



City of Apple Valley
Parks & Recreation Department

Special Events within Parks Permit
Guide & Application



PLEASE TAKE TIME TO REVIEW THE INSTRUCTIONS CONTAINED IN THIS GUIDE BEFORE YOU BEGIN COMPLETING THE PERMIT APPLICATION FORM(S).

In general, any organized event within a city park involving the use of, or having impact upon public property, street areas or the temporary use of private property in a manner that varies from its current land use, requires a permit.

Special Event Permits are required for any event with an **anticipated attendance of 100 persons or greater**; any event lasting more than one day, any event requesting a fireworks display or tent/canopy permit; any event requesting a sound amplification allowance; any event requesting city services and/or any event requesting street or trail closures or which blocks a public street, trail or sidewalk.

It is our goal to provide event organizers guidance in planning safe and successful event that create a minimal impact on the communities and residents surrounding the events.

THERE ARE NO SHORTCUTS TO THE PROCESSING OF A SPECIAL EVENT PERMIT APPLICATION. PLEASE SUBMIT YOUR APPLICATION A MINIMUM OF SIXTY (60) DAYS PRIOR TO YOUR EVENT.

TABLE OF CONTENTS

	PAGE
CONTACT INFORMATION	3
SPECIAL EVENT PERMIT GUIDE – PUBLIC PROPERTY EVENT	4
GENERAL INFORMATION	5-6
FEES	7
POLICIES	
<i>SAFETY AND SECURITY</i>	8
<i>INSURANCE</i>	8
<i>WEATHER</i>	8
<i>TENT/CANOPY</i>	9
<i>GROUND STAKING</i>	9
<i>VENDOR</i>	9
<i>AMPLIFIED SOUND</i>	10
<i>VEHICLE USE</i>	10
<i>ALCOHOL, TOBACCO AND ILLEGAL SUBSTANCES</i>	10
<i>SANITATION</i>	10
<i>WASTE REMOVAL</i>	11
<i>SIGNAGE</i>	11
<i>KEY/DAMAGE DEPOSIT RETURN</i>	11
RENTERS RIGHTS AND RESPONSIBILITIES	12
SPECIAL EVENT PERMIT APPLICATION – PUBLIC PROPERTY EVENT	
INSTRUCTIONS	1A-2A
APPLICATION	3A-13A

CONTACT INFORMATION

SPECIAL EVENTS – ON PUBLIC PROPERTY

Park facilities are available to rent for family get-togethers, office outings and special events. All Special Event Permit Applications are on a first-come, first-served basis, are subject to approval by the City of Apple Valley's Parks and Recreation Department and require a Secondary Permit-details are on page 4.

Special Event Permit Applications for events utilizing public property can be printed from the City of Apple Valley's website at www.cityofapplevalley.org or picked up at:

Apple Valley Community Center
14603 Hayes Road
Apple Valley, MN 55124

and submitted to

Attn: Special Event Permit Applications – Susan Muelken
City of Apple Valley, Parks & Recreation Department
7100 W. 147th Street
Apple Valley, MN 55124

For more information, please call (952) 953-2300.

NOTE: Acceptance of your permit application should in no way be construed as final approval of your special event application request.

SPECIAL EVENT PERMIT GUIDE – PUBLIC PROPERTY EVENT

The following pages include the City of Apple Valley’s Special Event Permit Application as well as instructions and policies regarding use of public property for events. Information provided includes contact information, the reservation process, park facilities and amenities as well as facility use regulations, fees, and service charges.

PERMITS & RESERVATIONS

City parks are a favorite place for special events, family get-togethers and office outings. Park facilities are available to rent provided that such rentals do not interfere with regular scheduled programs or city sponsored special events. Rental requests are accepted on a first-come, first-served basis beginning the first working day in January of each year and are subject to approval by the City of Apple Valley’s Parks and Recreation Department.

TYPES OF PERMITS

PRIMARY PERMIT	
Special Event Permit	Required for any event with an anticipated attendance of 100 persons or greater; any event lasting more than one day, any event requesting a fireworks display or tent/canopy permit; any event requesting a sound amplification allowance; any event requesting city services and/or any event requesting street or trail closures which block a public street, trail or sidewalk. Events shall not last more than 5 days.

SECONDARY PERMITS	
Fireworks Display Permit	Required for the use of any fireworks or pyrotechnics.
Tent/Canopy Permit	Required for all tents/ canopies with sides
Temporary Structure Permit	Required for temporary structures that cover an area greater than 120 square feet.
Electrical Permit	Required for temporary power, i.e. generators
Signage Permit	Required for any sign, billboard or banner directing attention to an event.
City Council Permit	Required for horses or animals (excluding household pets).
Right-of-Way Permit	Required for any activity that blocks or is held in a public right of way, including streets, sidewalks, trails, etc.

PERMIT DEADLINES

As stated above, all permit applications are accepted beginning in January of each year. However, there are specific minimum filing deadlines for rentals and permits.

PERMIT APPLICATION	DEADLINE
Special Event Permit (<i>size: over 100 participants</i>)	60 day in advance
Secondary Permits	<i>Varies</i>

CANCELLATION AND REFUND POLICY

Be sure of your date and location before submitting your permit application. Once approved and processed, no refunds will be issued for cancellations made less than **fourteen (14) days prior to the event**. Cancellations must be in written form; verbal cancellations will not be accepted. It is the responsibility of the Event Organizer to

ensure that the cancellation notice has been received. No refunds will be made for cancellations due to weather conditions except extreme weather (severe thunderstorms, tornado watches or warnings).

GENERAL INFORMATION

PARK FACILITIES

Park buildings can accommodate groups of up to 65 people. Some open-air facilities can accommodate groups of up to several hundred people. To view park buildings and shelters, visit our website at www.cityofapplevalley.org.

All groups wishing to use a City of Apple Valley park or open space for a large group event must apply for a permit and pay any permit fees in advance of their event.

Furthermore, all event applicants must provide insurance coverage for the event per City requirements naming the City of Apple Valley as 'additionally insured.' Insurance requirements are: \$1 million/personal injury, \$1 million/property damage, \$2 million general aggregate. Proof of insurance – 'Certificate of Insurance' must be provided 14 days prior to the event or risk cancellation.

SPECIAL EVENT GUIDELINES

GENERAL EVENTS

- Facility use is not available for sales events unless granted specific City approval.
- Events are restricted to established public hours and to the dates, times and facility areas specified in the permit.
- Event organizer(s) or designee is required to be on site during the entire event including event set-up and clean-up.
- Event organizer(s) must be 21 and older.
- Event organizer(s) must retain a copy of the issued permit during the entire time of the event and show it upon request.
- Event organizer(s) is responsible for providing adequate first aid staff and equipment.
- Event organizer(s) assumes full responsibility for any damages to the facility/equipment or any unlawful acts committed.
- Motorized vehicles are to remain in designated parking lots and roadways. They are NOT allowed on park turf, trails or fields.
- Use of any fireworks or pyrotechnics requires prior approval due to safety and site concerns. Permits are required.
- Use of tents or canopies with potential sides require prior approval due to safety and site concerns. Inspections will be required. All tents/canopies must be shown on a site map.
- Use of stakes or spikes requires Gopher 1 locates at least 3 days before an event at the applicants expense.
- Attachment of any objects, signs, banners or other materials to trees, shrubs or other park features is prohibited.

- Any signs posted by the event organizer(s) requires prior approval and must be in compliance with City Code requirements. All signs must be removed from park property at the conclusion of the event.
- Sound amplification (music or public address) requires prior approval and must be in compliance with City Code requirements, 130.55
- Inclusion of vendors selling merchandise, concessions and/or activities (i.e., inflatable jumpers) at an event requires prior approval. All vendors must have appropriate permits/licenses from the County and/or State.
- Event organizer(s) is responsible for the provision of sufficient sanitation and waste removal for the event. Equipment and services may be rented independently or through Apple Valley Parks & Recreation. Delivery and services must be approved by the Parks & Recreation Department. Portable restrooms should meet minimum ADA requirements for events.
- Costs incurred promoting and marketing events prior to issuance of an approved permit from the City and changes/modifications relative to the event from the City are at the sole expense and risk of the event organizer.

RUN/WALK EVENTS

In addition to the rules and regulation listed above, event organizers of run/walk events must also comply with the following:

- Once run/walk route has been approved a detailed traffic control plan must be provided at least one month prior to event showing location and type of traffic control signs.
- Police personnel do not automatically provide traffic control at intersections. Organization is responsible for coordinating coverage with the Police Department if traffic control is requested.
- Volunteers must be provided to monitor barricades at all intersections.
- A notification letter may be required to be sent to businesses and residents in the affected event areas. The City will specify details and approve the notification. Address lists are not provided by the City. Evidence will be required that the notification process was completed. Postage will be paid by the applicant.
- Street closures/trail use must be posted a minimum of 3 days in advance in compliance with City policies and will include 'date & time' for 'proposed event & event name' on streets and trails. Additional Right-of-Way permits may be required for public street/trail closures.

FEES

SERVICE & EQUIPMENT FEES	2	3	4
SERVICE AND EQUIPMENT FEES	Category 1	Category 2	Category 3
Electricity – <i>if available at facility</i> (per day)	\$40	\$40	\$40
Tournament Field Striping	\$50/field	\$50/field	\$50/field
Youth Tournament Field	\$50	\$100	\$150
State Tournament Fee	\$25/team	\$25/team	\$25/team
Sports Camps – (under 4 hours)	\$50/field	\$65/field	\$100/field
Sports Camps – (4 to 10 hours)	\$100/field	\$125/field	\$150/field
Sports Camps – (10+ hours)	\$120/field	\$150/field	\$200/field
Adult Athletic Field – (under 4 hours)	\$50/field	\$65/field	\$80/field
Adult Athletic Field – (4 to 10 hours)	\$100/field	\$125/field	\$150/field
Adult Athletic Field – (10+ hours)	\$120/field	\$150/field	\$200/field
Softball Tournament Field	\$100/field	\$125/field	\$150/field
General Usage Athletic Field	\$30/2 hrs	\$45/2 hrs	\$65/2 hrs
Field Lights (per field)	\$20/hour	\$20/hour	\$20/hour
Locates – Electrical or Irrigation Head	market	market	market
Maintenance Staff Person - Seasonal	\$15/hr	\$15/hr	\$15/hr
Maintenance Staff Person – Full Time Regular OT	\$30/hr	\$30/hr	\$30/hr
Maintenance Staff Person – Full Time Regular Sunday OT	\$40/hr	\$40/hr	\$40/hr
Portable Toilet Cleaning – <i>existing units and rental units</i> (per unit / per event)	market	market	market
Portable Toilets – Regular <i>additional</i> Units (per unit / per event)	market	market	market
Portable Toilets – ADA <i>additional</i> Units (per unit / per event)	market	market	market
Garbage Carts – <i>55 gallon barrels</i> (per barrel / per event)	\$15	\$15	\$15
Garbage Removal (per hour)	\$35	\$35	\$35

PERSONNEL FEES	RATE
Police personnel (per officer / per hour)	varies
Fire personnel (per fire crew / per hour)	varies
Parks & Recreation personnel (per supervisor / per hour)	varies

CONCESSION FACILITY FEES	CATEGORY 1	CATEGORY 2	CATEGORY 3
Johnny Cake Ridge Park -East			
• <i>Park Hours 7 a.m.–11:30 p.m.</i>			
• <i>Concession Area</i>	\$50.00/day	\$75/day	\$100/day
• <i>Damage & Key Deposit</i>	\$150.00	\$150.00	\$150.00
Quarry Point Park			
• <i>Park Hours 7 a.m.–11:30 p.m.</i>			
• <i>Concession Area</i>	\$50/day	\$75/day	\$100/day
• <i>Damage Deposit</i>	\$150.00	\$150.00	\$150.00
Teen Center			
• <i>Park Hours 7 a.m.–10 p.m.</i>			
• <i>Damage Deposit</i>	\$50.00/day	\$75/day	\$100/day
	\$150.00	\$150.00	\$150.00

User Category & Scheduling Priority:

Category 1: Activities & programs of recognized Apple Valley civic and community service non-profit organizations

Category 2: Non-commercial groups and individuals

Category 3: Private industry, commercial and profit making organizations

POLICIES

SAFETY & SECURITY POLICIES

- The Apple Valley Police and Fire Departments will determine if and how many Public Safety personnel will be required at an event. All emergency personnel costs associated with the event will be the responsibility of the event organizer.
- Event organizer is responsible for providing the following items. *Note, submitted materials are subject to review and approval by the Police and Fire Departments.*
 - Event site map,
 - First aid plan,
 - Emergency/severe weather evacuation plan,
 - *Run/Walk route map with traffic control points, if applicable.*
- **Police Department Considerations** (phone: 952-953-2700):
 - Estimated attendance
 - Traffic Control (*event ingress/egress, traffic control/street closures*)
 - Location and time of event
 - Event Activities
 - Alcohol Sales and Service
- **Fire Department Considerations** (phone: 952-953-2600):
 - Estimated attendance
 - Fireworks or pyrotechnics (*secondary permit required*)
 - Tents/Canopies (*inspection required*)
 - Cooking –excessive heat, spark or open flame (*inspection required*)

INSURANCE POLICY

- All event applicants must provide insurance coverage for the event per City requirements naming the City of Apple Valley as ‘additionally insured.’
- Insurance requirements are: \$1 million/personal injury, \$1 million/property damage, \$2 million general aggregate.
- Proof of insurance – ‘Certificate of Insurance’ must be provided 14 days prior to the event or risk cancellation. Certificate must name the City of Apple Valley as ‘additionally insured.’

WEATHER POLICY

- Events, programs and/or facilities may be cancelled or postponed by the City of Apple Valley if it determines that weather conditions are unsafe for participants, conducting the activity will have a severe and lasting impact on the facility or crews are unable to maintain safe access to a facility due to accumulations of ice, snow or water.
- Unless canceled by the City of Apple Valley, no refunds will be made for cancellations due to weather conditions except extreme weather (severe thunderstorms, tornado watches or warnings, blizzards).

TENT/CANOPY POLICY

- Permits are required for all tents over 200 square feet and canopies over 400 square feet in size.
- The Inspection Division (phone: 952-953-2588) must review and approve all tent/canopy permit applications. Tents and/or canopies shall comply with the Minnesota State Fire Code (MSFC), Section 105.6.43 and Chapter 24.
- A complete application includes the following:
 - A Site Plan
 - ✓ Location of tent/canopy
 - ✓ Location of stage
 - ✓ Location of vendor booths
 - ✓ Location of restrooms
 - ✓ Size of tent/canopy
 - ✓ Parking and Fire lane provisions
 - ✓ Distances to structures and lot lines
 - ✓ *If applicable, provide an interior plan showing exiting/signs, stage location and size, fire extinguishers, trash collection, seating, electrical/exit lighting, heating and floor covering.*
 - Completed Form
 - Fee
- A copy of the rental company's Business Tax Certificate must be provided.

TEMPORARY STRUCTURES

- Permits are required for any temporary structures that cover an area great than 120 square feet or are used for 10 or more people
- Shall conform to the mean of egress and shall have an exit access travel distance of 100 feet or less.

FIREWORKS

- Permits are required

GROUND STAKING POLICY

- Use of stakes or spikes requires Gopher 1 locates at least three days prior to the event. Costs associated with this service are the applicants' responsibility. Damage to turf, trail, infields, water lines or other utilities due to stakes or spikes will be charged to the event organizer.

VENDOR POLICY (MERCANDISE, FOOD, ACTIVITY)

- Inclusion of vendors selling merchandise, concessions and/or event activities (i.e., inflatable jumpers) at an event requires prior approval.
- All vendors must have appropriate permits or licenses from the County and/or State and have said permits or licenses during the entire time of the event and show it upon request. As well, a copy of the company's Business Tax Certificate must be provided.
- Merchandise/Food vendors are allowed in designated areas only. Placement of merchandise/food vendors must be pre-approved by the Parks & Recreation Department.

AMPLIFIED SOUND POLICY

- Sound amplification (music or public address) requires prior approval and must be in compliance with City Code requirements.

VEHICLE USE POLICY

- No person shall park or stop any motor vehicle at any place in a park, except in designated parking areas or upon a public street. They are NOT allowed on turf, trails or fields. Damage to turf, trail, infields, water lines or other utilities due to driving in non-designated areas will be charged to the event organizer. No blocking of public right-of-way is allowed without approval and a right-of-way permit.

ALCOHOL, TOBACCO & ILLEGAL SUBSTANCES POLICY

- No distilled spirits shall be allowed in any park, excluding Valleywood Golf Course. Distilled spirits may be purchased from, consumed, possessed or displayed within Valleywood Golf Course in accordance with its liquor license under this code and state law. Distilled spirits are distilled beverages containing ethyl alcohol or hydrated oxide of ethyl including, but not limited to: whiskey, rum, brandy, gin, tequila, vodka, schnapps, and liqueur including all dilutions and mixtures thereof.
- Organization will be required to check ID's and provide wristbands for people legally able to purchase and consume alcohol.
- An Apple Valley Police Officer or Officers, depending on the size of the event, must be present during the entire event. Costs will vary.

SANITATION POLICY

- Event organizers are responsible for the cleaning of any existing on-site portable restrooms as well as the coordination and rental of any additional portable restrooms and/or hand-washing stations that are needed. Use of these items may require the Event Organizers to meet ADA regulations.
- Additional portable restrooms and/or hand-washing stations may be contracted through Apple Valley Parks & Recreation or through an independent rental company. A copy of the rental company's Business Tax Certificate must be provided.
- Cleaning of existing portable restrooms is coordinated through Apple Valley Parks & Recreation Department. Event organizer is responsible for cleaning fees.
- Portable restroom delivery and placement must be pre-approved by the Parks & Recreation Department.

PORTABLE TOILET GUIDE								
ESTIMATED # OF PEOPLE ATTENDING	NUMBER OF EVENT HOURS							
	1	2	3	4	5	6	7	8
100-250	2	2	2	2	2	3	3	3
250-500	2	3	3	4	4	4	4	4
500-750	4	4	5	5	6	6	8	8
750-1000	4	4	6	6	6	8	8	8
2000	5	7	8	8	12	13	13	14
3000	7	8	10	12	16	16	18	18
4000	10	12	16	18	20	24	24	24
5000	12	16	16	20	24	28	30	32

WASTE REMOVAL POLICY

- Event organizers are responsible for the removal of all waste related to the event and any related fees. This includes but is not limited to emptying of trash bins and the removal of waste from the event site and other affected areas.
- Waste removal may be contracted through Apple Valley Parks & Recreation or through an independent rental company. A copy of the rental company's Business Tax Certificate must be provided.
- Delivery and placement of any waste removal equipment must be pre-approved by the Parks & Recreation Department.

SIGNAGE POLICY

- All signage associated with an event shall be in conformance with Apple Valley Code of Ordinances, Chapter 154. Temporary sign applications shall be provided with a separate permit for all signage associated with an event.
- Event signs may not be attached to trees, buildings, street signs, street lights, traffic lights, light poles, utility boxes, fire hydrants or other existing, permanent structures.
- Off-site signage shall not be permitted without City Council approval.
- Signage shall not be placed in any Right-of-way.
- All signs posted by the event organizers must be removed from park property at the conclusion of the event. Any signs left behind will be subject to additional clean up fees.

KEY/DAMAGE DEPOSIT RETURN POLICY

- The key/damage deposit made at the time of your facility reservation will be refunded within four (4) weeks following the:
 - Return of the facility key. *Note, If a facility key is issued and not returned, the key/damage deposit will not be refunded.*
 - End date of your event if a facility key was **NOT** issued.
- Please note that a prorated amount of the deposit may be retained if the event runs over the contracted time, site clean-up is required and/or there are any damages. To ensure return of the full deposit, please complete the following that apply:
 - Clear picnic tables of all trash/debris and return tables to original positions.
 - Clear floor and adjacent grounds of trash/debris.
 - Remove all decorations, banners and any signage. All tape, string or other fasteners should also be completely removed.
 - Place all trash/debris in appropriate receptacles.
 - Ensure that no intentional damage or vandalism occurs at the facility during your reservation.

RENTER'S RIGHTS AND RESPONSIBILITIES

- Groups with permits have the right to enjoy their site for the time indicated on the permit. Individuals or groups without permits must relinquish the area when proof of a valid permit is presented. If no permit for a site is presented, the facilities are available on a first-come first-serve basis.
- The individual named on the permit and the group in whose name the permit is issued shall be held jointly responsible for any use to which a facility is put under the permit granted and shall accept responsibility for all damages done to City property.
- The applicant needs to be in attendance at the event during the time specified on the permit and have it in their possession. Permits are non-transferable.
- The City of Apple Valley is not responsible for loss of personal property by individuals or groups when Park and Recreation facilities are being used for a permitted activity.
- Fire and safety regulations of the City of Apple Valley and the State of Minnesota must be observed at all times.
- In the event of an emergency or injury, call 9-1-1.
- Application must include set-up time and clean-up time. The use of the facility shall be restricted to the space and time(s) specifically allowed on the permit. All activities shall cease in sufficient time to completely vacate rental facilities approved on the permit. If activities are not concluded by the time approved on the permit, the group shall be subject to additional rental fees.
- All groups shall leave the park facilities in the same order and condition in which they are found.
- Applicants are required to move, at their expense, any rubbish (materials, equipment, furnishings...) that cannot be contained in the trash receptacles provided. If rubbish is not removed by the time approved on the permit, the group shall be subject to additional service fees.
- Leashed pets are allowed in all parks in all areas except on playground structures, athletic fields/courts and in park buildings. Owners must pick up and dispose of excrement in waste receptacles provided.
- In the event of damage to the premises, the damage will be documented and any repair bills will be invoiced to the individual/group named on the permit application.
- The renter assumes responsibility for all activities conducted, including but not limited to:
 - Conveying and if needed enforcing all information, policies and procedures to all parties involved in the event (including all vendors and sponsors).
 - Supervision and control to prevent injury or damage.
 - Maintenance of the premises during the scheduled use.
 - Cleaning of refuse and debris and disposing in trash receptacles after the completion of the event.
 - Security to maintain order.
- Persons using the outdoor park areas at any City park will be held responsible for observing Apple Valley Parks & Recreation's Park Ordinances. Please share relevant park information with your guests prior to scheduled use.

If any of the above is not followed, the City of Apple Valley may immediately terminate your event, retain the damage deposit, in part or whole, and the privilege to rent an Apple Valley park facility may be revoked.

SPECIAL EVENT PERMIT APPLICATION – PUBLIC PROPERTY EVENT

It is our goal to provide event organizers guidance in planning safe and successful events that create minimal impact on the communities and residents surrounding the events. Park facilities are available to rent for special events provided that such rentals do not interfere with regular scheduled programs or city sponsored special events. A written permit is required for all groups/individuals renting a park facility or part of a facility.

PERMIT APPLICATION PROCESS

1. All rental requests are accepted on a first-come, first-served basis beginning the first working day in January of each year. Submission of a permit application constitutes a request to use park space for the purpose of an event and does not guarantee approval.
2. Complete the required permit application and the appropriate secondary permits.
3. Submit the completed permit application(s) with all applicable fees and required documentation in accordance with the prescribed permit deadline – sixty (60) days prior to event date.
4. Failure to submit fees and requested documentation will be considered an incomplete application. Incomplete applications will not be processed.
5. Forms of payment accepted: Cash, Check, Discover, Mastercard, VISA or American Express. Checks should be made out to “*City of Apple Valley.*”
6. All proposed rentals/events are subject to approval of the Apple Valley Parks & Recreation Department.
7. Permits will be issued to adults only.
8. Permits are non-transferrable to any person or organization.
9. Rules, regulations and restrictions unique to each site/facility may apply.
10. Costs incurred promoting and marketing events prior to issuance of an approved permit from the City and changes/modifications relative to the event from the City are at the sole expense and risk of the event organizer.
11. For more information please contact the Apple Valley Parks and Recreation Department at (952) 953–2300.

NOTE: Acceptance of your permit application should in no way be construed as final approval of your special event application request.

SPECIAL EVENT PERMIT APPLICATION – PUBLIC PROPERTY EVENT**SECTION 1: CONTACT INFORMATION**

HOST ORGANIZATION	Organization Name: _____ Type of Organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Gov't <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other Mailing Address: _____ <i>(Street Address) (City) (State) (Zip)</i> Physical Address: _____ <i>(Street Address) (City) (State) (Zip)</i> Primary Phone Number: () _____ Fax Number: () _____ Website Address: http:// _____
EVENT ORGANIZER	Name & Title: _____ Mailing Address: _____ <i>(Street Address) (City) (State) (Zip)</i> Primary Phone Number: () _____ Cell Phone Number: () _____ Fax Number: () _____ E-mail Address: _____
SECONDARY ORGANIZER	Name & Title: _____ Mailing Address: _____ <i>(Street Address) (City) (State) (Zip)</i> Primary Phone Number: () _____ Cell Phone Number: () _____ Fax Number: () _____ E-mail Address: _____
ON-SITE CONTACT	Name & Title: _____ Mailing Address: _____ <i>(Street Address) (City) (State) (Zip)</i> Primary Phone Number: () _____ Cell Phone Number: () _____ Fax Number: () _____ E-mail Address: _____

SECTION 2: EVENT INFORMATION

EVENT DETAILS	<p>Event Name/Title: _____</p> <p>Type of Event: <input type="checkbox"/> Concert <input type="checkbox"/> Ceremony <input type="checkbox"/> Run/Walk <input type="checkbox"/> Fundraiser <input type="checkbox"/> Festival <input type="checkbox"/> Wedding <input type="checkbox"/> Other _____</p> <p>Event Description (detailed): _____ _____ _____</p> <p>Is this an annual event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is this a multi-day event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Event Start Date: _____ Event End Date: _____</p> <p>Is the event open to the public or private? <input type="checkbox"/> Public <input type="checkbox"/> Private</p> <p>Is there an admission fee? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the anticipated attendance? Overall: _____ Daily: _____</p> <p>What was the previous year's attendance? Overall: _____ Daily: _____</p>
	EVENT SET-UP & TEAR-DOWN

SECTION 3: LOCATION & STAGING

LOCATION DETAILS	<p>Are you requesting use of a City park facility? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Contact Apple Valley Parks & Recreation for park facility availability information – (952)9539-2300.</i></p> <p>Park Facility Name: _____</p> <p>Park Facility Address: _____</p> <p>The following areas of the Park Facility will be used at the event (please mark all that apply):</p> <p><input type="checkbox"/> Building <input type="checkbox"/> Pavilion/Picnic Shelter <input type="checkbox"/> Playfield <input type="checkbox"/> Rink <input type="checkbox"/> Court</p> <p><input type="checkbox"/> Play Structure <input type="checkbox"/> Stage <input type="checkbox"/> Trail <input type="checkbox"/> Other _____</p> <p>Please attach your Site Plan / Map to your Application Packet.</p>
STAGING DETAILS	<p>The following items will be used at the event (please mark all that apply).</p> <p><i>Note: Staking requires Gopher 1 locates.</i></p> <p><input type="checkbox"/> Amplified Sound/Music <input type="checkbox"/> Dance Floor(s) <input type="checkbox"/> Tents/Canopies <input type="checkbox"/> Stage(s)</p> <p><input type="checkbox"/> Bleacher(s) <input type="checkbox"/> Live Entertainment <input type="checkbox"/> Electricity <input type="checkbox"/> Other _____</p> <p>If any of the above items will be used, please indicate their location on your attached Site Plan / Map. Use of the above items may require the Event Organizer to meet ADA regulations.</p>
CATERING / FOOD VENDOR DETAILS	<p>Event Organizer must obtain health permits from all caterers/food vendors.</p> <p><i>Note: Alcohol policy.</i></p> <p>The event will include the following (please mark all that apply):</p> <p><input type="checkbox"/> Non-Profit Food Vendors <input type="checkbox"/> Pre-Packaged Food/Beverage Items</p> <p><input type="checkbox"/> Professional Catering <input type="checkbox"/> Retail Food Vendors <input type="checkbox"/> Other _____</p> <p>If a professional caterer will be hired for this event, please provide the following information and attach copies of the company's Business Tax Certificate, Liability Insurance Certificate and Health Certificate.</p> <p>Company Name: _____ Contact Name: _____</p> <p>Mailing Address: _____ <small>(Street Address) (City) (State) (Zip)</small></p> <p>Physical Address: _____ <small>(Street Address) (City) (State) (Zip)</small></p> <p>Primary Phone Number: (____) _____ Fax Number: (____) _____</p>

SECTION 4: PARKING & SHUTTLE SERVICE

PARKING DETAILS	<p>Please describe Public Parking arrangements. <i>(Please indicate location(s) on Site Plan / Map)</i></p> <hr/> <hr/> <hr/> <hr/> <p>Please describe VIP, Event Staff and/or Volunteer Parking arrangements. <i>(Please indicate location(s) on Site Plan / Map)</i></p> <hr/> <hr/> <hr/> <hr/>
SHUTTLE SERVICE DETAILS	<p>Will a shuttle service be provided from parking areas to the event site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe the shuttle plan. <i>(Please indicate pick-up and drop-off location(s) on Site Plan / Map)</i></p> <hr/> <hr/> <hr/> <hr/> <p>If providing a private shuttle service, please provide the following information and attach copies of the company's Business Tax Certificate, Liability Insurance Certificate and Minnesota State License.</p> <p>Company Name: _____ Contact Name: _____</p> <p>Mailing Address: _____ <small>(Street Address) (City) (State) (Zip)</small></p> <p>Physical Address: _____ <small>(Street Address) (City) (State) (Zip)</small></p> <p>Primary Phone Number: () _____ Cell Phone Number: () _____</p> <p>Fax Number: () _____ E-mail Address: _____</p>

SECTION 5: SANITATION & WASTE REMOVAL

<p>RESTROOM FACILITY DETAILS</p>	<p>Event Organizers are responsible for the ‘event’ cleaning of existing on-site portable restrooms as well as for arranging the rental of any additional portable restrooms and/or hand-washing stations and related fees. Use of these items may require the Event Organizers to meet ADA regulations. Portable restroom delivery/placement must be pre-approved. <i>(Please indicate location(s) of portable restrooms on Site Plan / Map)</i></p> <p><input type="checkbox"/> Host Organization will contract portable restrooms and/or handwashing stations through an independent, professional company.</p> <p><input type="checkbox"/> Host Organization will contract portable restrooms and/or handwashing stations through Apple Valley Parks & Recreation Department.</p> <p>If contracting with an independent rental company, please provide the following information. A copy of the rental company’s Business Tax Certificate must be attached.</p> <p>Company Name: _____ Contact Name: _____</p> <p>Mailing Address: _____ <small>(Street Address) (City) (State) (Zip)</small></p> <p>Physical Address: _____ <small>(Street Address) (City) (State) (Zip)</small></p> <p>Primary Phone Number: (____) _____ Cell Phone Number: (____) _____</p> <p>Fax Number: (____) _____ E-mail Address: _____</p>
<p>WASTE REMOVAL DETAILS</p>	<p>Event Organizers are responsible for arranging the removal of all waste related to the event and related fees. This includes but is not limited to emptying of trash bins and removal of waste from the event site. Delivery and placement of any waste removal equipment must be pre-approved. <i>(Please indicate location(s) of waste carts /bins on Site Plan / Map)</i></p> <p><input type="checkbox"/> Host Organization will contract waste removal through an independent, professional company.</p> <p><input type="checkbox"/> Host Organization will contract waste removal through Apple Valley Parks & Recreation Department.</p> <p>If contracting with an independent sanitation company, please provide the following information. A copy of the rental company’s Business Tax Certificate must be attached.</p> <p>Company Name: _____ Contact Name: _____</p> <p>Mailing Address: _____ <small>(Street Address) (City) (State) (Zip)</small></p> <p>Physical Address: _____ <small>(Street Address) (City) (State) (Zip)</small></p> <p>Primary Phone Number: (____) _____ Cell Phone Number: (____) _____</p> <p>Fax Number: (____) _____ E-mail Address: _____</p>

SECTION 6: EMERGENCY SERVICES – POLICE & FIRE

POLICE	<p>Event Organizers are responsible for coordinating event security and emergency coverage with the Apple Valley Police Department. The Police Department will determine if and how many police resources will be required at an event. All Police Department costs associated with the event are the responsibility of the event organizer.</p> <p>Police Department Phone Number: 952-953-2700</p> <p><input type="checkbox"/> Event attendance: _____</p> <p><input type="checkbox"/> Event will require traffic control:</p> <p style="padding-left: 20px;"><input type="checkbox"/> <i>Event ingress/egress</i></p> <p style="padding-left: 20px;"><input type="checkbox"/> <i>Street closures</i></p> <p style="padding-left: 20px;"><input type="checkbox"/> <i>Other</i> _____</p> <p><input type="checkbox"/> Event will host the use of:</p> <p style="padding-left: 20px;"><input type="checkbox"/> <i>alcohol</i></p> <p style="padding-left: 20px;"><input type="checkbox"/> <i>helicopter ingress/egress</i></p> <p style="padding-left: 20px;"><input type="checkbox"/> <i>mock Gunfire and/or use of weaponry for special effects</i></p> <p style="padding-left: 20px;"><input type="checkbox"/> <i>Other</i> _____</p>
FIRE	<p>Event Organizers are responsible for coordinating event safety and emergency coverage with the Apple Valley Fire Department. The Fire Department will determine if and how many fire resources will be required at an event. All Fire Department costs associated with the event are the responsibility of the event organizer.</p> <p>Fire Department Phone Number: 952-953-2600</p> <p><input type="checkbox"/> Event attendance: _____</p> <p><input type="checkbox"/> Event will include tents and/or canopies:</p> <p style="padding-left: 20px;"><input type="checkbox"/> <i>tents over 200 square feet</i></p> <p style="padding-left: 20px;"><input type="checkbox"/> <i>canopies over 400 square feet</i></p> <p><input type="checkbox"/> Event will host the use of:</p> <p style="padding-left: 20px;"><input type="checkbox"/> <i>fireworks/pyrotechnics (date/time: _____)</i></p> <p style="padding-left: 20px;"><input type="checkbox"/> <i>helicopter ingress/egress</i></p> <p style="padding-left: 20px;"><input type="checkbox"/> <i>mock Gunfire and/or use of weaponry for special effects</i></p> <p style="padding-left: 20px;"><input type="checkbox"/> <i>Other</i> _____)</p>
EVACUATION PLAN	<p>Event Organizers are responsible for providing an emergency evacuation plan. Please attach an additional sheet of paper with the requested information. Evacuation plans are subject to review and approval by the Apple Valley Police Department.</p>

SECTION 7: EMERGENCY SERVICES – MEDICAL

MEDICAL
PLAN

All events are required to have a First Aid Station on-site. All costs associated with the event are the responsibility of the event organizer. *(Please indicate location(s) on Site Plan/Map)*

In the event of an emergency:

- Event Organizer / On-Site Contact will call 9-1-1.
- Event Organizer will provide / arrange for an ambulance company to be on site.
- Event Organizer will provide / arrange for a medical doctor, registered nurse and/or EMT staff to be on site.

If providing an ambulance company, please provide the following information and attach copies of their Business Tax Certificate, Liability Insurance Certificate and MN Drivers License.

Company Name: _____

Contact Name: _____

Mailing Address: _____
(Street Address) (City) (State) (Zip)

Physical Address: _____
(Street Address) (City) (State) (Zip)

Primary Phone Number: (____) _____ Cell Phone Number: (____) _____

Fax Number: (____) _____ E-mail Address: _____

If providing a medical doctor, registered nurse and/or EMT staff, please provide the following information and attach a copy of their identification credentials.

Company Name: _____

Contact Name: _____

Mailing Address: _____
(Street Address) (City) (State) (Zip)

Physical Address: _____
(Street Address) (City) (State) (Zip)

Primary Phone Number: (____) _____ Cell Phone Number: (____) _____

Fax Number: (____) _____ E-mail Address: _____

SECTION 8: STREET CLOSURE(S) & TRAIL USE

STREET
CLOSURES

Please keep in mind that streets/sidewalks must be closed from intersection to intersection; streets cannot be closed mid-block. Event Organizer is responsible for posting Temporary 'No Parking' signs according to requirements.

Please list the streets/sidewalks, from intersection to intersection; you would like closed for your event. Your Site Plan/Map must show all streets and closures. Street closures are subject to review and approval by the Apple Valley Police and Public Works Departments.

Space is provided for three (3) entries. If you need more space please attach an additional sheet of paper with the requested information. It may be necessary for the Event Organizer to obtain a Professional Traffic Plan. A right-of-way permit may be required.

(1) Street Name: _____

From (cross street): _____

To (cross street): _____

Type of Closure: Street Closure Sidewalk Closure

Closure Start Date: _____ Closure Start Time: _____ AM /PM
(Day of Week) (Date)

Closure End Date: _____ Closure End Time: _____ AM /PM
(Day of Week) (Date)

(2) Street Name: _____

From (cross street): _____

To (cross street): _____

Type of Closure: Street Closure Sidewalk Closure

Closure Start Date: _____ Closure Start Time: _____ AM /PM
(Day of Week) (Date)

Closure End Date: _____ Closure End Time: _____ AM /PM
(Day of Week) (Date)

(3) Street Name: _____

From (cross street): _____

To (cross street): _____

Type of Closure: Street Closure Sidewalk Closure

Closure Start Date: _____ Closure Start Time: _____ AM /PM
(Day of Week) (Date)

Closure End Date: _____ Closure End Time: _____ AM /PM
(Day of Week) (Date)

SECTION 8: STREET CLOSURE(S) & TRAIL USE

TRAIL USE	<p>Please list the trails you would like to use for your event. Your Site Plan/Map must show all anticipated trail use. Trail use is subject to review and approval by the Apple Valley Parks and Recreation Department.</p> <p>Space is provided for three (2) entries. If you need more space please attach an additional sheet of paper with the requested information. It may be necessary for the Event Organizer to obtain a Professional Traffic Plan.</p> <p>(1) Park/Trail Name: _____</p> <p style="margin-left: 40px;">Start Date: _____ Start Time: _____ AM /PM <i>(Day of Week) (Date)</i></p> <p style="margin-left: 40px;">End Date: _____ End Time: _____ AM /PM <i>(Day of Week) (Date)</i></p> <p>(2) Park/Trail Name: _____</p> <p style="margin-left: 40px;">Start Date: _____ Start Time: _____ AM /PM <i>(Day of Week) (Date)</i></p> <p style="margin-left: 40px;">End Date: _____ End Time: _____ AM /PM <i>(Day of Week) (Date)</i></p>
BARRICADE EQUIPMENT	<p>Does Host Organization have its own barricade equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If not, please indicate how Host Organization will meet all barricade requirements.</p> <p><input type="checkbox"/> Host Organization will rent barricade equipment from a private company. Host Organization will set-up and tear down barricade equipment.</p> <p><input type="checkbox"/> Host Organization will rent barricade equipment from a private company. Private company will set-up and tear down barricade equipment.</p>
NOTICE OF TEMPORARY STREET CLOSURE	<p>The City of Apple Valley requires that all affected residents/businesses both on and adjacent to a proposed street closure be notified of such a street closure.</p> <p>A notification letter may be required to be sent to businesses and residents in the affected event areas. The City will specify details, approve the notification and provide the address list. Evidence will be required that the notification process was completed.</p>

SECTION 9: SITE PLAN/MAP INSTRUCTIONS

SITE PLAN/MAP INSTRUCTIONS

All site plans/maps must be submitted using 8 ½" x 11" or 8 ½" x 14" white paper. All applicants are required to submit a detailed Site Plan/Map.

Site plans/maps must include a directional sign showing North, South, East and West. Site plans/maps must also include a key showing the use of symbols for people, vehicles, first aid station(s), cooking station(s), food tables, tent(s)/canopies, stage(s), platform(s), barricades, etc.

If using Computer Assisted Generation (CAG) for the site plan/map please ensure the use of Fonts no smaller than size 11.

SECTION 10: MISCELLANEOUS

MISCELLANEOUS

ANIMALS

If animals will be present, food service canopies/tents must be at least fifty (50) feet away. It will also be required that Event Organizer provides portable hand-washing stations.

Will there be any kind of animals at this event (e.g. petting zoo, pony rides, etc.)?

Yes No *If yes, please indicate the location of the animals on the Site Plan/Map.*

INFLATABLES

Will there be any kind of inflatables at this event (e.g. moonwalk, obstacle course, etc.)?

Yes No *If yes, please indicate the location of the inflatables on the Site Plan/Map.*

ELECTRICITY

Will access to electricity be required for this event? *Note: location of electrical access points may impact event site plan.*

Yes No

KEY AND/OR DAMAGE DEPOSIT RETURN

The key and/or damage deposit made at the time of your facility reservation will be refunded within four (4) weeks following the:

- Return of the facility key. *Note, If a facility key is issued and not returned, the key/damage deposit will not be refunded.*
- End date of your event if a facility key was **NOT** issued.

SECTION 11: INDEMNIFICATION AGREEMENT

Host Organization and/or Event Organizer agree, in consideration of the granting of this Application and Special Event Permit for:

_____ to be held on _____
Event Name *Event Date(s)*

by _____ of _____
Event Organizer/Primary Applicant *Host Organization*

Host Organization and/or Event Organizer(s) agree to defend, indemnify and hold harmless the City of Apple Valley, and the City of Apple Valley's employees, officers, managers, agents, council members, and volunteers harmless from any and all losses, damages, claims for damage, liability, lawsuits, judgement expense an cost(s) arising from any injury or death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including, but not limited to, attorney fees, costs and expert fees) arising out of or attributed to the issuance of Applicant's Special Event Permit regardless of where the injury, death or damage may occur, unless such injury, death or damage is caused by the sole negligence or willful misconduct of the City.

Host Organization and/or Event Organizer(s) agree to provide satisfactory evidence of, and shall thereafter maintain during the specified special event, such insurance policies and coverages in the types, limits, forms and ratings required by the City's Risk Manager or City Attorney or their designee.

Print Name

Title

Signature

Date

SECTION 12: APPLICANT AGREEMENT

Please read each statement. Initialing next to each statement indicates your understanding and agreement to the statement.

_____ Host Organization and/or Event Organizer(s) agrees, upon request, to provide a Liability Insurance Certificate providing evidence of general liability insurance coverage in the minimum amount of \$1 million/personal injury, \$1 million/property damage, \$2 million general aggregate AND an additional insured endorsement naming the City of Apple Valley, its officers, employees and agents' as additional insured. This document must be submitted no later than fourteen (14) days prior to the event start date.

_____ Host Organization and/or Event Organizer(s) agrees, upon request, to submit a Security Plan setting forth the proposed security measures to be taken to protect the health, safety and welfare of the participants, spectators, bystanders and passerby. This plan will be reviewed by the Apple Valley Police Department who may require alterations to the plan. Security measures may include but are not limited to the hiring of Apple Valley Police Officers at the expense of the Event Organizer.

_____ Host Organization and/or Event Organizer(s) agrees, upon request, to provide a copy of their Determination Letter, as issued by the Internal Revenue Service of the United States, if the application is made on behalf of any organization representing itself as a tax-exempt, non-profit and/or charitable organization.

_____ Host Organization and/or Event Organizer(s) agrees, upon request, to pay a refundable Key and/or Damage Deposit at the time of the rental as a condition of the issuance of the Special Event Permit. Applicant also agrees to pay any clean-up costs, in excess of the deposit, incurred by the City as a result of additional clean-up required to return the event location and surrounding area to its previous condition.

_____ Host Organization and/or Event Organizer(s) agree to notify all residents and businesses that will be affected by street/sidewalk closures and/or amplified sound, and provide evidence that notification was completed.

_____ Host Organization and/or Event Organizer(s) agree to supply barricades, cones and/or warning signs and to situate them in such a position that the street closure may be maintained in a safe and orderly manner.

_____ Host Organization and/or Event Organizer(s) agree that any false statement or material misrepresentation made in support of this application and permit is cause for denial of issuance of a Special Event Permit. Applicant also agrees that failure to adhere to the policies and procedures established by the City of Apple Valley or any conditions or restrictions imposed upon the permit by the Apple Valley Public Safety Departments or the Parks and Recreation Department, is cause for revocation of the Special Event Permit. Applicant further agrees that the Special Event Permit may be revoked at any time by any supervisor of the Apple Valley Public Safety Departments or the Parks and Recreation Department.

By signing below, Host Organization and/or Event Organizer indicate understanding and agreement to the above statements.

Print Name

Title

Signature

Date