



City of Minnetonka Beach
 2945 Westwood Rd., P.O. Box 146,
 Minnetonka Beach, MN 55361
 952-471-8878
www.ci.minnetonka-beach.mn.us



Permit Application for Special Events Using Public Property and Letter of Agreement

NOTICE: The information provided in this application is deemed public and shall be available for inspection at City Hall upon request.

Type of Special Event (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Beach Party | <input type="checkbox"/> Live Music |
| <input type="checkbox"/> Wedding | <input type="checkbox"/> Wedding Reception |
| <input type="checkbox"/> Commercial or Movie Shoot | <input type="checkbox"/> Marathon Event |
| <input type="checkbox"/> Other: _____ | |

Public Park or Site Requested (check below)

- | | |
|--|--|
| <input type="checkbox"/> Ray Peters Park | <input type="checkbox"/> Swimming Beach Park |
| <input type="checkbox"/> Half Moon Park | <input type="checkbox"/> City Hall Building or Grounds |
| <input type="checkbox"/> Street _____ | <input type="checkbox"/> Other _____ |

Event Details and Contact:

Event Name: _____ Expected Attendance: _____

Location Address: _____ Date: _____ Hours: _____

Contact(s) names and cell phone #'s of individual(s) available at all times during event:

_____	_____	_____
Contact Name	Cell Phone Number	Email

_____	_____	_____
Contact Name	Cell Phone Number	Email

City Code Section 508(4) Event: Payment of City Services to Provide Security, Traffic Control, Control Crowds or provide other City Services:

A. Any Event on private or public property or any use of a public street or sidewalk that obstructs traffic or the free use of the public street shall be considered a public nuisance not punishable as a misdemeanor to be controlled or abated as City and law enforcement officials deem reasonable and necessary. City service costs to control or abate the nuisance including but not limited to providing City security, City Traffic Control or City services shall be paid by the property owner on whose property the Event occurs, or if on public property, paid by the organizer of the event.

B. Any Event held on public property shall have been approved by the City Council and the Event organizer shall provide surety in the form and amount determined by the City Council.

Staff/Applicant Checklist:

_____ Parking: Discuss with city staff and listed (on-site, off-site, street, bus/shuttle, valet, etc.):

_____ Bus Idling, if applicable: There will be no idling of buses. All bus engines will be turned off immediately upon arrival at location and not be restarted until the last passenger has boarded or departed and bus is departing property.

_____ Security: Depending on size of event, security may be required and should be discussed with staff, City Council, and the Orono Police Department. See the following:

_____ Tent Structures: City Fire Code requires a permit for certain tent structures on public property. Will there be a tent? YES _____ NO _____

_____ Entertainment: If there will be sound amplification, loud speakers and amplified music will be faced towards the home (not facing Lake Minnetonka or the neighbors).

_____ Alcohol: Will alcohol be served or sold at the event? YES _____ NO _____. If yes, a temporary Liquor License may be required. By City Ordinance, alcohol is not permitted on public property except City sponsored, permitted events.

_____ Neighbor Notification: To help prevent any event-related complaints, the City recommends event organizers notify neighbors so they are aware of the event.

Signatures and dates are needed from both the special event organizer and the homeowner and with the following hold harmless agreement:

In consideration of being allowed to participate in the above described event, the undersigned hereby releases, waives, discharges, and covenants not to sue the City of Minnetonka Beach, the City's elected officials, employees, volunteers, or agents ("Releasees") for injuries, death, or damages caused by the negligence of Releasees as a result of participating in the above described event.

The undersigned further agrees to protect, indemnify and hold harmless Releasees from any and all damages, liability and costs, including attorney's fees, for injuries, death or damages caused by the negligence of Releasees. This Release and Indemnification does not apply to intentional, willful, or wanton acts by Releasees.

Applicant Signature

Homeowner Signature

Date

Payment: \$50.00 Cash _____ Check _____ Electronic on City Website _____ Date _____

City Approval Date _____

City Staff Approval