Residential Block Club** – This applies to block club parties in completely residential areas. This would apply to the local neighborhood gathering.

**Other Special Events** – This applies to all Athletic Events, Community Festivals, Parades, Marches, Processions and Organizational/Business Events. If no other event types apply, use this application.

**Public Assembly Notice** – Information exchange for free speech/protest related events.

**National Night Out** – National Night Out events coordinated through the Police Department.

## Documents and Attachments

While filling out the online application you will be required to submit multiple documents. This is a mandatory requirement for all events. Applications will not be processed without these documents. The documents must be attached to the form individually by clicking upload, selecting the file, click open and then repeat for additional documents.

**ALL events** – must upload a map as described above in the road closures section.

**Events with a road closure** – In addition to the map, the “petition” document needs to be completed as described in the road closures section. The petition may be emailed at a later day but **MUST** be received no later than 30 days prior to the event date.

## Online Form Directions

### Section I: Organizer Details

Basic name and contact information for the primary responsible party for organizing the event. This will be the main contact for questions regarding the application process and event.

### Section II: Event Details

Has the event been held in the City before - Yes, if the event has been held previously with generally the same setup, time of year and people involved. No, if there have been significant changes to the event structure or if it is a new/first time event.

Event Date – Date of actual event

Is the event more than one day – Yes, if the event is more than one consecutive day(s). If answering “yes” additional dates must be added to the “comments” section at the bottom of the form. No, if the event is a single day or recurring weekly or monthly.

Hours - No special event shall be permitted to commence before 7:00 a.m. nor continue after 11:00 p.m. unless requested through the application process. Setup and take down times for any special event cannot occur between the hours of 11:00 p.m. and 7:00 a.m. without prior approval documented on the final permit.

Event Setup Time – At what time will setup for the event commence.

Event Start Time – At what time will the event officially start

Event End Time – What time does the event or participation officially end.

Event Takedown Time – What time will the entire event area be picked up and returned to normal use.

Road Closure Time – What time does the first road closure associated with event occur.

Road Open Time – When is the last road closure associated with the event open to normal traffic.

### Section III: Event Location

Will any streets be closed – If a single lane, shoulder, alley or sidewalk will be closed or obstructed from normal use the answer is “YES”.

Petition and Map – The documents to be uploaded as described above (page 5) in the “Documents and Attachments” section.

Location – This is the primary street(s) to be closed. Leave blank if this is a parade, race, march, procession or other event that covers multiple streets (use route instead).

Cross Streets / Boarder – These are the book ends of the primary street to be closed.

Route – If multiple streets are to be closed list the route of the event from start to finish. Be sure to designate if it is one way or returning on the same or different route. The description should be representative of the map submitted. \*\*\* “See map” is not an acceptable response for this section.

Barricade Vendor – Public Works will ONLY supply barricades for residential neighborhood block club parties (to include National Night Out). All other events must arrange barricades through a third-party vendor. All barricade and traffic management plans will be reviewed and approved prior to receiving a permit. Physical barriers (cement blocks, jersey barriers, etc) may be required for your street closure depending on event variables determined by the Police Department.

Attendance – Estimated attendance of both attendees and spectators. Previous years can be used for estimation purposes.

### Section IV: Event Specifics

Will firearms (including starter pistols) be used - If yes, additional information will be sought and a permission letter will be included with the approved permit.

Will any tents larger than 10'x10' be used? If yes, all canopies (a top with one side) greater than 400 square feet and tents (top with two or more sides) greater than 200

square feet need to be permitted through the Department of Safety and Inspections (DSI). Please contact James Perucca at 651-266-8996 or the general DSI number at 651-266-8989.

Will any person or vendor be using propane – if the total amount of propane being used for the event is greater than 100lbs (excluding propane mounted to food trucks and not on the ground) a permit through the Department of Safety and Inspections (DSI) is required. Please contact James Perucca at 651-266-8996 or the general DSI number at 651-266-8989.

Will any generators or additional power supplies be used – any generator larger than a hand held or other electrical sources require a permit through the Department of Safety and Inspections (DSI). Please contact Dan Moynihan at 651-266-9036 or the general DSI number at 651-266-8989.

Will any form of sound amplification be used – This includes speakers, DJ, music, PA system, etc. Sound Level Variance (SLV) applications require a Public Hearing by the City Council. Due to the notification process and response period, SLVs take 45-60 days to process. Therefore, the SLV needs to be submitted at least 45 days before the last Public Hearing date, not 45 days before the Event. Please contact Barb McMonigal-St. Dennis at 651-266-9137 or the general DSI number at 651-266-8989.

Will there be carnival rides – any type of carnival / amusement park ride. A permit through the Department of Safety and Inspections (DSI) may be required. Please contact the general DSI number at 651-266-8989.

Will there be any temporary structures used – Temporary structures are stages, scaffolding, towers, light structures, bleachers, etc. Any stage over 30”, bleachers over 54” or any other structure requires a permit through the Department of Safety and Inspections (DSI). Please contact Steve Ubl at 651-266-9021 or the general DSI number at 651-266-8989.

Will any fireworks be displayed – if so, a permit through the Department of Safety and Inspections (DSI) is required. Please contact James Perucca at 651-266-8996 or the general DSI number at 651-266-8989.



Will there be any charitable gambling – if so, a permit through the Department of Safety and Inspections (DSI) is required. Please contact Tom Ferrara at 651-266-9087 or the general DSI number at 651-266-8989.

Will alcohol be sold or given away - if so, a permit through the Department of Safety and Inspections (DSI) is required. Please contact Barb McMonigal-St. Dennis at 651-266-9137 or the general DSI number at 651-266-8989.

Will food be sold or given away – If so, approval from the MN Department of Health is required. Please contact Jessica Davis at 651-201-3961 or 651-201-4500.

Will any part of the event take place on a City park – If so, a permit through the Department of Parks and Recreation is required. Please contact them at 651-266-6369

- If you are planning an event that will take place within a city park property, you can visit the [Parks and Recreation Department's event planning page](#) to locate park permit applications and related resources.
- If you are planning a walk/run or other distance event in Saint Paul that involves park space, please visit the [Parks and Recreation walk/run information page](#) to locate documents and helpful resources.

Will parking meters need to be hooded – If so, fees and arrangements need to be made with Public Works. Please contact them at 651-266-6151.

Will “No Parking” signs need to be posted – If so, fees and arrangements need to be made with Public Works. Please contact them at 651-266-6151.

Do you have a waste/recycling plan – Additional information and required documents to be completed can be found on the Special Events and Permitting webpage (link on page 3 of this document) under the “Resources” section. Please contact Kris Hageman with Public Works at 651-266-8866.

## Other Event Considerations

### **Event Contacts**

Road Construction – if you have concerns regarding road construction projects for your event please contact Eriks Ludins with Public Works at 651-266-9810.

State Capitol Complex – If you are planning an event that will take place on State Capitol grounds, you must obtain a separate state-issued permit. You can visit the [State Capitol Public Events page](#) to locate Capitol permit applications and related resources or call 651-201-2300.

Special Event Contact List – See Appendix

### **Event Management**

Medical plan – During the application process you will be asked what medical resources you will have on-site at your event and if you have a medical plan dictating medical related policies and procedures during your event.

Weather plan – During the application process you will be asked if you have a weather plan to include the ability to monitor weather, what weather thresholds will be used to postpone or cancel the event, if you have a shelter / evacuation plan and would you like assistance from the National Weather Service for inclement weather notifications.

Site Plan – A detailed site plan with critical information will be required during the application process. The site plan includes information pertaining to emergency service locations, electrical/power source locations, alcohol and containment locations, etc. See Appendix for site plan requirements.

Event Management Plan – A good planning resource for all event organizers is an Event Management Plan. The plan encompasses many aspects of an event and can be used for both small and large events. See Appendix for a sample, [click here](#) for a fillable document.

Crisis Management/Safety plan – During the process you may be asked to provide a crisis management/safety plan to include emergency shutdown procedures and unplanned incidents (such as criminal, accidental, weather, etc). A sample Crisis Management Plan is posted on the Special Events and Permitting page under “Resources”.

Vendor Contact List - A list of contacts for all vendors present on event day and any company / contractor responsible for event construction and setup will need to be electronically provided one week prior to the event.

### **New Special Event Applications**

The following are the considerations for new proposed events. If an event is deemed recurring by the event permitting committee for a general date, time and location as the previous year, the event will have priority for the following year granted the permit application is submitted on time.

If other special event permit applications for the same time and location are already granted, or have been received and will be granted, several factors will be used to determine if additional permits will be issued. New event requests will be looked at on a case by case basis.

For new weekend events, no special event permit has been granted for the same public roadway in a manner that obstructs vehicular traffic either the weekend before or the weekend after the date of the proposed event.

The conduct of the special event will not interfere with previously scheduled construction or maintenance projects upon or along streets or sidewalks.

No event is scheduled elsewhere in the city where the police resources required for that event are so great that the deployment of police services for the proposed special event would have an immediate and adverse effect upon the welfare and safety of persons and property.

A calendar with all proposed, scheduled and previous year's events is posted on the Special Events and Permitting webpage. Please reference this calendar for information on events overlapping with new proposals.

# Appendix

## Site Plan

It is a requirement of any event in the City of Saint Paul that a site plan is developed. It must include surrounding areas and designated parking areas. Please use a computer to complete the map.

It should be copied and posted throughout the event site. On this plan, locate and indicate all of the items below and any other important items.

Tick the items after you have located and indicated them on the plan or place an x if the item is not relevant. All items in the right-hand column should be ticked for the emergency management plan.

	x / ✓		x / ✓		x / ✓
Vendor stalls	<input type="checkbox"/>	No Alcohol areas	<input type="checkbox"/>	Emergency Coordination Center	<input type="checkbox"/>
All activities stalls	<input type="checkbox"/>	Liquor sales	<input type="checkbox"/>	Emergency vehicle entrances	<input type="checkbox"/>
Stage	<input type="checkbox"/>	Alcohol consumption area	<input type="checkbox"/>	Emergency vehicle route on site	<input type="checkbox"/>
Seating	<input type="checkbox"/>	Restricted areas	<input type="checkbox"/>	Emergency or first aid parking	<input type="checkbox"/>
Information area	<input type="checkbox"/>	Entrances & Exits	<input type="checkbox"/>	Emergency Exits	<input type="checkbox"/>
Temporary structures	<input type="checkbox"/>	Toilets	<input type="checkbox"/>	Lost children meeting point	<input type="checkbox"/>
Shelter	<input type="checkbox"/>	Parking	<input type="checkbox"/>	First aid areas	<input type="checkbox"/>
Electrical generators	<input type="checkbox"/>	Vehicle access points	<input type="checkbox"/>	Barricade / fencing locations	<input type="checkbox"/>
Gas lines / storage	<input type="checkbox"/>	Electrical lines	<input type="checkbox"/>	Shelter locations	<input type="checkbox"/>

A map must be included with the above applicable designations displayed

## Event Management Plan (Click here for fillable version)

Event Management Plan for \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Contacts			
Emergency Contact List:	Critical Event Positions: Event Director: Event Organizer: On Site Event Manager: PR Representative: On-Site Medical Coordinator: On-Site private Security: On-Site Barricade Vendor:	Name:	Phone Number:
General Questions			
Number of attendees (including spectators)?	_____		
Any known opposition to your event/organization?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Number of street blocks closed?	_____		
How many events have you managed in Saint Paul?	_____		
Communications Plan			
Do you have a communications plan / document?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Does your event utilize two-way radios?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you submitted a final vendor contact list?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
What social media platforms are you using?	_____		
Weather Plan			
Do you have a weather plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
What are weather thresholds for postponement?	Actual Temperature: _____		
	Wind Chill: _____		
	Wind Speed: _____		
What are weather thresholds for cancelation?	Actual Temperature: _____		
	Wind Chill: _____		
	Wind Speed: _____		
Are you subscribe to the National Weather Service?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Do you have a shelter in place or evacuation plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Where are your shelter / evacuation locations?	_____		
Medical Plan			
Do you have a medical plan / document?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Will EMS or medical staff be on site during event?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
On-site medical location (if applicable)?	_____		
Lost Child Plan			
Do you have a lost child protocol / procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Location of the reunion site?	_____		
Crisis Management Plan			
Do you have a crisis action plan for unplanned incidents?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Do you have on-site emergency shutdown procedures?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Do you have a detailed site plan (see page 2)?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

## Contact List

<b>Department</b>	<b>Cont</b>	<b>Telephone</b>	<b>Email</b>
Special Event Permits	Sgt. Ryan Murphy	651-266-5594	<a href="mailto:ryan.murphy@ci.stpaul.mn.us">ryan.murphy@ci.stpaul.mn.us</a>
Emergency Management	Mike Lovas	651-266-5497	<a href="mailto:mike.lovas@ci.stpaul.mn.us">mike.lovas@ci.stpaul.mn.us</a>
Fireworks	James Perucca	651-266-8996	<a href="mailto:james.perucca@ci.stpaul.mn.us">james.perucca@ci.stpaul.mn.us</a>
First Aid and/or Stand by Ambulance	Ken Adams	651-228-6221	<a href="mailto:kenneth.adams@ci.stpaul.mn.us">kenneth.adams@ci.stpaul.mn.us</a>
Licenses – Alcohol	Barb McMonigal	651-266-9137	<a href="mailto:barb.mcmonigal-st.dennis@ci.stpaul.mn.us">barb.mcmonigal-st.dennis@ci.stpaul.mn.us</a>
Licenses – Gambling	Tom Ferrara	651-266-9087	<a href="mailto:tom.ferrara@ci.stpaul.mn.us">tom.ferrara@ci.stpaul.mn.us</a>
MN Dept of Health – Food and Beverage	Jessica Davis	651-201-3961	<a href="mailto:jessica.davis@state.mn.us">jessica.davis@state.mn.us</a>
Mayor’s Office Representative	Peter Leggett	651-706-5293	<a href="mailto:peter.leggett@ci.stpaul.mn.us">peter.leggett@ci.stpaul.mn.us</a>
Metro Transit – Buses	Greg Tuveson	612-349-5407	<a href="mailto:greg.tuveson@metrotransit.org">greg.tuveson@metrotransit.org</a>
Metro Transit – Light Rail	Craig Bell	612-341-5687	<a href="mailto:craig.bell@metrotransit.org">craig.bell@metrotransit.org</a>
Meter Hooding/Use of Street Division	Right of Way	651-266-6151	<a href="mailto:pw-rowpermits@ci.stpaul.mn.us">pw-rowpermits@ci.stpaul.mn.us</a>
MnDOT for Placing of Signs on Roadways or Freeway Ramp Closures	Buck Craig	651-234-7911	<a href="mailto:buck.craig@state.mn.us">buck.craig@state.mn.us</a>
No Parking Signs	Traffic Operations	651-266-9777	n/a
Noise Variance	Barb McMonigal-St. Dennis	651-266-9137	<a href="mailto:barb.mcmonigal-st.dennis@ci.stpaul.mn.us">barb.mcmonigal-st.dennis@ci.stpaul.mn.us</a>
Park Permits	Clare Cloyd	651-266-6369	<a href="mailto:clare.cloyd@ci.stpaul.mn.us">clare.cloyd@ci.stpaul.mn.us</a>
Propane Permits for Temp. Heat or Cooking	James Perucca	651-266-8996	<a href="mailto:james.perucca@ci.stpaul.mn.us">james.perucca@ci.stpaul.mn.us</a>
Recycling & Composting (Green Gatherings)	Kris Hageman	651-266-8866	<a href="mailto:kris.hageman@ci.stpaul.mn.us">kris.hageman@ci.stpaul.mn.us</a>
Stages/Temporary Structures/Bleachers	Steve Ubl	651-266-9021	<a href="mailto:stephen.ubl@ci.stpaul.mn.us">stephen.ubl@ci.stpaul.mn.us</a>
State Capitol Complex Permitting	Anne Johnson	651-201-2330	<a href="mailto:anne.johnson@state.mn.us">anne.johnson@state.mn.us</a>
Temporary Electrical Wiring, including Generator Requirements	Dan Moynihan	651-266-9036	<a href="mailto:dan.moynihan@ci.stpaul.mn.us">dan.moynihan@ci.stpaul.mn.us</a>
Tents/Canopies	James Perucca	651-266-8996	<a href="mailto:james.perucca@ci.stpaul.mn.us">james.perucca@ci.stpaul.mn.us</a>
Traffic Control Plans/Road Closures/Construction	Eriks Ludins	651-266-9810	<a href="mailto:eriks.ludins@ci.stpaul.mn.us">eriks.ludins@ci.stpaul.mn.us</a>
Union Depot Marketing Manager	Lindsay Boyd	651-202-2702	<a href="mailto:lindsay.boyd@am.jll.com">lindsay.boyd@am.jll.com</a>
Water Services	Jodi Wallin	651-266-6308	<a href="mailto:jodi.wallin@ci.stpaul.mn.us">jodi.wallin@ci.stpaul.mn.us</a>