

(2025) Special Event Permit Application

Complete this application in accordance with the City of Anoka's Special Events Policy and return it to the Administration Department, attention Communications Manager, at least 60 days prior to the start date of the proposed event. There is a \$225 non-refundable application fee due with the application. Additional fees may be charged based upon the type of event and City services required. A permit application is required for both annual (renewing) and new events. By submitting this permit application, you and/or your organization agree to the terms outlined in the Special Events Policy and all other ordinances, laws, and City requirements which may apply to this special event.

Special Event Name:

Name of Applicant and/or Organization:

If the organization is a non-profit, a copy of the 501(c)3 statement must be attached.

Event Contact

Name: _____ Email: _____
 Telephone: _____
 Address: _____

Organizer Category *(reference attached Special Event Permit Policy)*

City Co-Sponsored For-Profit Entity Non-Profit Organization Other (explain)

Designated Special Event Area

Review the Designated Special Event Areas attached. Select one of the following where the event will take place.

Area A Area B Area D Other - Park or Trail *(park permit required)*
 A-1 A-2 A-3 A-4 A-5 Area C Area E
 C-1 C-2 C-3 Park or Trail Name: _____

Event Informationn

One Time Event First Annual Event Annual Event (renewal)

Event Date: _____
 Event Hours: _____ Purpose of Event _____
 Set Up Time: _____
 Tear Down: _____ Event admission fee? No Yes Expected Attendance (#) _____

Site plan layout and details attached *(aerial with layout of all equipment, booths, tents, parking, emergency routes, etc.*

Event Description - *provide a detailed description of ALL activities that will take place (add additional page(s) as needed).*



Will there be food/beverage sold/served at event?	No	Yes	<i>(attached copy of your Anoka County food/ beverage license).</i>
Will there be alcohol sold/served at event?	No	Yes	<i>(contact the City Clerk for licensing).</i>
Will there be gambling (raffles, pull-tabs, bingo, etc.)?	No	Yes	<i>(attach copy of State of MN gambling license).</i>
Are you requesting street closures?	No	Yes	If yes, which street(s):
Providing Restrooms?	No	Yes	How many? Company Name:
Amplified Sound?	No	Yes	
Trash & Recycling Service?	No	Yes	Hauler Name:
Need Use of City Utilities?	No	Yes	<i>(additional fees may be charged for electrical and water usage)</i>

Event Security & Emergency Plan

Applicant will maintain adult supervision of the event at all times. If it is determined by the Chief of Police, or designee, that there is a need for security at the event, I fully understand that the sponsoring entity will be responsible for paying such costs in a timely manner to the City of Anoka.

By checking this box, I agree to these terms.

If event security will be provided by the applicant, please explain the arrangements:

For Areas B, C, D & E:

Describe planned medical facilities/services?

Describe the type of emergency communications and plan you will be using outside of calling 911.

Indemnification Agreement, Insurance, and Security Deposit Information

The applicant hereby agrees to save, defend, hold harmless, and indemnify the City of Anoka and all of its officers, departments, agencies, agents, and employees (collectively the City) from and against any and all claims, losses, damages, injuries, fines, penalties, and costs, including attorneys' fees, charges, liability or other exposures, however caused, resulting from, arising out of, or in any way related to the applicant's/organization's event herein described and applicant's/organization's use of City property and/or right-of-way. Nothing herein shall have any effect on the City's right to assert any liability defense in accordance with Minnesota Statutes, Chapter 466.

The City, at its sole discretion, requires the Applicant to obtain liability insurance coverage(s) for the event. The Applicant must provide the City with a Certificate of Insurance showing proof of the required liability insurance(s). The City must be listed as an additional insured on all liability policies. Applicant's insurance shall act as the primary insurance coverage for any claims of loss covered by the insurance policy.

The City, in its sole discretion, requires the Applicant to obtain any or all of the following insurance coverage, in at least the coverage amounts contained herein:

1. Commercial general liability insurance or equivalent special event coverage protecting Applicant and City from claims for damages or bodily injury and property damage which may arise out of or in connection with the event's operation and use of City property or right-of-way. This general liability insurance policy shall be in an amount not less than \$1,000,000.00 per occurrence.
2. If Applicant will be using an automobile for any portion of the Applicant's event, Applicant must obtain automobile liability insurance in an amount not less than \$1,000,000.00 per occurrence. Such policy must include liability coverage for owned, non-owned, and hired automobiles.
3. If alcohol will be served or included in Applicant's event, Applicant must obtain liquor liability insurance in an amount not less than \$1,000,000.00 per occurrence.
4. A security deposit (fully refundable) is required and fee is based on the event area (*see Designated Event Area*).

The City reserves the right to modify these insurance requirements at its sole discretion based on the nature and scope of Applicant's proposed event.



Minnesota Data Practices Act

The Minnesota Data Practices Act requires that we inform you of your rights about the private data we are requesting on this form. Private data is available to you, but not to the public. We are requesting this data to determine your eligibility for a permit from the City of Anoka. Providing the data may disclose information that could cause your application to be denied. You are not legally required to provide the data however, refusing to supply the data may cause your permit to be denied. Your residence address, telephone number and email address will be considered public data unless you request this information to be private and provide an alternative address, telephone number and email address. Please sign below to indicate you have read this notice.

Signature:

Date:

Yes, I request that my residence address, telephone number, and email address listed on page 1 of this application be considered private data therefore, my alternative address, telephone number, and email address are as follows:

Address:

Telephone:

Email:

Acknowledgment - Signature & Date

(I) do hereby swear the answers in this application are true and correct to the best of my knowledge. I authorize the City of Anoka, its agents and employees, to obtain any necessary information and to conduct an investigation, if necessary, into the truth of the information set forth in this application and the qualifications for said permit. I do understand that providing false information shall result in denial of the special event permit. I fully understand that it is my responsibility to be familiar with and abide by the requirements of the City, which is detailed in the pertinent section of the Anoka City Code (provided with this application form and available on the City's website at www.anokaminnesota.com or upon request from the City Clerk and to be familiar with and abide by the laws of the County of Anoka and the State of Minnesota as they relate, in all/or in part to such permitted activity/this event.

I am authorized to sign on behalf of the organizing entity:

Yes

No

Applicant Signature:

Title:

Date:

Checklist

Application and all required documents, insurance, and payments are due at least 60 days prior to proposed event date. All payments may be made by check, cash, or credit card (via phone). A receipt will be provided upon request.

Completed Permit Application

Certificate of Liability Insurance

Permit Application Fee & Area Use Fee

Security Deposit

Non-Profit - 501c(3) form (as applicable)

Detailed Site Plan

Copy of Anoka County Food/Beverage License (as applicable) - contact Environmental Services at 763-324-4260

Copy of City of Anoka Liquor License (as applicable) - contact City Clerk at 763-576-2712

Copy of State of MN Gambling License (as applicable) - contact <https://mn.gov/gcb/>

Revenue Sharing: For-Profit Entities are required to make a monetary donation to a nonprofit organization in the trade area. List the name, donation amount and percentage of gross revenue.

Nonprofit Beneficiary, Donation Amount, % of Revenue

Processing of Application

All new event permit applications received with required documents and payments, will be reviewed by multiple city staff, who will respond to the applicant with any questions and/or a meeting will be scheduled with the applicant. If city staff approves all of the details and the application, it will then be provided to the Anoka Business & Landowners Association for questions and review. Next, it will be presented to the City Council for their final approval. It is recommended for all new events, the applicant or its appointed designee attend the City Council meeting to promote the event and answer any questions.

City Contact:: Pam Bowman, Communications Manager | 763-576-2725 | pbowman@ci.anoka.mn.us



Designated Areas Estimated Capacities

- A1 = <800 people
- A2 = <600 people
- A3 = <800 people
- A4 = <600 people
- A5 = <600 people

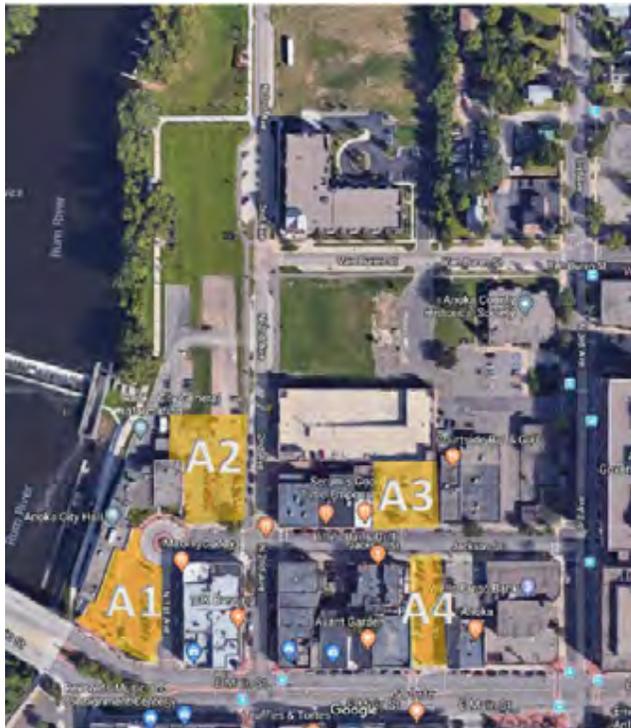
AREAS A1-A4

- A1 - City Hall River Plaza <800 ppl
- A2 - City Hall East Parking Lot <600 ppl
- A3 - North Lot off Jackson St. <800 ppl
- A4 - South Lot off Jackson St. <600 ppl

AREA A5

- A5 - <600 ppl
- 1900 block of 3rd Ave
- City surface parking lot

- Requires minimal city resources and no road closures
- \$330 area use fee (includes city closure of lot w/barricades & signage)
- \$250 security deposit
- Additional fees possible dependent on event details

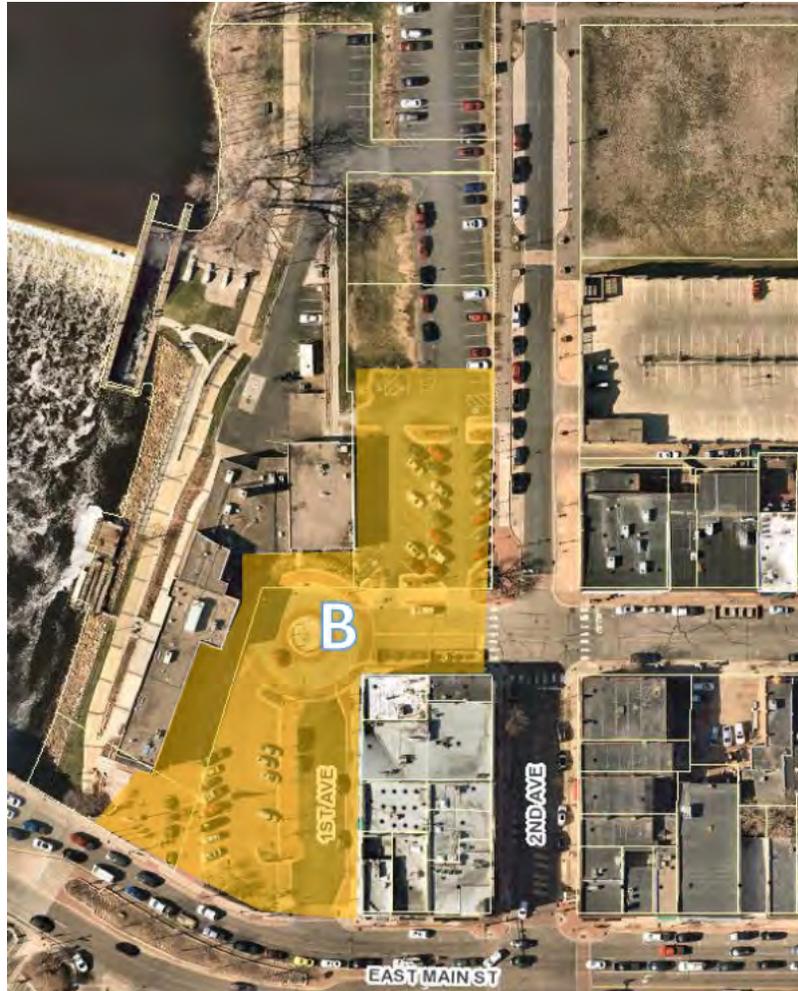


Designated Areas

AREA B

Estimated capacity: <3500 ppl
City Hall River Plaza and East Parking Lot

- Requires minimal city resources and closures
- \$550 area use fee (includes type 3 road closure sign for 1st Ave, barricades, signs & lot closures)
- \$500 security deposit
- Additional fees possible dependent on event details



Designated Areas

AREA C1

Estimated capacity: 5,000-10,000 ppl
City Hall River Plaza and Riverfront
Memorial Park/Rum River Trail

- Requires maximum city resources and extensive road closures (3+ roadway points of access closed)
- \$1,100 area use fee
- \$500 security deposit
- Additional fees possible dependent on event details



AREA C2

Estimated capacity: <500 ppl
2nd Ave between Main St & Jackson St

- Requires maximum city resources and extensive road closures (3+ roadway points of access closed)
- \$1,100 area use fee
- \$500 security deposit
- Additional fees possible dependent on event details



Designated Areas

AREA C3

Estimated capacity: >3,000 ppl

Jackson Street from 2nd Ave to 3rd Ave, south surface (Main to Jackson)
and north surface lot

- Requires maximum city resources and extensive road closures (3+ roadway points of access closed)
- \$1,100 area use fee
- \$500 security deposit
- Additional fees possible dependent on event details



Designated Areas

AREA D

Estimated capacity: 10,000+ ppl

City Hall River Plaza, Riverfront Memorial Park & 2nd Ave. north to Harrison St.

- Requires maximum city resources and extensive road closures (3+ roadway points of access closed)
- Requires dragon teeth concrete barriers
- \$2,200 area use fee
- \$500 security deposit
- Additional fees possible dependent on event details



Dragon Teeth Concrete Barriers



Designated Areas

AREA E

Estimated capacity: 10,000+ ppl

City Hall River Plaza, Riverfront Memorial Park,
2nd Ave. from Main to Jackson, and Jackson from 1st to 3rd.

- Requires maximum city resources and extensive road closures (3+ roadway points of access closed)
- Requires dragon teeth concrete barriers
- \$3,300 area use fee
- \$500 security deposit
- Additional fees possible dependent on event details





Special Events Permit Contact Information

CITY OF ANOKA

Public Services

- Jon Holmes - 763-576-2922 | jholmes@ci.anoka.mn.us
- Lisa LaCasse – 763-576-2984 | llacasse@ci.anoka.mn.us
- Mark Anderson – 763-576-2921 | manderson@ci.anoka.mn.us

Police

- Captain Andy Youngquist – 763-576-2818 | ayoungquist@ci.anoka.mn.us
- Captain Tom Schneider – 763-576-2848 | tschneider@ci.anoka.mn.us

Fire

- Chief Ted Massicotte - 763-576-2861 | tmassicotte@ci.anoka.mn.us
- Asst. Chief Andrew Winkel – 763-576-2864 | awinkel@ci.anoka.mn.us

Electrical

- Neil Larson - 763-576-2906 | nlarson@ci.anoka.mn.us
- Del Vancura - 763-576-2917 | dvancura@ci.anoka.mn.us

Liquor License

- Liquor - Amy Oehlers, City Clerk – 763-576-2712 | aoehlers@ci.anoka.mn.us

Special Event Permit Application

- Pam Bowman – 763-576-2725 | pbowman@ci.anoka.mn.us

ANOKA COUNTY

Parking Ramp and Surface Lot on 3rd Ave (to reserve), contact:

Andrew Dykstra, Director Facilities Management & Construction
763-324-1903 | Andrew.Dykstra@anokacountymn.gov

Temporary Mobile Food Stand/Food Truck/Food Cart contact:

[Anoka County Environmental Services](#)

STATE OF MN

Gambling License (raffle, bingo, etc.)

- State of MN - <https://mn.gov/gcb/>