

EVENT TITLE

DATE

PERMIT #

City of Winona Department of Parks and Recreation

SPECIAL EVENT GUIDELINES

This form is designed to assist event planners and City Staff in creating a successful event. This document does not constitute approval or make guarantees in any manner.

INSTRUCTIONS FOR COMPLETING

After submitting all forms, your application will be reviewed by the department's staff. The application will be sent to all departments that will be involved in providing services or permits for the event. You will be notified if the event has been approved. Do not assume that all aspects of the event will be approved; you may be asked to make some changes to your plan based on the availability of services and scheduling of other events. Therefore, DO NOT MAKE ANY OTHER ARRANGEMENTS FOR YOUR EVENT UNTIL APPROVAL FROM THE CITY HAS BEEN RECEIVED.

APPLICATION CHECKLIST

Required Submitted

- Sign and date the application
- Detailed map of site layout
- Event insurance is required
- Meet with Park Rec Staff
- Meet with City Clerk
- Food permit/license is required
- Alcohol permit/license is required
- Obtain City Council approval
- Submit to City Clerk for Council action item

The following fees may be applicable for your event

Required Paid

Fee per service

- Preparation Fee _____
- Event Fee _____
- License Agreement Fee _____
- Recreation Supervisor Fee _____
- Recreation Coordinator Fee _____
- Park Fee _____
- Facility Rental Fee _____

Total Event Fees: \$ _____

SUBMIT YOUR COMPLETED SPECIAL EVENT PERMIT APPLICATION TO:

City of Winona, Department of Parks and Recreation, 207 Lafayette Street, Winona, MN 55987

A. SPECIFIC EVENT INFORMATION

Permit #:	
Date of event:	
Name of event:	
Describe the event and its community and/or cultural benefit:	
What do you need from this event / Why are you hosting?	
What do you want your guests to get from this event?	
Event start time:	
Event end time:	
Setup start time:	
Breakdown end time:	
Facility/Site requested:	
Location of event (attach map):	
Date application submitted:	
Name of applicant:	
Name of organization:	
Address:	
City/State/Zip:	
Phone1/Phone2:	
Email:	
Name of on-site event contact:	
Phone of on-site event contact:	
Website:	
Tax exempt ID#:	
How many people are expected at the event?	
How many people were at last year's event?	

B. GARBAGE / RECYCLING

The City does not provide street sweeping services or additional recycling or trash containers for special events. You are required to develop and implement plans that ensure the proper disposal of waste and recyclables generated by your event and its attendees. At the conclusion of the event, the venue and surrounding areas must be cleaned and returned to a condition equal to or better than the condition prior to your event. If you fail to perform adequate clean-up and/or repair damages to City property, the City will provide the services and bill the host organization at full cost recovery rates for clean-up and/or repair. **Recycling: Contact Winona County to make specific arrangements for pickup and return of recycling containers. (507) 457-6468**

How many permanent garbage receptacles does this site have? You may use these at no additional charge.

You must provide additional garbage receptacles at an approximate ration of 50:1, (50 people to one 240 liter receptacle). How many additional receptacles will you provide?

What is the name and phone of the vendor providing the disposal?

Recycling: Contact the County Recycling Coordinator (507) 457-6468

Remember to include these areas on your event site map.

C. MEDICAL ARRANGEMENT

Will there be an ambulance on site?
Provided by:

Will there be first aid services on site? Provided by:

Remember to include these areas on your event site map.

D. STAGES / STRUCTURES / POWER / SOUND

Do you intend to have stages, tents, or structures? Explain and detail the dimensions and materials.

Do you intend to have audio and lighting? Explain and detail.

Do you need electricity? If so, specify the exact amount of service that you need and list specific locations.

Remember to include these areas on your event site map.

E. STREET CLOSURES / BARRICADES

Will the event require security? If yes, describe.

Do you intend to close a street? If yes, detail the area that lists specific streets and describe closures.

Do you plan to use fencing, barricades, or other means of crowd control? If yes, describe.

Remember to include these areas on your event site map.

F. FOOD / ALCOHOL

Do you intend to serve food at your event? Describe your service plan.

You may be required to secure a temporary food license for each vendor prior to your event.

Do you intend to serve alcohol at your event? Describe your service plan.

If yes, you must secure a temporary liquor license from the City Clerk for each vendor/booth that will be serving.

Remember to include these areas on your event site map.

G. RESTROOMS

How many permanent restroom facilities does the site have?	
How many restroom facilities are needed using a 50:1 ratio? 50:1 ratio is 50 participants to 1 toilet	
What is the name and phone of the vendor providing the restrooms?	

Remember to include these areas on your event site map.

H. CANCELLATIONS / REFUNDS

No refund if the reservation is canceled within five business days of the event. A \$10 fee will be withheld if the reservation is cancelled outside of the (5) five business days of the event date.

I. SITE PLANS / MAPS

Attach a detailed site map of event activity areas, restrooms, barricades, first aid stations, event management contact point, street closures, electrical needs, etc.

J. INSURANCE REQUIREMENTS

General liability insurance may be required for your event as determined by the City Clerk. Liquor Liability can be provided by whichever business/organization/non-profit that is providing the alcohol services. The insurance limits are \$2,000,000 per occurrence. The certificate holder must also be listed as Additional Insured. If any city owned and/or maintained roadway or city equipment is being utilized, the city must also be listed as certificate holder. The certificate holder must be listed as The City of Winona Park and Recreation, 207 Lafayette Street, Winona, MN 55987. All food vendors and caterers are also required to provide a current copy of their General Liability Insurance.

K. ADDITIONAL TERMS

The City reserves the right to revoke any permit granted for an activity that is found to be in violation of any ordinance, law, or condition of approval.

L. CONCLUSION OF EVENT

At the conclusion of the event, the venue and surrounding areas must be cleaned and returned to a condition of equal or better than the condition prior to your event. If you fail to perform adequate clean-up and/or repair damages to City property, the City will provide the services and bill the host organization at full cost recovery rates for clean-up and/or repair.

M. APPLICATION PROCESS

1. Complete this event information form and submit to Park Rec.
 - 1a. Reserve your event locations with Park Rec.
2. Contact Park Rec to discuss event details and logistics.
3. Park Rec staff will forward a department review sheet to various city departments for final
4. Depending on the type of event, the applicant may be required to obtain additional permits or
5. Upon final approval and review by the City of Winona, a permit is issued and includes certain

PRINT APPLICANT NAME

APPLICANT SIGNATURE

DATE

CITY STAFF SIGNATURE

DATE