



SPECIAL EVENT PERMIT POLICY

I. Background.

This policy defines the standards, criteria and procedures for permitting special events on city property. Special events that have the ability to enhance community pride and a positive image, generate a positive economic impact, positive media exposure and visibility for the city are encouraged.

Special event means any event open to the general public, or at which tickets are sold, and held on public property or any other public right-of way requiring closure for the event.

II. Purpose and Objective.

The purpose of this policy is to promote the orderly, compatible and safe use of public property for temporary, one-time or annually occurring special events.

III. Organizer Category.

1. **City Co-sponsored.** A special event organized and conducted by a tax exempt nonprofit organization under section 501(c)(3) - (10) of the Internal Revenue Code that the City has elected to support through services, materials and/or through appropriation of funds within the city budget. This is typically an annual event that the City has determined is of general interest to the public and advances the City's public image.
2. **For-Profit Entity.** A special event organized and conducted by a business that does not qualify as a tax-exempt nonprofit organization under section 501(c)(3) - (10) of the Internal Revenue Code.
3. **Nonprofit.** A tax-exempt nonprofit organization under section 501(c)(3) - (10) of the Internal Revenue Code.
4. **Other.** Organizing entity that does not fit into any of the categories above.

IV. Designated Special Event Areas.

1. Area A (1-5). Varying capacities of 600 or 800 people.
2. Area B. Capacity up to 3,500 people.
3. Area C1. Capacity 5,000 – 10,000 people.
4. Area C2. Capacity up to 500 people.
5. Area C3. Capacity up to 3,000 people.
6. Area D. Capacity of 10,000+ people.
7. Area E. Capacity of 10,000+ people.
8. Other; Trails & Park Facilities
 - a. Use of city parks and trails should be limited to events under 500 people.
 - b. Attendance limits may be adjusted based on park location.

V. Terms and Specifications

A permit application must be submitted at least 60 days prior to the event date.

A special event permit is required for any event with the sole purpose of fundraising for a cause and/or an organization, or any event being organized by a for-profit entity.

A special event permit is required for all new and all annually recurring special events. Exempted events are listed under item VIII.

All new events will be permitted as single day events. Event set up is limited to the date of the special event. Additional fees will apply to events that request/require event area closures before or after the event date.

The applicant shall operate the special event only on those days and during the hours specified on the application.

Events held within the Social District boundaries are subject to all rules and regulations of the Anoka Social District.

VI. Event Application:

All applicants are required to provide the following information:

1. The name, address, telephone number and/or email of organization and event contact person.
2. Event date and timeline including hours of set up, event, and tear down.
3. Expected attendance.
4. Detailed site plan layout of event area.
5. Liability Insurance. Certificate of Insurance shall include coverage for individual injury.
 - a. \$1,000,000 coverage
 - b. City of Anoka must be listed as additionally insured
 - c. The League of Minnesota Cities may have resources available for liability insurance.
6. Damage Deposit required based on event area. Deposit amount is fully refundable with the amount established by city council.
7. Restrooms/Portable Toilet plan. Adequate sanitary facilities must be provided by the applicant, which are sufficient to accommodate the projected number of persons expected to attend the special event.
 - a. Minimum of 1 unit / 100 people for events less than 4 hours.
 - b. Minimum of 1 unit / 50 people for events longer than 4 hours.
8. Garbage and Recycling Plan
 - a. Contracted services for both garbage and recycling.
 - b. Responsible for emptying city refuse containers within event area at conclusion of event.
 - c. Must provide recycling weight slip to City within one week after event.

9. Stage, Structures, Tents.
 - a. Tents/structures over 400 square feet require a fire inspection.
 - b. Free standing tents preferred; additional fees may be required for tents requiring staking, or requiring set up/tear down more than 12 hours before or after an event date.
 - c. Stages/platform must be free stranding & comply with building code.
10. Sound / PA systems. Use of sound producing equipment shall comply with Section II of Anoka City Code.
 - a. Sound producing equipment, including, but not limited to, public address systems, musical instruments and other similar amplification devices, shall not be operated on the permitted location of the special event so as to be unreasonably loud or be a nuisance or disturbance to the peace and tranquility of citizens.
 - b. Use of sound/PA system must conclude by:
 - i. 10:00 p.m. Sunday – Thursday Events
 - ii. 1:00 a.m. Friday & Saturday Events
11. Utilities. Services may not be available based on the event area.
 - a. Potable Water
 - i. Hook up to potable water must be requested on event application.
 - ii. Applicant must provide their own hose/attachment.
 - iii. This service may require additional fees or meter deposit.
 - b. Electrical
 - a. Applicant shall specify number and types of appliances/apparatus requiring electrical services.
 - b. Applicant shall indicate number of pedestals and amperage needed.
 - c. Applicant must supply their own power cords, power strips, pedestrian and traffic safety covers for power cords, etc.
 - i. City parks typically have multiple 20 amp circuits.
 - ii. City parking lots may have both 20amp and 50amp circuits.
12. Food Sales. Contact Anoka County for food licensing requirements. If permit or license is required, a copy must be provided to the City prior to event date.
13. Alcohol Sales. Contact City Clerk for liquor license. A copy must be provided to the City prior to event date.
14. Gambling. Contact State of Minnesota for licensure requirements. If license is required, a copy must be provided to the City prior to event date.
15. Clean Up Plan. Applicant is responsible for all cleanup costs. Any extraordinary clean up performed by the City following the event will be charged to the applicant as identified in the master fee schedule.
16. Miscellaneous. Prior to the issuance of a permit, the Police Chief, Fire Chief, or their designee may impose the following conditions reasonably calculated to protect the health, safety and welfare of persons in attendance or of the citizens of the city.
 - a. Crowd Control. A fence or barrier to completely enclose the event location of a sufficient height and strength to prevent people from entering or exiting the event except through a specific entrance/exit. This requirement may be waived if the City Council determines a fence is not necessary for crowd control.
 - b. Security. The applicant shall employ at their own expense such security personnel as are necessary and sufficient to provide for the adequate security and protection of the

maximum number of persons in attendance at the special event and for the preservation of order and protection of property in and around the permitted location. No permit shall be issued unless the City's Police Chief is satisfied that such necessary and sufficient security personnel will be provided by the applicant for the duration of the special event.

- c. Fire Protection. The applicant shall, at their own expense, take adequate steps to ensure adequate fire protection as determined by the City's Fire Chief.
- d. Parking / Traffic Control Plan. A parking and traffic control plan for the number of persons projected to attend the special event may be required for events with attendance over 500 people. Such plan must be sufficient to ensure a free flow of traffic and make available rapid access for emergency vehicles.
- e. Severe Weather Response / Evacuation / Shelter. In the event of severe weather, the applicant shall establish a plan for notification of attendees, evacuation plan, and/or option for sheltering in place.
- f. Street Closure / Signage Plan. The applicant shall work with Public Services to develop a street closure and signage plan.
- g. First Aid / EMS Response. First aid facilities or medical services may be required to accommodate the projected number of persons to attend; excessive heat forecast for the event date may also trigger need for first aid facilities.

17. Waiver. The Anoka City Council may grant a waiver from the requirements of this article in any particular case where the applicant can show that strict compliance with this article would cause exceptional and undue hardship by reason of the nature of the special event or by reason of the fact that the circumstances make the requirements of this article unnecessary. Such waiver may only be granted when there will be no detriment to the public health, safety or welfare and when such waiver will not impair the intent and purpose of these regulations.

VII. Financial Impact.

All fees are established by the Anoka City Council. Applicable fees may include, but not be limited to, application fee, designated areas fees, and park rental fees.

The Anoka City Council has the authority to waive fees and/or recovery of costs, determine which special events the City will provide financial, material, labor or other support to, and to what extent.

The Anoka City Council may waive fees if the special event:

- Is free and open to the public, is nonpolitical, and serves a secular purpose;
- Enhances community pride and a positive image;
- Generates a positive economic impact for the city;
- Generates positive media exposure and visibility for the city;
- Demonstrates support for local charitable organizations.

All applicants for special events permitted by this article shall be required to pay for all costs incurred by the City to assist with the special event, including, but not limited to, equipment and materials costs, whether provided by the City or contracted by the City, over-time staff labor costs, security costs, electrical costs, etc. These costs are determined by City personnel. Payment of these costs are due within 30 days prior to the special event. Failure to pay these costs within 30 days of the special

event may void an annual permit or be cause for denial of a future special event permit, as determined by the Anoka City Council.

A for-profit entity shall provide revenue sharing to a local non-profit organization. Entity to determine donation amount based on estimated revenue received and shall indicate on special event permit the percentage of revenue to be donated.

The City Manager has the authority to determine which special events the City will provide financial, materials, labor or other support to, and to what extent.

VIII. Exempted Events.

1. This policy shall not apply to any events held on private property that do not require public closures or any level of city services, and the following types of event:
 - a. Any permanent place of worship, stadium, athletic field, arena, theater, auditorium, or fairs conducted pursuant to M.S.A. Ch. 38;
 - b. National Night to Unite events established through the City Police Department;
 - c. Lawful picketing on sidewalks;
 - d. Activities conducted by a governmental agency acting within the scope of its authority.
2. This policy shall not apply to the following annual events; however, detailed applications, liability insurance and site plans are required annually for the following:
 - a. Anoka Halloween Parades
 - b. Anoka Riverfest & Craft Show
 - c. Anoka Classic Car Show
 - d. Anoka Tree Lighting
 - e. City of Anoka organized events

This policy was created to help ensure that all details of proposed special events will be provided during the review process to include the information necessary in determining recommendation of the application, allowing for submittal to City Council for final approval.

Policy History

Initially Adopted: 2010-02

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