



LICENSING DIVISION
 1584 Hadley Avenue N
 Oakdale, MN 55128
 Phone: 651-730-2739
 Fax: 651-730-2820
 Email: licensing@ci.oakdale.mn.us
 www.ci.oakdale.mn.us

FOR OFFICE USE ONLY
NOTES:

SPECIAL EVENT PERMIT APPLICATION

Event Permit Applications for parades and 5K races must be submitted at least 30 days prior to the proposed date of the event. Event Applications for all other events must be submitted at least 60 days prior to the anticipated event. Incomplete applications or applications received after the deadline will not be accepted.

APPLICANT INFORMATION		
Applicant Name:	Phone:	
Cell Phone:	E-Mail:	
Company Name:	DBA Name:	
Address:		
City:	State:	Zip Code:
Cell:	Office:	Home:
Email:		
Applicant Contact Preference: <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Mail		

ADDITIONAL CONTACT INFORMATION
<p>Does this event have a co-sponsor? <input type="checkbox"/> No <input type="checkbox"/> Yes – if yes, please list:</p> <p style="margin-left: 40px;"> Name: _____ Company: _____ Phone: _____ Name: _____ Company: _____ Phone: _____ </p>
<p>List the person in charge of safety and evacuation for the event:</p> <p><input type="checkbox"/> Same as applicant listed above <input type="checkbox"/> Different from the applicant listed above – If different please list:</p> <p style="margin-left: 40px;"> Name: _____ Phone: _____ Cell: _____ </p>
<p>Upon media and citizen inquiries about the event, please forward them to the following person:</p> <p><input type="checkbox"/> Same as applicant listed above <input type="checkbox"/> Different from the applicant listed above – If different please list:</p> <p style="margin-left: 40px;"> Name: _____ Phone: _____ Cell: _____ </p>

EVENT INFORMATION
Event Name:
Location Name:
Location Address:
Route / Area to be used:
Total Anticipated Attendance:

Event Date / Time:

Set up Date: _____

Set up Time: _____

Event Start Date: _____

Event End Date: _____

Event Start Time: _____

Event End Time: _____

Clean up Date: _____

Clean up Time: _____

Detailed Description of Event: *(List any street(s) requiring closing or detours as a result of this event. Include street name(s), date and time of closing and reopening)*

EVENT QUESTIONS

NO YES Will there be a charge for admission? If yes, how much?

NO YES Will there be any amusement or animal rides? If yes, list

Company: _____

Description of animals: _____

Description of safety precaution for people and animal interaction:

* A certificate of liability insurance must be submitted with this application.

Additional requirements:

- Daily ride safety inspections must be conducted
- Ride operators must be trained
- Emergency equipment must be available for rescues

NO YES Will there be any inflatables? If yes, an insurance certificate is required from the rental vendor.

NO YES Does the event involve moving floats or marching groups? If yes, how many?

NO YES Will there be temporary fencing? If yes, what type?

NO YES Will there be entertainment? If yes, what type?

NO YES Will sound amplification be used? If yes, hours and type?

NO YES Will a light show or laser be used? If yes, describe:

NO YES Will there be a fireworks display? If yes, the applicant must contact the Oakdale Fire Department and apply for an ariel fireworks license.

NO YES Does the event take place in an Oakdale park and use of city park equipment is required such as shelter, bandshell, kitchen facilities, etc.? If yes, a reservation must be made with the Oakdale Parks and Recreation Department. (651) 747-3860.

NO YES Will a tent or canopy be used?

If yes,

List Dimensions: _____

Flame / Wind speed of tent capable of withholding: _____ (attach certificate)

<input type="checkbox"/> NO	<input type="checkbox"/> YES	<p>Will merchandise / food be sold? If yes, how many vendors expected? _____ Description of merchandise / food: _____</p>
<input type="checkbox"/> NO	<input type="checkbox"/> YES	<p>Will food be prepared on site? If yes, description of food _____ Description of cooking equipment: _____</p> <p>Additional Information: <i>A license must be obtained from Washington County Public Health & Environment for food events that are open to the public. The license certificate must be displayed at the point of sale during the entirety of the event.</i></p> <p>Or, if the applicant is a licensed food establishment: <i>The establishment is allowed to prepare food for an outdoor event on their property a maximum of 3 times per year and does not need to obtain a special event license. However, the establishment must inform Washington County Public Health & Environment in advance regarding the planned event.</i></p>
<input type="checkbox"/> NO	<input type="checkbox"/> YES	<p>Will alcohol be sold or served?</p> <p><i>If yes, complete a Temporary On-Sale Liquor License application and submit a fee of \$10 (to qualify for a temporary liquor license the applicant must be a club or charitable, religious or non-profit organization in existence for at least three years)</i></p> <p><i>Or, if the applicant is an Oakdale liquor license holder: Submit a Certificate of Liquor Liability Insurance to include the event location - Submit a letter from the property owner authorizing the event</i></p>
<input type="checkbox"/> NO	<input type="checkbox"/> YES	<p>Does the applicant expect a large number of vehicles to be parking on the street or in a parking lot(s)?</p> <p>If yes, a Temporary On-Street Parking Application must be completed and submitted to the Oakdale Police Department.</p>
<input type="checkbox"/> NO	<input type="checkbox"/> YES	<p>Will there be private security on site?</p> <p>If yes, list company name: _____ Phone: _____ Number of security personnel that will be on site: _____</p>

SAFETY AND EVACUATION PLAN

Description of the cleanup plan both during and after the event:

Description of parking and traffic control plan:

Description of crowd control plan:

Description of emergency plan (severe weather, fire, etc.): to include but not limited to a description of emergency escape routes, evacuations points, the preferred and any alternative means of notifying occupants of a fire or emergency, procedures for accounting for employees and occupants after evacuation, etc.

Notes or special requests to the City:

Standby Personnel

When, in the opinion of the Oakdale Fire Code Official, it is essential for public safety in a tent, canopy or membrane structure used as a place of assembly or any other use where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall employ one or more qualified persons, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted. A fee may be required.

Attach a Site Plan

A detailed site plan is mandatory for all events. Please provide a map of the site layout. Include any tables, stages, tents, fencing, portable rest rooms, vendor booths, trash containers, exits, entrances, location of cooking equipment (grills, fryers, propane tanks), generators, etc. If the event involves a parade, race or walk, please attach a route map highlighting the route. Include rest stop stations, crossings, signage and indicate the route direction with arrows.

APPLICANT SIGNATURE

Any misrepresentation in this application may result in the immediate revocation of the permit.

I hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief and that I have read, understand, and agree to abide by the State of Minnesota statutes and the City of Oakdale's ordinances and regulations governing this proposed Special Event.

Signature of Applicant

Date

FOR OFFICE USE ONLY

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	PM:	#:	AMT:
	PM:	#:	AMT:
	PM:	#:	AMT:

SPECIAL EVENTS PERMIT FEE SCHEDULE

(Fees may vary depending on the size and the different needs of each event)

ADMINISTRATION DEPARTMENT					
DESCRIPTION		FEE			
Liquor License	Temporary Liquor License. Need at least 30 days' notice.	\$10			
FIRE DEPARTMENT					
DESCRIPTION		FEE			
Inspection	Tent, Cooking Equipment	\$120			
POLICE DEPARTMENT					
DESCRIPTION		FEE			
Police Officers	(Hourly contract overtime rates)				
	Churches and Schools	\$73.50 / hr.			
	Commercial and all others	\$94.50 / hr.			
Keg Permit	Need at least 10 days' notice	No Fee			
PUBLIC WORKS DEPARTMENT					
DESCRIPTION		FEE			
Damage Deposit		\$300.00			
FIELD & COURT RENTAL					
Oakdale Resident	Field Only (per field, per day)	\$60.00			
	Field w/ Garbage & Restroom (per field, per day)	\$17.00			
	Extra lighting	\$25.00			
Non-Resident	Field Only (per field, per day)	\$90.00			
	Field w/ Garbage & Restroom (per field, per day)	\$17.00			
	Extra lighting	\$25.00			
ADDITIONAL FEES <i>(if applicable)</i>					
Workers	(Hourly contract overtime rates, 2 hour minimum call out)				
	Garbage and satellite restroom cleaners/handlers	\$45.00 / hr. (approximately)			
	Satellite cleaning per unit, per day	\$20.00			
Satellite Restroom	(One is required per 500 people and the first satellite restroom is required to be handicap accessible).				
	1 regular unit	\$50.00			
	1 handicap accessible unit	\$125.00			
Garbage Disposal	5 yard dumpster (Depending on the size of the event, a larger dumpster may be needed)	\$150 / 5 yard dumpster			
	Chalk (Per bag)	\$5.00			
Turface	Quick & Dry (per bag)	\$8.00			
	Dragging the Field (per field)	\$45.00/ hr. (2 hr. minimum)			
RECREATION DEPARTMENT					
PAYMENT: Due at time of reservation.					
REFUNDS: Not given within 14 days of event date or for bad weather <i>(Refunds by check may take up to four (4) weeks to receive).</i>					
AMPHITHEATER					
DESCRIPTION <i>(Process on Discovery Center Reservation Form)</i>	FEE	STATE TAX	COUNTY TAX	TOTAL	
With Discovery Center Rental	\$50.00	\$3.44	\$0.13	\$53.57	
Without Discovery Center Rental	\$75.00	\$5.16	\$0.19	\$80.35	
FACILITY *					
Oakdale Resident	Small Shelter	\$50.00	\$3.44	\$0.13	\$53.57
	Large Shelter	\$100.00	\$6.88	\$0.25	\$107.13
	Large Shelter/Kitchen **	\$225.00	\$15.47	\$0.56	\$241.03
	Kitchen Security Deposit	\$300.00	N/A	N/A	\$300.00
	Walton Park – Bandshell Package ***	\$400.00	\$27.50	\$1.00	\$ 428.50
Non-Resident	Small Shelter	\$65.00	\$4.47	\$0.16	\$ 69.63
	Large Shelter	\$150.00	\$10.31	\$0.41	\$160.72
	Large Shelter/Kitchen **	\$250.00	\$17.19	\$0.63	\$267.82
	Kitchen Security Deposit	\$300.00	N/A	N/A	\$300.00
	Walton Park – Bandshell Package ***	\$550.00	\$37.81	\$1.39	\$589.20

* ALCOHOL IN PARKS – Beer or liquor permitted, but may not contain more than 3.2% alcohol by weight.

** North Shelter uses West Kitchen / South Shelter uses East Kitchen

*** Walton Park – Bandshell Package includes Bandshell / Two Large Shelters / Kitchen Facilities