

Application Fee  
Non-Profit \$10  
All Others \$100  
Receipt # \_\_\_\_\_

FOR YEAR \_\_\_\_\_

APPLICATION  
LICENSE TO PERMIT LARGE ASSEMBLY

CITY OF BELLE PLAINE  
218 NORTH MERIDIAN STREET, P.O. BOX 129, BELLE PLAINE, MINNESOTA 56011  
952-873-5553 fax 952-873-5509

Name of Organization \_\_\_\_\_

Contact Person(1) \_\_\_\_\_ Phone \_\_\_\_\_

Contact Person(2) \_\_\_\_\_ Phone \_\_\_\_\_

Contact Person(3) \_\_\_\_\_ Phone \_\_\_\_\_

Applicant's Address \_\_\_\_\_  
Street City State Zip

I, \_\_\_\_\_ hereby make application on behalf of \_\_\_\_\_

Corporation  Partnership  Society, Group or Association  Other \_\_\_\_\_

to the City of Belle Plaine for a license to permit the lawful assembly of over 250 persons on the following described property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The nature and purpose of the assembly will be as follows:

\_\_\_\_\_  
\_\_\_\_\_

I am also applying for permission for road closure.

If the event is held in the downtown area, I agree to notify all liquor establishments to prohibit the use of glass containers. (Only plastic or aluminum containers will be allowed.)

The assembly will be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

between the hours of \_\_\_\_\_AM/PM and \_\_\_\_\_AM/PM.

The maximum number of persons I will permit to attend are \_\_\_\_\_ persons.

The maximum number of event tickets to be sold, if applicable \_\_\_\_\_.

1. MY PLANS FOR FENCING the location of the assembly and the gates contained in such fence:

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2. MY PLANS FOR SUPPLYING POTABLE WATER, including the source, amount available, and location of outlets:

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3. MY PLANS FOR PROVIDING TOILET AND LAVATORY FACILITIES including the source, number, location, type, and means of disposing of waste. Advise of number of portable restrooms to be supplied on premises.

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4. MY PLANS FOR HOLDING, collecting and disposing of solid waste material:

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5. MY PLANS TO PROVIDE FOR MEDICAL FACILITIES, including the location and the construction of a medical structure, the names and addresses and hours of availability of physicians and nurses, and provisions for emergency ambulance services:

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6. MY PLANS, IF ANY, TO ILLUMINATE the location of the assembly, including the source and amount of power and the location of lights:

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7. MY PLANS FOR PARKING VEHICLES, including size and location of lots, points of highway access and interior roads including routes between highway access and parking lots:

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8. MY PLANS FOR TELEPHONE SERVICE, including the source, number and location of telephones:

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9. MY PLANS OR CAMPING FACILITIES, if any, including facilities available and their location:

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10. MY PLANS FOR SECURITY, including the number of guards, their employment, their names, addresses, credentials, and hours of availability:

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Approved with these contingencies:

- All food vendors must obtain Vendor's Permit from the City of Belle Plaine.
- Applicant must pay the City for \_\_\_\_ Police Officers for hours \_\_\_\_\_ hrs to \_\_\_\_\_ hrs.
- Applicant must provide \_\_\_\_ portable restrooms.
- Applicant must install barricades and remove barricades.
- Applicant is responsible for picking up litter from the streets and sidewalks immediately after the event.
- If the event is held in the downtown area, applicant must notify all liquor establishments to prohibit the use of glass containers during the event. (Only plastic or aluminum containers allowed.)
- If applicant seeks city or county road closure in conjunction with event, applicant must obtain a Road Closure Permit from the City and pay applicable fees.

Other: \_\_\_\_\_  
\_\_\_\_\_

APPROVAL OF THE LARGE ASSEMBLY PERMIT

\_\_\_\_\_  
Approved by Police Chief

\_\_\_\_\_  
Belle Plaine Public Works Superintendent

\_\_\_\_\_  
Belle Plaine City Administrator

Approved by the Belle Plaine City Council on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

# APPLICATION FOR SPECIAL EVENT ROAD CLOSURE BELLE PLAINE, MINNESOTA

FEES	
City Street	\$10.00
County Road	\$125.00
(Non-Refundable)	
BARRICADE & CLEAN	
UP DEPOSIT	\$100.00
(Refundable)	

Date of Event \_\_\_\_\_

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Road Closure \_\_\_\_\_

Describe the Location of Street(s) to be Closed \_\_\_\_\_

\_\_\_\_\_

Road Closure: Start Time \_\_\_\_\_ A.M. P.M. End Time \_\_\_\_\_ A.M. P.M.  
(circle one) (circle one)

If outdoor music, please describe \_\_\_\_\_

Outdoor music: Start Time \_\_\_\_\_ A.M. P.M. End Time \_\_\_\_\_ A.M. P.M.  
(circle one) (circle one)

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Approved with these contingencies:

- If County road closure:
  - City & Applicant to submit application for Scott County Obstruction Permit.
  - Applicant to provide Certificate of liability listing the City of Belle Plaine as additional insurance in a minimum amount of \$1,000,000.
  - Applicant to provide detailed route information.
  - Applicant to provide and install detour signs, and remove after event.
  - Applicant to install barricades, and remove after event.
- All food vendors must obtain Vendor's Permit from the City of Belle Plaine.
- Applicant must pay the City for \_\_\_\_\_ Police Officers for hours \_\_\_\_\_ hrs to \_\_\_\_\_ hrs.
- Applicant must provide \_\_\_\_\_ portable restrooms.
- Applicant must install barricades and remove barricades.
- Applicant must coordinate detour route and signage with City staff.
- Applicant is responsible for picking up litter from the streets and sidewalks immediately after the event.
- If the event is held in the downtown area, applicant must notify all liquor establishments to prohibit the use of glass containers during the event. (Only plastic or aluminum containers will be allowed.)

Other: \_\_\_\_\_

Approved by Police Chief \_\_\_\_\_ Date \_\_\_\_\_

Approved by Public Works Supt. \_\_\_\_\_ Date \_\_\_\_\_

Approved by City Administrator \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  Denied: Request for Road Closure Denied by Police Chief and/or City Administrator.  
Office Use: Amount Paid \$ \_\_\_\_\_ Date \_\_\_\_\_ Receipt No. \_\_\_\_\_ Deposit Amount \$ \_\_\_\_\_

ATTACHMENT A  
SPECIAL EVENT ROAD CLOSURE POLICY

1. Applicant shall complete the Special Event Road Closure application.
2. The Chief of Police, Public Works Superintendent and City Administrator shall review the application on a case-by-case basis and determine if it is acceptable to close the road. All decisions may be appealed to the City Council.
3. If Road Closure Permit is approved, the applicant shall arrange for barricades with the Public Works Superintendent by calling 952-873-6742. Applicant shall contact the Public Works Superintendent at least two working days prior to the event to make arrangements to pick up barricades with Public Works Superintendent. Barricades shall be returned in good condition to the Public Works Department the next working day following the event.
4. Fees: The applicant shall submit application fees (non-refundable) as follows:  
\$10.00 Application Fee for City streets.  
\$125.00 Application Fee for State/County Roads. The applicant shall also be responsible for fees charged by other entities, including State and County, for road closure.  
  
\$100.00 -Barricade Damage Deposit and Roadway Clean Up Deposit (refundable). There shall be a \$100.00 damage deposit for the barricades and roadway clean-up deposit. The \$100.00 will be refunded to the applicant upon the return of the barricades to the Public Works Department in good condition and satisfactory clean up of the roadway following the event.

Additional Information for State/County Road Closure.

1. The Chief of Police, Public Works Superintendent and City Administrator shall review the petition on a case-by-case basis and determine if it is acceptable to close the road.
2. Applicant will assist City of Belle Plaine in application for road closure permit to the appropriate County or State entity.
3. Applicant must provide certificate of liability insurance listing the City of Belle Plaine as additional insured in a minimum amount of \$1,000,000.00.
4. Applicant must arrange for barricades, detour signage and route with the Public Works Superintendent. Barricades and signage shall be removed in a timely manner after the event and returned in good condition.