

Applicant is required to answer all questions.

1. List all activities planned for this event.

2. Submit layout of activities, parking, sanitation, and music.

3. Certificate of liability insurance coverage provided by the contractor/vendor/supplier of certain activities is required, with the City of Belle Plaine named as "Additional Insured" with respect to general liability for the event. (Example: circus, carnivals, entertainment, races, contests, etc). List name of Vendor/Insured party.

4. General liability insurance coverage required for the event. List your agent and contact information.

5. Explain the location and placement of fencing and/or barricades.

6. Explain plans for providing toilet and lavatory, or portable sanitation. Include site location and quantity.

7. Explain plans for refuse collection and disposal of waste material: (Number of dumpsters/waste receptacles and location.

8. Public Safety – Police Officers. Arrangements for police officers at the event must be made prior to the event by contacting Police Chief Tom Stolee, 952-873-4307. List agreed upon arrangements (number of officers and hours of service.)

9. For outdoor music, sound systems, describe location, equipment, hours of music, etc.

10. Sales of food and products. Explain vending of food and/or product sales. (Applicant must inform concessionaires who will be allowed to operate on the grounds to obtain vendor's permit from the City of Belle Plaine at least 10 days prior to the event.)

11. Contact Information. List cell phone numbers of the event organizers in case of an emergency, and whether they will be on-site during the event.

12. Animals - Will there be animals associated with your event? Yes No.

If Yes, give details, such as type and number of animals, time frame, plan for waste disposal.

13. Notification Requirements: Applicant is required to notify the following of the event.

- a. Contact the local Belle Plaine ambulance service, Ridgeview Medical, 952-873-4506.
- b. Contact Belle Plaine Fire Chief at 952-873-6820. (If event is on private property and/or for-profit organization, see next page).
- c. All vendors at the event must obtain an approved peddlers permit from the City at least seven (7) days before the event.
- d. If event is held in the downtown area, notify the liquor establishments of the requirement to prohibit the use of glass bottles or beverage containers.

By checking this box, applicant agrees to the comply with the required notification.

14. Explain plans for supplying potable water, including the source, amount available, and location of outlets.

15. Explain 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.

16. Explain plans for fire protection.

17. Explain plans or camping facilities, if any, including facilities available and their location:

18. Explain plans for parking vehicles, including size and location of lots, points of highway access and interior roads including routes between highway assess and parking lots. A layout may be required.

19. Explain plans, if any, to illuminate the location of the assembly, including the source and amount of power and the location of lights.

20. Explain plans for area traffic control for egress from and exit onto public roads and highways.

21. If your organization has obtained a Large Assembly Permit last year, will there be any changes for your event this year? No changes. Yes. If Yes, please describe the changes and new activities.

22. Will there be any additional special requests or activities for this event that have not been addressed in this permit application? No Yes. If yes, please provide details.

Mandatory requirements:

1. Certificate of liability insurance for general liability required.
2. Certificate of liability insurance by the contractor/vendor required for activities with the City of Belle Plaine listed as the "Additional Insured."
3. All food vendors must obtain Peddler's Permit from the City of Belle Plaine.
4. Applicant must pay the City for Police Officers as determined by City and/or Police Chief.
5. Applicant must provide portable restrooms. Minimum quantity _____.
6. Applicant must provide refuse hauling services for the event.
7. Applicant must install barricades and remove barricades.
8. Applicant is responsible for picking up litter from the streets and sidewalks immediately after the event.
9. 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.)
10. 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.
11. The hours of outdoor music are limited to _____ to _____.

Additional requirements:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

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 _____ Email _____

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 as determined by the City and/or Police Chief.
- Applicant must provide portable restrooms. Minimum quantity _____.
- 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.)
- Certificate of liability insurance required for (activity) _____.

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.