CITY OF PRIOR LAKE COMMUNITY EVENT APPLICATION

PLEASE SUBMIT COMPLETED APPLICATION TO:
City Clerk
4646 Dakota St. SE
Prior Lake, MN 55372
or via email at info@PriorLakeMN.gov

Applicant Name: _____ Applicant Date of Birth: _____/_____/_____

Name of Agency/Organization sponsoring event*: _____

Address _____ E-Mail Address: _____

Daytime Phone: _____ Alternate Phone: _____ Fax: _____

Name of Event: _____

Proposed Classification Group: _____

Classifications

Group I - Prior Lake City Government: Any event sponsored by the City of Prior Lake including, but not limited to, City Council, Board and Commission meetings, City sponsored/co-sponsored or hosted programs, events and public meetings. Application Fee: $0

Group II – Prior Lake Civic/Non-Profit Agencies: Any event sponsored by a civic or non-profit agency which is based in or serves the community of Prior Lake. A civic or non-profit group is considered to be based in or serving the community of Prior Lake if it's mailing address is in the City or in the Prior Lake-Savage school district boundaries. Group II includes but is not limited to, Prior Lake-Savage School District, Prior Lake Rotary, Prior Lake Youth Athletic Associations, Prior Lake Chamber of Commerce and Prior Lake-based religious organizations. Application Fee: $0

Group III – Prior Lake Residents and Businesses: Any event sponsored by a resident, commercial organization or business located or residing in the City of Prior Lake. Application Fee: $50

Group IV –Other: Any event sponsored by any other person, including but not limited to, League of Women Voters, political meetings, rallies or conventions, etc. Application Fee: $100

Note: Prior Lake residents and businesses may NOT make reservations for non-Prior Lake based residents and businesses.

Application fee is due at time of application submittal.
All other fees and deposit are due when the application is approved before a permit can be issued.

Date(s) of Event (include setup/tear down): _____

Event Times (include setup/tear down): From: _____ To: _____ Expected Attendance: _____

*Please provide a written communication from the organization who is sponsoring the event which authorizes you, the applicant, to apply for this Community Event permit on its behalf.

Please provide a detailed description of your event along with a map of event site including designated areas for bad weather and emergencies. Include all the activities of your event (attach a separate sheet or brochure if necessary). Please also note if there will be music, sound amplification, or any other noise impact, including the hours and locations.

Please list the location(s) parks, streets, or public property you are requesting use for this event:

_____

_____

_____

_____

_____

_____

_____

Do you need picnic tables, cones and/or barricades? **Yes** ☐ **No** ☐

Note: these are available for use on an as-available basis from the Parks Maintenance Department. A refundable deposit is required. You should plan to pick up and return this equipment. If you or your volunteers cannot pickup and return this equipment, please attach a letter requesting that these services be provided and detailing why your organization cannot perform them. Note that there will be a cost associated with this service.

Please check the items you wish to use:

Cones **Number needed _____**

Picnic Tables **Number needed (Limited quantity available) _____**

Garbage Cans **Number needed (Limited quantity available) _____**

Are there food vendors or food service activities at your event? **YES** ☐ **NO** ☐

Food service license? **YES** ☐ **NO** ☐

Note: The applicant is responsible for collecting applicable licenses and assuring that all participants are properly licensed and insured.

Do you have any electrical needs? **YES** ☐ **NO** ☐

If yes please describe below. Note: There is a cost associated with this item.

Note: The State Electrical Inspector must be contacted for an inspection during event setup/prior to the event starting.

Do you need water service? **YES** ☐ **NO** ☐

If yes, please describe below. Note: There is a cost associated with this item.

Do you plan on having Portable Toilets? **YES** ☐ **NO** ☐

If yes, number rented _____ Where will they be placed _____

Note: Applicant will need to contract/rent them from a licensed vendor. All downtown events require use of portable toilets.

Please describe refuse collection arrangements:

Note: Applicant will need to contract directly with the vendor for this item.

Will alcohol be served? **YES** ☐ **NO** ☐

Note: if alcohol service is a part of your event/activity, you must obtain a liquor license. Please note that there is an additional fee and additional insurance requirement related to alcohol service.

Are you requesting any street closures? **YES** ☐ **NO** ☐

If yes, please list street(s) and requested closure times.

Note: There may be a cost associated with this.

Are you requesting that parking restrictions be implemented prior to and/or during your event?

YES ☐ **NO** ☐

If yes, please list requested street(s)/time(s) below

Note: City ordinance requires that the notice of parking restrictions must be posted a specified number of hours before the parking restrictions take effect. There is a cost for this service.

Will you be having outdoor amplified sound or music at your event?

YES ☐ **NO** ☐

Please describe your plans/request/needs for assistance with crowd control, traffic control, overnight security, and onsite emergency personnel/equipment (i.e. ambulance, fire truck, security, escorts.): _____

Have you attached your emergency action plan? **See attached example**

(i.e. in case of bad weather identifying evacuation and shelters and an emergency contact at the event.)

YES ☐ **NO** ☐

Name/Phone of person onsite that is in charge or evacuating the area:

Name: _____ **Phone:** _____

Are there any additional services requested by the city department? If so, please list: _____

QUESTIONS: PLEASE CONTACT THE CITY CLERK AT info@PriorLakeMN.gov **OR AT 952-447-9800. SIGNATURE PORTION OF APPLICATION:**

This form can be filled out and sent to the City of Prior Lake electronically, however, a signature of the applicant is needed. This can be accomplished by printing the signature page and mailing separately with a check for the fees or hand delivering the page with the check for applicable fees to the Recreation Department at the City of Prior Lake. At this time, the City is unable to accept signatures electronically.

APPLICANT'S STATEMENT:

Applicant agrees to comply with City Code Section 316 and all relevant provisions of Federal, State and local laws, rules and regulations. Applicant agrees to comply with all conditions and addendums to this permit.

Applicant agrees that in the event Applicant's application is granted by the City, Applicant shall defend, indemnify and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses, costs or charges

(including attorneys' fees) incurred by the City or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with this application, the event and/or the use of City property or facilities by the Applicant of the Applicant's guests or invitees, except to the extent caused by the sole negligence, gross negligence or willful misconduct of the City or its officers, employees or agents.

I hereby certify that all of the foregoing statements are true and accurate to the best of my knowledge.

I further understand that the City may charge a fee for the community events. In no event will I acquire any rights, title, or interest in the public property whatsoever; and the City may cancel my use of the property any time with or without prior notice to me.

I further understand that in granting this permit the City is not waiving compliance with other laws, rules or regulations and, further, that I am responsible for obtaining any other required permits or licenses.

TENNESSEN WARNING:
Under the Minnesota Government Data Practices Act (Minn. Stat. § 13.548), some of the data you are being asked to provide, including your name, address, telephone number, and e-mail are private data. This data is used to administer the reservation and contact you regarding rental information. You may choose not to provide some or all of this private data, but it may limit your ability to reserve a facility. Your information will be accessible to City staff and volunteers who need the information to perform their duties as well as other as permitted by law.

Applicant(s):_____

Printed Name: _____ **Signature:**_____

OFFICE USE ONLY

Fees: Application Fee: _____ Date Paid: _____

Deposit: _____ Date Paid: _____

Additional Fees or Costs: _____ Date Paid: _____

Alcohol Permit: _____Insurance: _____

Public Works Comments: _____

_____

Police Department Comments: _____

_____

Fire Department Comments: _____

_____

Additional Requirements: _____

_____

Permit Approved: _____ Permit Denied: _____

Date: _____ By: _____

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name:	2. Operational Period:	Date From: Date	Date To: Date
		Time From: HHMM	Time To: HHMM

3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:

Safety Message:
Safety plans in place, severe weather plans, evacuation and shelter in place plans.

Safety Plan:
Have someone assigned as safety coordinator.
Monitor weather through NWS services. Monitor for any watches or warnings. Advise event organizers of any potential weather threats.

Safety Message:
In the event of weather hazards announce threat level to attendees and staff, and advise of evacuation.
Advise to evacuate and/or take shelter.
Those unable to evacuate, shelter in place, preferably in buildings, and storm shelter rated buildings.

Site safety Plan:
Evacuation Route, Shelter location available.

4. Site Safety Plan Required? Yes ☐ No ☐
Approved Site Safety Plan(s) Located At:

5. Prepared by: Name: Position/Title: Signature: _____

ICS 208	IAP Page	Date/Time: Date