

EVENT DETAILS

NO YES AMUSEMENT RIDES, ANIMAL RIDES, INFLATABLES, TENTS / CANOPIES

If yes to animal rides, please answer the following:
 Company: _____
 Type of animals: _____
 Description of safety precaution for people and animal interaction:

If yes to amusement rides, the following are required:
 - Please contact staff at 651-730-2739 for an Affidavit of Inspection form to be completed and filed with the City of Oakdale and the property owner.
 - Emergency equipment must be available for rescues.

If yes to tents / canopies, please list dimensions: _____ and attach a flame / wind resistance certificate.

Additional requirements for all amusement rides, animal rides, inflatables, and tents / canopies:
 Certificate of liability insurance must be submitted to the City of Oakdale. If event will be held on city property, the City of Oakdale must be named as additional insured. Please note that inflatables are prohibited at city parks.

NO YES PARADE - If yes, how many units? _____

NO YES ENTERTAINMENT - If yes, what type? _____

NO YES SOUND AMPLIFICATION (live music, speakers, microphones and etc.) – If yes, a noise variance may be needed. Please contact staff at 651-730-2704.

NO YES FIREWORKS / OTHER DISPLAY - If yes, the applicant must contact the Oakdale Fire Department at 651-731-8886 and apply for an ariel fireworks license.

NO YES VENDORS - If yes, how many vendors expected? _____

NO YES FOOD PREPARATION / SALE - If yes,
 Description of food _____
 Description of cooking equipment: _____

Additional requirement: Contact the Washington County Public Health at 651-430-6655 and city staff at 651-730-2739, to inquire about food service licenses.

NO YES ALCOHOL - If yes, contact staff at 651-730-2739 for a Temporary On-Sale Liquor License application
Additional requirement: 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; Or, if the applicant is an Oakdale liquor license holder, submit a Certificate of Liquor Liability Insurance to include the event location.

NO YES ON STREET PARKING – If yes, contact the Police Department at 651-738-1025 to apply for a Temporary On-Street Parking Permit.

NO YES SECURITY –
If yes, list company name: _____
 Phone: _____
 Number of security personnel that will be on site: _____

Or, If the applicant would like to request the Oakdale Police Department to provide assistance, please contact them at 651-738-1025 to learn more about their fees and services.

CLEAN UP, 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 Marshal, it is essential for public safety when a tent, canopy or membrane structure is used as a place of assembly or any other use where people congregate, because of the number of person, 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. Because of this reason, a fee may be required. To learn more, please contact the Fire Department at 651-731-8886.

Attach a Site Plan

A detailed site plan must be submitted to the City 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 map highlighting the route. Include rest stop stations, crossings, signage and indicate the route direction with arrows.

Attach a Covid-19 Preparedness Plan

For more guidance and information, please visit the Minnesota Employment and Economic Development page at: <https://mn.gov/deed/newscenter/covid/>

APPLICANT SIGNATURE

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

***Electronic Signature:**

 Please type your full name

 Date

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above statement.