



Approved: _____
Denied: _____

SUMMARY EVENTS PERMIT APPLICATION

Date of Application: 7/06/2021 Date to Council: 7/20/2021

EVENT INFORMATION: Movie At River Springs Water Park FEE Amount: None
Event Date <u>Friday, August 6, 2021</u> Movie begins at: <u>9:00 pm to be done at 10:30 pm</u> Set Up: <u>Begins at 8:00 pm and done by 11:00 p.m.</u>
Location (Address) of Event: <u>River Springs Water Park</u>
Estimated Attendance (Participants and spectators): <u>50-150 people</u>
APPLICATION INFORMATION (Person/Group Responsible): <u>Park & Rec – City of Owatonna</u>
Primary Contact /Applicant Name <u>Dani Licht, Recreation Supervisor – Aquatics</u>
Items needed: <u>City Park & Rec planned activity/event.</u> <u>Exception to the City's Noise Ordinance to allow amplified noise outdoors past 10:00 p.m.</u>
Department Notes: <u>Park & Rec: approved – internal event.</u> <u>Police: approved – no impact.</u> <u>Public Works: approved – no impact.</u> <u>Fire: approved – no impact.</u>
Council Notes: <u>This event was originally planned for Friday, July 23rd but weather was wet and cool.</u> <u>Exception to the Noise Ordinance: Notification letters advising of rescheduled dated were mailed to three property owners within 350' of the water park for comments, there are no residences within this area of 350' from the event site. Property owners asked to submit comments to City Administrator Busse, prior to the Council Meeting; to-date none have been received.</u>
City Council Approval: _____ Date: _____ <u>Kris M. Busse, City Administrator/City Clerk</u>

Jeanette K. Clawson

From: noreply@civicplus.com
Sent: Tuesday, July 6, 2021 5:09 PM
To: Jeanette K. Clawson
Subject: Online Form Submittal: Events Permit Application

Events Permit Application

Step 1

Events Permit Application

540 West Hills Circle, Owatonna, MN 55060

Telephone: 507-774-7341

Thirty days required for processing, late submissions may be denied. Incomplete applications will not be accepted.

EVENT INFORMATION:

Event Description (be specific): Movie in the Park at River Springs Water Park. The movie Moana will begin at River Springs Water Park at Sundown on July 9th (approx. 9:00pm) and end 1 hour and 58 minutes after the start of the movie.

Event Location/Address: 3065 St. Paul Road

Estimated Attendance (participants and spectators): 50-150 people

Set Up Date and Time: 7/9/2021 8:00 PM - 7/9/2021 9:00 PM

Actual Event Date and Time: 7/9/2021 9:00 PM - 7/9/2021 10:30 PM

Clean Up Date and Time: 7/9/2021 10:30 PM - 7/9/2021 11:00 PM

Rain Date: In the event of inclement weather, will the event be: Postponed

If postponed, what will the rescheduled date be?

8/6/2021

avg 6th new date

(Section Break)

ORGANIZATION INFORMATION:

Sponsoring Organization Name:	Owatonna Parks and Rec
Primary Contact Name:	Dani Licht
Email Address:	Danielle.Licht@ci.owatonna.mn.us
Address:	540 West Hills Circle
City:	Owatonna
State:	MN
Zip Code:	55060
Phone Number:	5077747105
Cell Phone:	5074753884
Website Address:	<i>Field not completed.</i>
Name of contact during event:	Dani Licht
Cell Phone:	507-475-3884
Alternate contact during event:	Amanda Honsey
Cell Phone	507-676-6254
Refer media or citizens inquiries to:	Owatonna Parks and Rec
Phone:	507-444-4321

Step 2

SITE PLAN: A SITE PLAN IS MANDATORY FOR ALL EVENTS *Field not completed.*

Please provide a map of the site layout including entrances and/or exits. Include any tables, stages, tents, fencing, portable restrooms, vendor booths, trash containers, etc. If event involves a parade, race or walk, please attach a route map highlighting route. Include rest stop stations, crossings, signage and indicate route direction with arrows.

EVENT FEATURES:

Will event use, close, or block any of the following? If yes, specify location on site plan/map.

City streets or right of way	No
Alleys	No
City sidewalks or trails	No
Public parking lots or spaces	No
Parks	No
Will any signs/banners be put up?	No
Will there be any inflatables?	No
Will there be entertainment?	Yes
What type?	Movie in Park-Moana
Will sound amplification be used?	Yes
Hours and type:	9:00pm-10:45pm
Sound amplification after 10:00 p.m. will require and exception to the City's Noise Ordinance. There is a \$150 fee for an exception to the City's Noise Ordinance which must be paid with this event application. Type initials for acknowledgement:	DL
Will a stage or tent(s) be set up?	No
Will there be temporary fencing?	No
Will merchandise/food items be sold?	No
Will food be prepared on site?	No
Will alcohol be sold?	No

Will there be fireworks displayed?	No
Describe power needs and location of power source:	Power from Water Park
Describe level of advertisement (ie radio, flyers, ads, television):	Facebook and City Website
Have adjacent property owners been notified of this event?	No
Will the event need barricades?	No
Will the event need cones?	No
Step 3	
Will Central Park Stage be used?	No
(Section Break)	
Will extra picnic tables be needed?	No
Will extra trash receptacles be needed?	No
Will there be any horses	No
Describe trash removal and cleanup during and after event:	<i>Field not completed.</i>
Will event need traffic control?	No
Describe crowd control procedures to ensure the safety of participants and spectators:	Crowd can park in RSWP parking lot
Will "No Parking" signs be needed	No
Will event need security?	No