



SUMMARY PERMIT APPLICATION

Date Application Received: March 27, 2020 **Date to Council:** April 7, 2020
Amended Application Received April 6, 2020

EVENT INFORMATION: 41st Annual Corky's Early Bird Men's Softball Classic

Event Dates/Times: COVID-19 has changed plans. Originally planned to be held the first weekend in May; now plan offer choice of two weekends as teams have prior tournament commitments.
Dates: Thursday, July 2 - Sunday, July 5 and Thursday, September 10 – Sunday, September 13, 2020.
Set up will be done during the first day of the tournament, Thursdays beginning at 8:00 am
First Tournament Game begins Thursdays at 6:00 pm and final game should end 7:00 pm on Sunday.
Cleanup will be done by noon on Monday following tournament weekend.

Location (Address) of Event: Several ball fields are used (11), Tournament Headquarters is at the Steele Count Fair Grounds Diamonds, 450 18th Street SE.

Estimated Attendance: (Participants and spectators): 3,000 Potential players and fans of 200 men's slow pitch teams from 13 states, as a USA Softball National Qualifier Event

APPLICATION INFORMATION (Person/Group): Corky's Early Bird Tournament, Inc.

Applicant Name: Loren Dietz 456-2618

Items needed:

- Use of City's ball diamonds and parking lots.
- We will block the back driveway of the Steele County History Center during our event
- 50 plastic collapsible picnic tables for tent area
- 10 wooden picnic tables along right field line of Diamond 1
- 2 extra large bleacher sections for diamond 1 3rd baseline
- 25 trash receptacles with liners and bands for tent area
- 1 cardboard recycling dumpster on north end of tent
- 1 garbage dumpster on north end of tent
- 1 garbage dumpster on machinery hill
- 25 sandbags for tent area
- 20 large orange safety cones
- Flatbed trailer to pick up bottled water and charcoal from Lowe's
- Field maintenance during the event for 11 fields
- 10 banquet tables
- 3 large lights installed with manlift under the tent
- Temporary treble light string installed along inside perimeter of tent
- Temporary fencing installed at Brown, Lincoln, Manthey, McKinley, and OMS fields at 300'
- Player benches set in dugouts
- All bases set to 70'
- All fields dragged and lined, including warning tracks
- Park and Rec tent
- Pepsi concession trailer to use for dry storage (key goes to Loren)
- 3 golf carts at main complex (keys go to Loren)
- 4 barricades needed with no parking signs attached
- 400' of temporary orange fencing installed around tent area
- Bag of plastic zip ties to hang lights, signs, and to tie sandbags
- 14 portable restrooms from Big Top Tent Rental – already reserved – tent area
 - Emptied Saturday and Sunday mornings

- Access to center pavilion for umpire headquarters
- Master key for Loren to use for center pavilion and lightboxes
- Show mobile stage – only for years when we have a band – NA for 2020
- Diamond dry is rarely used but should be available in the event of heavy rain
- Need contact info for ground screw team
- Need working scoreboards and control boxes for fairgrounds fields, Brown, and Manthey
- Portable or regular restroom access at out diamonds
- This tournament is a showcase event for Owatonna Park and Recreation field maintenance staff– please cleanup garbage and dirt from fields and dugouts prior to event

PARK & REC:

P&R Costs - charged & paid in advance. Portable restrooms (\$1300), \$10 per team (\$1120). If additional charges are incurred, they will be billed after the tournament. If permanent restrooms are not open at parks, portable restrooms will be the responsibility of the applicant. (Manthey, Brown, Lincoln)

P&R Costs - not charged - add'l field preparation, park use, temporary fencing, picnic tables, trash receptacles, liners, & dumpsters, bleachers, flatbed for supply pick up, concession trailer, tables, park maintenance labor costs. (New dates may result in less staff available and increased costs.)

*Note - all electricity needs to be provided by other sources; coordinated and paid for by permit applicant. City no longer has electrician/labor or power boxes.

*Note - city owned golf/utility carts not available, coordination & rental is responsibility of applicant.

*Note - zip ties are responsibility of applicant. *Note - camping sites are shown on map, must be approved by MDH, etc.

POLICE: Games must not interfere with 4th of July activities. Alcohol sales must close before 4th of July activities start and spectators arrive.

PUBLIC WORKS: Barricades may not be available due to use by Street Department. Event organizer to be responsible for checking out and return of items.

FIRE: Approved May event – no current comment.

Council Notes:

City Council Approval: _____ Date: _____

Kris M. Buses, City Administrator/City Clerk



EVENTS PERMIT APPLICATION

540 West Hills Circle, Owatonna MN 55060

Telephone: 507-774-7341 Fax: 507-444-4394

Police

Public Works

Fire

Incomplete applications will not be accepted. Park & Rec 30 days required for processing; late submissions may be denied.

Date of Ammended Application: 4/06/2020/19/20

Date Application Received: 3/20/20

EVENT INFORMATION: Corky's Early Bird Softball Tournament

FEE Amount: \$150 for noise ordinance. \$2420 for team fee for field rental, extra portbale restrooms

Event Date/Time: July 2 - 5, 2020 and September 10-13., 2020
Set up: Date/Time: 7/2/20, 8am-5pm 9 10/2020 8 am - 5 pm
Actual Event: Date/Time: Thursday 5:00 pm to 8 pm Sunday 7/02/2020 & 9/10/2020
Clean Up: Date/Time: Sunday 5pm-9pm & Monday 8am-Noon 7/05/-06/2020 & 9/13-14/2020
Rain Date: In the event of inclement weather, will the event be postponed or canceled? If postponed what will the rescheduled date be? 9/10/20-9/13/20

Location (Address) of Event:

Several ball fields are used (11), Tournament Headquarters is at the Steele Count Fair rounds Diamonds, 450 18th Street SE.

Description of Event: The 41st annual Corky's Early Bird Softball Classic is a 200-team slow-pitch softball tournament and national qualifier. It is a charity tournament benefiting the Owatonna Park and Recreation Youth Scholarship Fund and ballpark renovation projects throughout Owatonna.

Estimated Attendance (participants and spectators): 3000

APPLICATION INFORMATION (Person/Group Responsible):

Sponsoring Organization Name: Corky's Early Bird Tournament Inc.

Mailing Address: 1905 Whitetail Run Pl NE

City, State, Zip Code: Owatonna, MN 55060

Primary Contact/Applicant Name: Loren Dietz – Board of Directors, President

Phone Number: 507-456-2618 **Fax:** n/a **Cell Phone:** 507-456-2618

Email Address: corkysearlybrdsoftball@gmail.com

Website Address: Facebook group:
Corky's Early Bird Men' Softball Classic

Name of contact person during event: Loren Dietz **Cell Phone:** 507-456-2618

Alternate contact during event: Doug Meier **Cell Phone:** 507-456-2610

Refer media or citizens inquiries to:
Loren Dietz **Phone:** 507-456-2618

SITE PLAN: A SITE PLAN IS MANDATORY FOR ALL EVENTS. 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
<p>Will event use, close, or block any of the following? If yes, specify location on site map. City Streets or Right-of-way: No City Sidewalks or Trails: No Public Parking Lots or Spaces: Yes, Diamond 1 parking lot will be fenced off Parks Date: No</p>
<p>Will any signs/banners be put up? Yes Number and size: 10 – 6’ banners</p>
<p>Will there be any inflatables? Insurance certificate from rental vendor is required. No staking without approval: No</p>
<p>Will there be entertainment? No What type: N/A</p>
<p>Will sound amplification be used? Yes Hours and type: iPod and small speakers all tournament: Sound amplified after 10:00 p.m. will require an Exception to the City's Noise Ordinance. \$150 fee for an Exception to the City Noise Ordinance which must be paid with this Event Application)</p>
<p>Will a tent(s) be set up? Yes Dimensions: 40’120’ Location: Diamond 1 parking lot Will a stage be set up? No Dimensions: N/A Location: N/A</p>
<p>Will there be temporary fencing (fees may apply): Yes Dimensions: Around Diamond 1 parking lot and tent - refer to site map</p>
<p>Will merchandise items be sold? Yes How many merchandise vendors expected: 9 Will food be sold? Yes How many food vendors expected: 1</p>
<p>Will food be prepared on site? Yes</p>
<p>Will alcohol be sold? Yes If yes, who will be providing the liquor license? Knights of Columbus Is this a request for a temporary permit? No (If Yes, documentation and fees are required)</p>
<p>Will there be a fireworks display? No (If Yes, Permit is required, contact Owatonna Fire Department: 507-444-2454.)</p>
<p>Discuss power needs and location: Need 3 – local power box stations w/ power cords to main power, need 3 large lights installed inside tent and lights installed inside tent – R&K Electric will be used for final certified hookups</p>
<p>Describe level of advertisement (i.e. radio, flyers, ads, television, press release): Event is advertised on social media, radio, and with event posters and fliers. Example attached.</p>
<p>Have adjacent property owners been notified of this event? No (Signatures may be required) If a live band or DJ is hired, we will file for a noise ordinance waiver (\$150 fee)</p>
<p>Will the event need cones? Yes How many? 20 large cones</p>

Will Central Park Stage be used? NO
Will extra picnic tables be needed (fees may apply)? Yes Number Needed: 50 Size Needed: Standard
Will portable restrooms be needed (fees may apply)? Yes Number Needed: 14
Will extra trash receptacles be needed (fees may apply)? Yes How many are needed? 25 With liners? Yes
Will there be any horses? No Number Animals Anticipating: N/A How will horses be used? N/A
Will the event need trash removal and cleanup plan? Yes Along with the 25 garbage cans with liners, we will need two large dumpsters by the tent and one large dumpster by machinery hill. A team has volunteered to do general trash cleanup of all fields Friday and Saturday nights
Will event need traffic control? No If yes, Contact Owatonna Police Department for assistance, 507-451-8232.
Describe crowd control procedure to ensure health of participants and spectators: Spectators are spread out over 11 separate softball fields, so crowd level is low except for Friday and Saturday nights after 7pm in the tent. We install barricades and temporary fencing to keep the crowd contained. Rental police are used if we ever have a band.
Will no parking signs be needed (fees may apply, show location on map): Yes How many? 2
Will event need security? No, we have had 1-2 minor incidents in 10 years (Rental cops will be hired if there is a band)
Will event need Emergency Medical Services? No. We have 0-1 injuries per year Contact Gold Cross Ambulance: 507-451-6403
Describe the emergency action plan if severe weather should arise? We sound an air horn to get layers off the fields. Microphone and social media used to announce severe weather and evacuate fairgrounds in the event of a tornado warning.
Please provide contact information for responsible party during event to advise of severe weather notifications: Loren Dietz 507-456-2618

The sponsor(s) of this event hereby agrees to save the City, its agents, officials and employees harmless from and against all damages to persons or property, all expenses and other liability that may result from this activity. Depending on the size of and scope of the event a "Certificate of Insurance" may be required. If insurance is required, the policy must be kept in force during the event of at least the statutory limits for municipalities covering claims that might be brought against the event that arise out of the events authorized and to name the City as an additional insured on their policy "as their interest may appear." As the sponsor or authorized representative, I certify that the information provided is true to the best of my knowledge and agree to pay the permit fee for this event based upon the information provided in this

List any other pertinent information:

If the July 2-5 event cannot be held due to COVID 19, we will push all teams to the Sept 10-13 dates.

For July 4th fireworks, tournament games will shutdown by 9pm and ballpark lights will be turned off.

CITY SERVICES - After reviewing the event application, City Services may be required for the event application. I realize my submittal of this application request constitutes a contract between myself and the City of Owatonna and is a release of Liability.

Loren Dietz

02/28/2020

Signature of Applicant or Authorized Agent

Date

Phone Number: 507-456-2618

Address: 1905 Whitetail Run PI NE, Owatonna, MN 55060

City Approval:

Police Department Approval: _____ Date: _____

Fire Department Approval: _____ Date: _____

Street Department Approval: _____ Date: _____

Parks and Rec Department Approval: _____ Date: _____

City Council Approval: _____ Date: _____

Special Provisions: _____

Corky's Early Bird Site Map

