



## **SPECIAL EVENT PERMIT**

A Special Event Permit is required to hold certain special events or receive special services within the City of Big Lake.

**"SPECIAL EVENT"** means any concert, parade, fair, show festival, carnival, rally, party, filming of movie, video or television show, motorcade, run, fishing, swimming, or other lake activities, street dance, bike-a-thon, race, walk or athletic event or other attended entertainment or celebration that is to be held in whole or in part upon publicly owned property or public right-of-way, or, if held wholly upon private property, will require the use of special services.

**"SPECIAL SERVICES"** means the exclusive allocation of City resources, including, but not limited to, City personnel, equipment, right-of-way, property or facilities for use in conjunction with a specific event or activity, as requested by the host or sponsor of the event, or as requested by or on behalf of any person attending the event, or deemed necessary by City staff in order to maintain public safety. Special Services shall include, but not be limited to, any of the following: street closures requiring police officers to stop or reroute traffic, special police protection, stationary emergency vehicles at or in the immediate vicinity of the event, exclusive use of City streets as a staging area or for event parking, additional street cleaning and garbage removal services, special signage, such as temporary no parking signs, the use of any City buildings, equipment or other property for any purpose other than the normal daily operations of the City, or the City otherwise providing exclusive services.

A **Park/Facility Rental Agreement** is attached to this application packet. This is only required to be filled out if you are requesting exclusive use of a park structure such as a pavilion area during your event. The fee for the exclusive use of a park structure during your event is **\$30** and requires approval from the City of Big Lake Public Works Director or his/her designee.



For Office Use Only
Application/Fee Received By:
Fee Amount Paid:
Date Received:

## SPECIAL EVENT PERMIT APPLICATION

Special Event Permit Application must be filed with the City of Big Lake at least sixty (60) days in advance of the date that the special event is to occur. Application materials and payment of the **\$25.00 Event Permit Fee** should be sent to:

City of Big Lake  
 Attention: Trisha Lindahl  
 160 Lake Street North  
 Big Lake, MN 55309  
 tlindahl@biglakemn.org

Title, Purpose, and Description of Event: (include map) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event Location and Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ Date Applied: \_\_\_\_\_

\_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Applicant Cell: \_\_\_\_\_

Applicant E-Mail: \_\_\_\_\_ Applicant Fax: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Are you an authorized applicant for this organization? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is organization a 501(c)(3)? \_\_\_\_\_ Yes \_\_\_\_\_ No

*[If yes, please attach copy of current verification of 501(c)(3) status]*

Anticipated number of: Participants - \_\_\_\_\_ Spectators - \_\_\_\_\_ Vehicles - \_\_\_\_\_

Is there a fee or donation required as a condition of attendance or participation in this event? \_\_\_\_\_ Yes \_\_\_\_\_ No

-- If yes, describe the amount to be collected and explain the purpose of the collected fee/donation.

---

---

---

Will alcoholic beverages be served? \_\_\_\_\_ Yes \_\_\_\_\_ No

*(Please note that a separate license is required to sell or serve alcoholic beverages)*

Will food and/or non-alcoholic beverages be served? \_\_\_\_\_ Yes \_\_\_\_\_ No

-- If yes, describe nature of the food, non-alcoholic beverages, sanitation measures, and food handling procedures.

---

---

---

Have you obtained the necessary permits from the Department of Health, the Department of Agriculture, and Sherburne County? \_\_\_\_\_ Yes \_\_\_\_\_ No

-- If yes, please attach copies of permits.

Will there be any merchandise sold or given away? \_\_\_\_\_ Yes \_\_\_\_\_ No

-- If yes, please describe.

---

---

---

Will there be any structures, tents, canopies, bleachers, scaffolding, grandstands, reviewing stands, stages, or platforms? \_\_\_\_\_ Yes \_\_\_\_\_ No

-- If yes, please describe, including number and sizes.

---

---

---

Describe plans for proposed security and crowd control.

---

---

---

Describe plans to provide first aid.

---

---

---

Describe plans for animal control.

---

---

---

Describe plans for parking control.

---

---

---

Describe plans for temporary closing of streets; provide specific locations and times of closing (please attach map).

---

---

---

Describe plans for fencing, gates, and location of signs (please attach map).

---

---

---

Describe plans for clean-up; include number, type, and location of trash containers, dumpsters and portable toilets.

---

---

---

Will there be any sound amplification, playing of music or musical instruments?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

-- If yes, please describe.

---

---

---

Describe any City services and/or equipment being requested for this event (i.e., barricades, cones, signs, tables, personnel).

---

---

---

Does the applicant request the City to restrict or alter parking, vehicular traffic, or pedestrian traffic patterns?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

-- If yes, please describe.

---

---

---

Does the applicant request the use of City parks or shelters?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

-- If yes, please complete a Park/Facility Rental Agreement (attached) and submit the documentation and \$30 fee with this application.

\*\*\*Special Events Permits held on public waters must be approved by the Sherburne County Sheriff's Department and the Minnesota Department of Natural Resources.\*\*\*

**INSURANCE REQUIREMENTS:**

**Important Rules:**

1. To secure a park reservation, a **\$50.00 clean-up deposit** must be received with the application. Make checks payable to: City of Big Lake.
2. Event organizers are responsible for cleaning up and disposing of garbage at the event's conclusions.
3. City of Big Lake personnel will inspect the areas after the event. Any costs for repair or clean-up in excess of the \$50.00 deposit will be billed to the individual and/or group who reserved the facility. The sponsoring group and/or applicant are responsible for any damage or accidents that may occur in connection with the event. Deposit is refundable only by recommendation of City Staff.
4. Facility use for all events is on a first come, first served basis.
5. Decorations and signage must be approved by City of Big Lake Public Works and Planning and Zoning.

The sponsoring group must take all reasonable safety precautions during the event. If canceling or postponing your event, please notify the City of Big Lake at least forty-eight (48) hours in advance of the original event date.

The event organizers are responsible for enforcing and following all City Ordinances and Park Regulations.

The event organizer is responsible for acquiring all needed permits (i.e., zoning, temporary use, building, Department of Health, etc.); please include copies of all permits with this application.

**Certificate of Insurance:**

The applicant shall provide insurance which will indemnifies the City of Big Lake and its elected and/or appointed officials, agents, and authorized volunteers from and against any and all claims, actions, suits, proceedings, costs, expenses, damages, obligations, penalties, injuries, and liabilities (including, without limitation, reasonable court costs, attorney’s fees, and the cost of appellate proceedings) arising in connection with the proposed uses in amounts of at least \$500,000 per injury and \$1,500,000 per occurrence. The policy shall name the City of Big Lake as an additional insured “as their interest may appear”.

**Insurance Company:** \_\_\_\_\_ **Policy #:** \_\_\_\_\_

(I) (We) the undersigned, hereby apply to use facilities owned or operated by the City of Big Lake for the above event. The applicant shall comply with all applicable laws and ordinances, codes, and regulations of other governmental agencies. As the sponsor or authorized representative, I certify that the information provided is true to the best of my knowledge and agree to pay the application fee for this event based upon the information provided in this application. I realize my submission of this application constitutes a contract between myself and the City of Big Lake and is a release of liability.

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

\_\_\_\_\_  
Date

# SPECIAL EVENT PERMIT APPROVALS

NAME AND TYPE OF EVENT: \_\_\_\_\_

DATE AND TIME: \_\_\_\_\_

---

## 1. POLICE DEPARTMENT

Approved by: \_\_\_\_\_  
*Signature* *Title* *Date*

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 2. FIRE DEPARTMENT

Approved by: \_\_\_\_\_  
*Signature* *Title* *Date*

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 3. BUILDING DEPARTMENT

Approved by: \_\_\_\_\_  
*Signature* *Title* *Date*

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 4. PUBLIC WORKS DEPARTMENT

Approved by: \_\_\_\_\_  
*Signature* *Title* *Date*

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. SHERBURNE COUNTY SHERIFF'S DEPARTMENT**

Approved by: \_\_\_\_\_  
*Signature* *Title* *Date*

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. MN DEPARTMENT OF NATURAL RESOURCES (DNR)**

Approved by: \_\_\_\_\_  
*Signature* *Title* *Date*

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. CITY CLERK**

Approved by: \_\_\_\_\_  
*Signature* *Title* *Date*

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FINAL APPROVAL AND SIGN OFF**

\_\_\_\_\_  
*Signature* *Title* *Date*

---

**Office Use Only**

---

Check “√” as completed or use “N/A” (Not Applicable) where appropriate:

- \_\_\_ 1. Final check has been made of application requirements.
- \_\_\_ 2. Event is approved by City Council.
- \_\_\_ 3. All required permits are issued and on file.
- \_\_\_ 4. Refundable clean up fee has been paid.
- \_\_\_ 5. Insurance Certificate and Hold Harmless Agreement is on file with application.
- \_\_\_ 6. Surety Bond is on file to secure payment for applicant’s obligation to the City.
- \_\_\_ 7. Application is complete.
- \_\_\_ 8. Special conditions are attached.

---

**REVOCATION**

The City Council may revoke a Special Event Permit if the conditions set forth in the permit application are not being followed.

**PERMIT IS HEREBY REVOKED.**

---

*Signature*

*Title*

*Date*

Reason(s) for revocation:

---

---

---

---



**2016 FEE SCHEDULE**  
 Adopted: December 09, 2015 (effective Jan. 1, 2016)  
 Amended: February 24, 2016

Code	Description	Amount
<b>GENERAL FEES:</b>		
Administrative Citations		
140.07	1st Offense	\$ 75.00
	2nd Offense within 12 months of most recent similar offense	\$ 150.00
	3rd Offense within 12 months of most recent similar offense	\$ 300.00
Alcohol Beverage Tasting Event Fee		
	Alcohol Beverage Tasting Event - Lake Liquors - Two (2) hour limit- Per hour fee	\$ 75.00
Animal Licensing		
380.02	Dog License - lifetime	\$ 10.00
310.01	Dangerous Dog Registration	\$ 300.00
Adult Use		
380	Adult Use/Principal - per year	\$ 1,000.00
	Adult Use/Accessory - per year	\$ 2,000.00
Assessments		
	Assessment Searches/Utility Billing History Search - Per Tax Parcel	\$ 25.00
	Delinquent Account Certification Fees - Per Tax Parcel	\$ 20.00
	Delinquent Account Certification interest - Per Tax Parcel	6.00%
	Snow Removal Violation plus contractor invoice - Per Property	\$ 163.00
	Weed/Grass Violation plus contractor invoice - Per Property	\$ 196.00
	Administrative fee for Developer- Requested Chapter 429 Improvement Bonding Projects	1.00%
Collection		
	Recovery Service Fee	\$ 20.00
Compost Site - Municipal Recycling Board (MRB)		
MRB	Commercial User Fee - 1st card - (windshield stickers) per calendar year	\$ 500.00
	Commercial User Fee additional access cards - (windshield stickers) per additional card per year	\$ 250.00
	Sherburne County Residential User one per family	No Fee
	Electronic Key-Card Replacement Fee	\$ 5.00
	Non Sherburne County Residents will no longer be able to utilize Sherburne County Sites	Not Allowed
Dock License		
560.03	Dock License per year	\$ 350.00
Document Services - (includes sales tax)		
	Binded Big Lake City Code Book	\$ 50.00
	Comprehensive Plan	\$ 50.00
	Copies - letter size (8.5" x 11") per sheet	\$ 0.25
	Downtown Design Standards	\$ 5.00
	Map - Plat 11" x 14"	\$ 1.00
	Park Plan	\$ 15.00
Events Permits		
	Event Permit Review Fee	\$ 25.00
	In addition to the fee for the permit review, additional cost for police, clean up, deposit or incidental expenses may be charged	
False Alarm Fee - Alarm System		
325	1st violation within calendar year - waived	waived
	2nd violation within calendar year - waived	waived
	3rd violation within calendar year - waived	waived
	4th violation within calendar year	\$ 50.00
	5th violation within calendar year	\$ 100.00
	Further violations within calendar year	\$ 200.00
Farmers Market		
	Farmers Market Application Fee - per year	\$ 75.00
Fireworks		
396	Fireworks permit application fee	\$ 25.00



# CITY OF BIG LAKE

## Park/Facility Rental Agreement

### City of Big Lake

Public Works Department  
160 Lake Street North  
Big Lake, MN 55309  
763-263-2268  
mike@ci.big-lake.mn.us  
www.biglakemn.org

### CITY HALL OFFICE HOURS

Mon—Fri: 8:00 a.m. to 4:30 p.m.

### APPLICANT INFORMATION

Date of Application \_\_\_\_\_

Person Responsible \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

### PARK LOCATION INFORMATION

Park Shelter Location Being Reserved \_\_\_\_\_

If Lakeside Park: Upper Shelter  Lower Shelter

Reservation Date \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Approximate Attendance No. \_\_\_\_\_

Purpose \_\_\_\_\_

Will you need electricity? Yes  No

Type of Activity \_\_\_\_\_



Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Signature indicates applicant has reviewed and agrees to the terms and conditions on the backside of this form.

\*\*\*for office use only\*\*\*

Staff person accepting application: \_\_\_\_\_ Date application submitted: \_\_\_\_\_

Date Application sent to Public Works \_\_\_\_\_ \$30.00 Registration Fee Paid

Payment Type [circle one]: CC / CHECK (# \_\_\_\_\_) / CASH

Payment Made [circle one]: At City Hall -or- Online

Public Works Director Signature (or designee) \_\_\_\_\_ Date: \_\_\_\_\_

(APPLICATION IS NOT APPROVED UNTIL SIGNED BY PUBLIC WORKS DIRECTOR OR DESIGNEE)

Rules and Regulations listed on backside of application form →

# FACILITY RENTAL AGREEMENT

## RULES AND REGULATIONS FOR USE OF CITY PROPERTY

- The City reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activities on City property. The City shall not be responsible for interruptions of the use of facilities listed in this Agreement for reasons beyond its control, and reserves the right to cancel this permit for reasons of public safety or convenience.
- The applicant represents and agrees that they have read and understand the information regarding the use of this City of Big Lake facility, including cancellation procedures, liabilities and responsibilities assumed, times, and curfews.
- Specifically, and without limiting the generality of the foregoing, the holder of this permit agrees to save, defend and hold harmless the City of Big Lake for damages to City personnel, facilities, equipment or other City property, or to the property and/or person of any third party resulting from the use authorized hereby. The City shall not be liable for death or injury of any such person occurring as a result of the use of the facilities authorized hereby.
- The individual signing this request must be a competent adult (21 years of age or older) and agree to abide by all City codes and policies.
- Rental fee must be paid at the time of request. Rental form must be signed and submitted to the City.
- A Facility Rental Agreement will be sent to the applicant confirming approval of request.
- No refunds will be issued.
- Set up and Clean up are the full responsibility of the individual or organization renting the facility.
- Agreement is only for rental of Shelter areas. The rest of the park area shall remain open to the public.
- Every group must be under competent and adequate adult (21 and older) leadership. Adult supervisors are required to remain with the group at all times and are responsible for the group's conduct.
- **DISORDERLY CONDUCT OF ANY KIND IS STRICTLY PROHIBITED.**
- The individual signing the use request assumes full responsibility for any damages to the shelter/equipment.
- The City will not be held liable for loss, damage, injury, illness, or expense incurred in connection with the use of the City facility under this agreement.

### AVAILABLE SHELTER INFORMATION

#### LAKESIDE PARK FACILITIES

Address: 101 Lakeshore Drive  
 Hours Open: 5:00 a.m. to 10:00 p.m.  
 Parking Fee's at Lakeside Park will apply.  
 Park Regulations Apply.

##### Facilities:

- 12.4 acres
- Picnic area
- Beach
- Playground structure
- 3 volleyball courts
- Skate Park
- Basketball court
- Boat launch
- Fishing pier
- 2 Shelters
- Parking lot
- Picnic tables
- Restrooms
- Grills
- Dock
- Water fountain
- Horseshoe Pits
- No pets allowed



#### WRIGHT'S CROSSING PARK FACILITIES

Address: 514 Forest Road  
 Hours Open: 5:00 a.m. to 10:00 p.m.  
 Parking is limited.  
 Park Regulations Apply.

##### Facilities:

- 3.1 acres
- Playground structure
- Swings
- Volleyball court
- Gazebo
- Picnic tables
- Parking lot
- Satellite rest room
- Benches

