

May Township

Special Event Permit Application

P.O. Box 60 | Marine on St. Croix | Washington County | Minnesota 55047
651-439-1706 | bobbi@townofmay.org

An application must be submitted at least 60 days in advance of the date of the event

Event Organizer Name: _____ Event Name: _____

Event Organizer Email: _____ Phone Number: _____

Date of Event: _____ Hours of Event: _____

Will there be a set-up/take-down time required: _____ If so, when: _____

Approximate Number of participants: _____ Is this an annual event: _____

Type of Event (*check one*)

ATHLETIC EVENT: A scheduled and registered event or gathering of persons for physical exertion that moves from on location to another location. (including biking running, walking, skiing). All athletic events that start, traverse, and/or finish in the town.

PARADE: Any procession or motorcade, consisting of persons, animals, vehicle on any public grounds within the town that interferes with the normal flow or regulation of traffic. Not including funeral processions.

PUBLIC EVENT: Any public non-commercial event hosted by a property owner on a specific parcel of land. (including sports tournaments or water access events) Not including social gatherings, private parties or athletic events in public parks.

Will the event require or use any of the following? (*please answer yes or no to each*)

Firearms: _____ Sound amplification: _____ Portable restrooms: _____

Pyrotechnics: _____ Musical entertainment: _____ Waste/recycling: _____

Fireworks: _____ Animals: _____ Parks: _____

Tents/canopies: _____ Temporary Structures: _____ Parking restrictions: _____

Propane: _____ Food Service/Vendors: _____ Security: _____

Power generation: _____ Alcohol/Liquor: _____ Entertainers: _____

General Description of Event: (*please include names and contact information for any security personal, food vendors and/or entertainers*). _____

A MAP OF THE PROPOSED RACE ROUTE AND DETOUR ROUTE MUST ACCOMPANY THIS APPLICATION

REVIEW. The application shall be referred to the Town Board for review of the contents of the application and for recommendation as to matters of public safety.

PERMIT PERFORMANCE STANDARDS AND CONDITIONS. If the Special Event does not occur completely within a public roadway or on another publicly-owned property, the organizer must distribute a notice to all properties immediately adjacent to the event location. A copy of the notice should be included with the application. The notice shall include:

1. Name of the event
2. Location of the venue
3. Date of the event
4. Time of the event
5. Contact information for questions

- A. The Town Board may issue the permit with such conditions and requirements as are necessary to protect the safety and rights of the public including the requirement that private security personnel, contracted police services, and/or emergency medical technicians be employed by the permittee in the conduct of the event.
- B. The applicant shall be responsible for clean-up, proper disposal of garbage and trash, and restoration of the special event site or route to the same condition as existed prior to the event. The applicant shall be responsible for the reasonable costs incurred by the Town for clean-up, proper disposal of garbage and trash, and restoration of the special event site.

FEES

- A. A non-refundable permit fee in an amount set by the Town Fee Schedule shall be made to the Town Clerk at the time the application is made.
- B. The applicant shall submit a refundable deposit to cover any costs incurred by the Town for clean-up, police services, or other costs generated by the event. The minimum deposit should be an amount set by the Fee Schedule. The Town Clerk may increase the deposit based on the nature of the event.
- C. Multi-day Special Events will require a permit and permit fee for each day of the event as set forth in the fee schedule and shall be considered an event for each scheduled day.
- D. All costs incurred as a result of the event shall be reimbursed in full to the Town by the applicant or sponsoring organization within 30 days of receipt of an itemized invoice from the Town.

Special Event Permit	\$500 plus \$500 escrow*
Special Event Deposit	\$1000

*Escrow may be increased by the Town Clerk for certain events

DENIAL OF APPLICATION. A permit may be denied based upon a determination that:

- A. The event may seriously endanger public safety;
- B. The event may seriously inconvenience the general public;
- C. The event may unreasonably infringe upon the rights and quietude of other property owners;
- D. The event may conflict with another proximate event or interfere with construction or maintenance work;
- E. Sufficient parking near the site of the event has not been provided to accommodate the number of vehicles reasonably expected, or the applicant has not provided a plan that is sufficient to shuttle visitors to and from the event;
- F. The event lacks sufficient sanitation, security personnel, first aid, or other safety precautions;

- G. The applicant failed to complete the application form after being notified of the additional information or conditions required;
- H. The applicant cannot meet or is unwilling to meet, or has a demonstrated history of not meeting the requirements of this ordinance;
- I. Other issues in the public interest were identified by the Town Clerk;
- J. Failure to prepay fees.
- K. The applicant or property has hosted one other event during the calendar year.
- L. The proposed event is a violation of the Town Code or Town Zoning Ordinance.
- M. The proposed event is commercial in nature.

EXEMPTION FROM PERMIT. The Town and groups authorized by license from the Town to use public parks and facilities for their intended purpose shall be exempt from the requirements of this Article. Properties that are within the GB, General Business District and/or that are otherwise permitted via a conditional use permit or the Zoning Ordinance to host events are excepted from the requirements of this Article when the event is consistent with all applicable zoning standards and previously issued permits.

USE OF TOWN FACILITIES FOR SPECIAL EVENTS. Except for Special Events hosted by the Town and community groups with a license to use Town facilities for the intended purpose of said facilities, no special event may use Town facilities. Park facilities including parking are intended for public park use only and are not available for Special Events.

NOISE REGULATIONS. Each person who is issued a Special Event permit shall comply in all respects with all applicable noise and nuisance provisions of the Town Code. Additionally, the noise produced by the event shall not disturb the peace and quietude of neighboring residential property owners or residential tenants.

REVOCAION. Any Special Event permit issued by the Town may be suspended or revoked upon a finding that the permittee, during the term of the permit, failed to comply with:

- A. Any provision of this ordinance;
- B. Any directive or order issued by a law enforcement officer;
- C. Any condition imposed upon the issuance of the permit;
- D. Any term, restriction, or provision stated upon the permit; or
- E. Any applicable federal or state statute, administrative rule, or city or county ordinance.

PENALTY. Any person who violates any provision of this Chapter is guilty of a misdemeanor and shall, upon conviction thereof, be punished according to law. Each act of violation and each day a violation occurs or continues constitutes a separate offense. In all cases the Town shall be entitled to collect its enforcement costs as permitted by law.

OFFICE USE ONLY

Clerk/Treasurer Received: _____

Town Board Approval: _____

Notes: _____

SPECIAL EVENT PROVISIONS

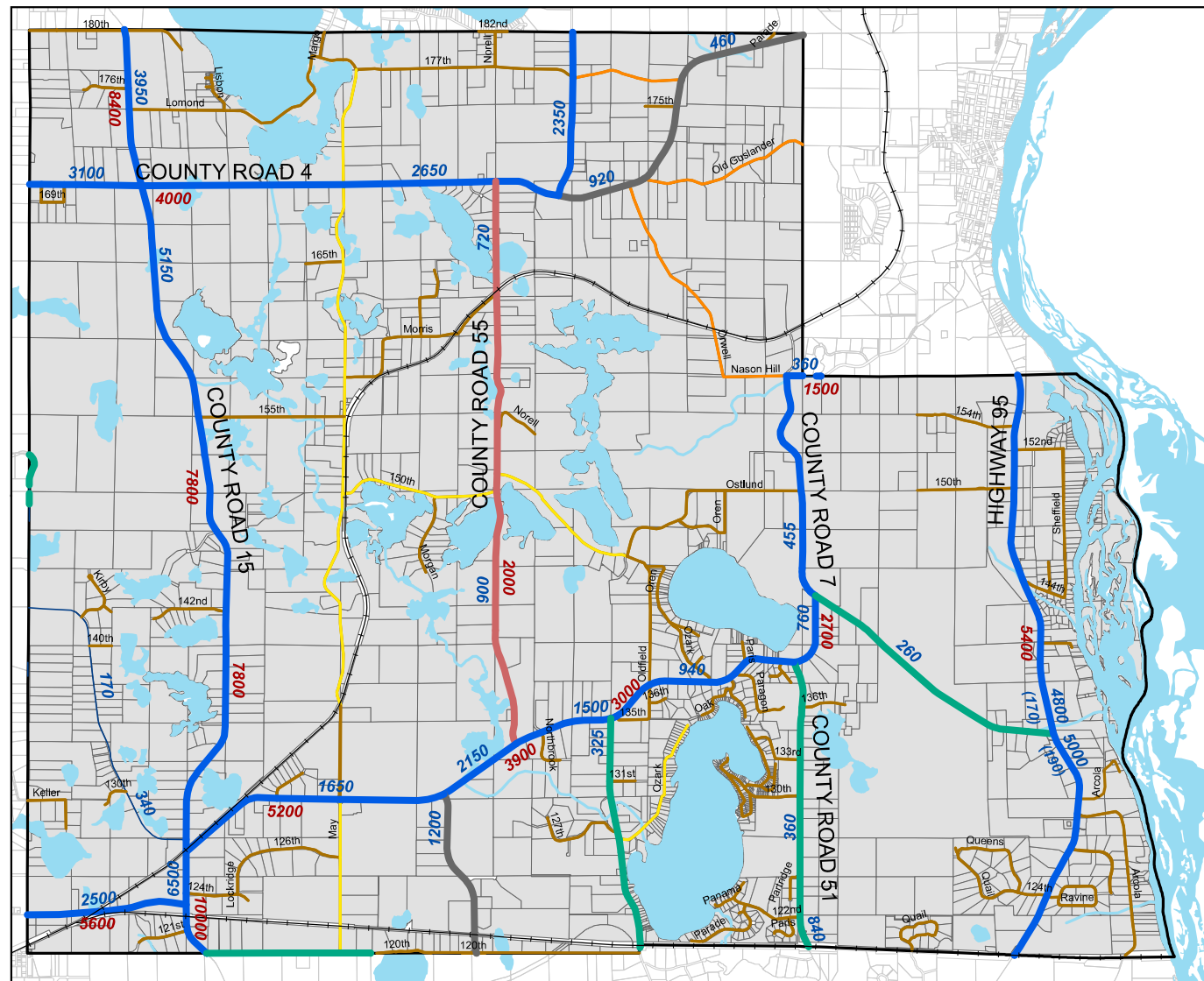
1. No special events shall be held or conducted between the hours of 10:00 p.m. and 9:00 a.m.
2. No special events shall utilize a Township public roadway that is deemed to be a Rustic or Scenic Road.
3. No more than two special event permits may be granted in any three-month period. Not two events may occur on the same day. The events shall be granted in the order of the receipt of the permit application.
4. All participants and event officials shall obey all Minnesota and Local laws pertaining to the use of highway rights-of-way.
5. There shall be no signed changes to yield or stop conditions at any intersections along the route.
6. No stands, buildings, tents, or other encroachments will be permitted within the township right-of-way unless specifically noted in the permit application and map.
7. The use of spray paint on roadways, telephone poles and trails are prohibited, except for temporary chalk-based material. All temporary signage for event will be allowed during the event period only. Permanent road signs shall not be removed or covered with event signage.
8. This permit does not in any way relieve the Applicant/Organization of liability for damages caused to the road or resulting from traffic accidents that may in any way be related to the permit. All damages, claims, or adjustments shall be the responsibility of the Applicant/Organization.
9. The Event Coordinator listed on the front page shall monitor the event to ensure the safety of participants and spectators. This person shall be available during the event should Washington County Sheriff's Department, May Township officials or staff have concerns with the safety aspects of this event.
10. This permit cannot be assigned, transferred, or subcontracted to others without written consent of May Township.
11. The Event Coordinator shall be responsible for all necessary street cleaning to May Township's satisfaction.
12. The Applicant/Organization agree to indemnify, save, and hold harmless May Township and all its agents and employees from all suits, actions and claims of any character brought because of injuries of damages received or sustained by any person, persons, or property on account of any problems, accidents or other issues associated with the event.
13. Permission from state, county, cities and/or townships is required for roads under their jurisdiction.
14. Other: _____

I/We, the undersigned, herewith accept the terms and conditions of the regulations of May Township's Board of Supervisors and agree to fully comply therewith to the satisfaction of the May Town Board. In consideration of May Township's approval granted herein and by signing below, the Applicant/Organization shall indemnify, hold harmless and defend May Township, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which May Township, its officers or employees may hereinafter sustain, incur or be required to pay, arising out of or by reason of the permitted activity and or use of road right-of-way including, but not limited to any negligent or willful act or omission of the Applicant/Organization, its agents, servants, employees, business invitees or guests or of any other parties.

Dated: _____

Requested By: _____

Permittee Signature & Title of Authority



Roadway Functional Classification



May Township 2040 Comprehensive Plan

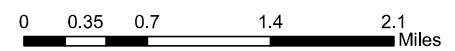
MnDOT Functional Class Roads

- A Minor Connector
- Major Collector
- Minor Collector
- Other Arterial

Local Road Classes

- Local Road
- Township Rustic Road
- Township Scenic Road
- Town Boundary
- Lakes and Rivers

- ### (###) Existing Traffic Volume (HCADT Volume)
- ### Forecasted Traffic Volume



Map Updated: November 2019
Sources: Met Council, MN DNR, Washington County, NAC