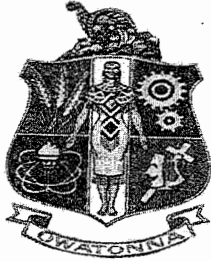




# SUMMARY EVENTS PERMIT APPLICATION

Date of Application: April 29, 2020      Date to Council: May 19, 2020

<b>EVENT INFORMATION: 2020 Farmer's Markets</b>	<b>FEE Amount: none</b>
Event Dates: Dates: Saturdays during months of June – October      Times: 7:00 a.m. – 3:00 p.m. Set up Time: 5:00 a.m. – 7:00 a.m.      Clean up should be done by 4:00 p.m. every Saturday	
Location (Address) of Event: Central Park in Downtown Area	
Estimated Attendance (Participants and spectators): 1,500 each Saturday	
<b>APPLICATION INFORMATION (Person/Group Responsible):</b> Owatonna Area Chamber of Commerce & Tourism Owatonna Business Partnership (OBP) is currently exploring options to add music to this event.	
Primary Contact /Applicant Name: Shirley Schultz      507-451-7970	
<b>Items needed:</b> Use of the City's Central Park on Saturday mornings – vendors are on the grass and the spectators are on the public sidewalks. If OBP does arrange musical performances (choral, acoustic, dancers, band, etc.) use of Central Park Stage will be needed.	
<p>Department Notes :</p> <p>Park &amp; Rec: approve, no P&amp;R costs, Reminder to call for locates if using a larger tent with stakes. Central Park Fountain may possibly have construction, refurbishing this summer, no impact just be aware. If crew is called to open bandshell, fee may be charged.</p> <p>Police: approved, no impact. Public Works: approved, no impact. Fire: approved, no impact.</p>	
<b>Council Notes:</b>	
<p>City Council Approval: _____ Date: _____ Kris M. Busse, City Administrator/City Clerk</p>	



# EVENTS PERMIT APPLICATION

540 West Hills Circle, Owatonna MN 55060  
Telephone: 507-774-7341 Fax: 507-444-4394

- Police
- Public Works
- Fire
- Park & Rec

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

Date of Application: 4/20/2020 Date Application Received: 4/29/2020

<b>EVENT INFORMATION:</b> <u>Farmer's Market</u>		<b>FEE Amount:</b>
<u>June - October - every Saturday</u>		
Event Date/Time	Set up: Date <u>Saturdays June - Oct</u> Time <u>5 AM to 7 AM</u>	
	Actual Event: Date <u>Saturdays June - Oct</u> Time <u>7 AM to 3 PM</u>	
	Clean Up: Date <u>Saturdays May - Oct</u> Time <u>3 PM to 4M</u>	
Rain Date: In the event of inclement weather, will the event be postponed or canceled? If postponed what will the rescheduled date be? <u>Eagles</u>		
Location (Address) of Event: <u>Central Park</u>		
Description of Event (please be specific this information will be used to promote the event on the City's website) <u>vendors with temporary permits sell their produce &amp; homemade wares.</u>		
Estimated Attendance (participants and spectators): <u>1500 each Saturday</u>		
<b>APPLICATION INFORMATION (Person/Group Responsible):</b>		
Sponsoring Organization Name: <u>OACCT</u>		
Mailing Address: <u>320 Hoffman PR</u>		
City, State, Zip Code: <u>Owatonna, MN 55060</u>		
Primary Contact /Applicant Name: <u>Shirley Schultz</u>		
Phone Number <u>507-451-7970</u> Fax: <u>507-451-7972</u> Cell Phone: <u>507-456-8511</u>		
Email Address: <u>SSchultz@owatonna.org</u>		
Website Address: <u>owatonna.org</u>		
Name of contact person during event: <u>John Meixner</u> Cell Phone: <u>455-0969</u>		
Alternate contact during event: <u>Shirley Schultz</u> Cell Phone: <u>456-8511</u>		
Refer media or citizens inquiries to: <u>John Meixner</u> Phone: <u>455-0969</u>		
<b>SITE PLAN: A SITE PLAN IS MANDATORY FOR ALL EVENTS.</b> 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 map.

- City Streets or Right-of-way No  Yes  Start/End Time: \_\_\_\_\_ Date: \_\_\_\_\_
- Alleys No  Yes  Start/End Time: \_\_\_\_\_ Date: \_\_\_\_\_
- City Sidewalks or Trails No  Yes  Start/End Time: \_\_\_\_\_ Date: \_\_\_\_\_
- Public Parking Lots or Spaces No  Yes  Start/End Time: \_\_\_\_\_ Date: \_\_\_\_\_
- Parks No  Yes  Start/End Time: 5 AM Date: June - October  
4 pm Saturdays

Will any signs/banners be put up? No  Yes  Number and size: 2

Will there be any inflatables? No  Yes  Insurance certificate from rental vendor is required. No staking without approval.

Will there be entertainment? No  Yes  What type: acoustic, voice  
folk music, soft rock

Will sound amplification be used? possibly No  Yes  Hours and type: daytime 9 AM - 3 PM  
Sound amplified after 10:00 p.m. will require an 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.

Will a stage or tent(s) be set up? No  Yes  Dimensions: 10 x 10 vendor tents  
Fees may apply. No staking without approval.

Will there be temporary fencing? No  Yes  Dimensions: \_\_\_\_\_  
Fees may apply.

Will merchandise/food items be sold? No  Yes  How many vendors expected: 60-100

Will food be prepared on site? No  Yes

Will alcohol be sold? No  Yes  If yes, who will be providing the liquor license?

Is this a request for a temporary permit? No  Yes  Additional documentation and fees are required

Will there be a fireworks display? No  Yes  Permit required, contact Owatonna Fire Department: 507-444-2454.

Describe power needs and location of power source. Music could use electrical on the bandshell.

Describe level of advertisement (ie radio, flyers, ads, television, press release). press release, radio paper, social media

Have adjacent property owners been notified of this event? No  Yes  Signatures required.

Will the event need barricade(s)? No  Yes  Number Needed: \_\_\_\_\_  
Size Needed: \_\_\_\_\_  
Event organizer is responsible for pickup and return of barricades at the City Shop, 1100 Industrial Blvd., Monday-Friday 7 AM to 3 PM. Please call 507-774-7050 to make arrangements". Fees may apply.

Will the event need cones? No  Yes  Number Needed: \_\_\_\_\_  
Size Needed: \_\_\_\_\_  
Event organizer is responsible for pickup and return of cones at the City Shop, 1100 Industrial Blvd., Monday-Friday 7 AM to 3 PM. Please call 507-774-7050 to make arrangements". Fees may apply.

Will Central Park Stage be used? No  Yes  If Yes – please complete the following:

Time: 8:30 - 3 PM Open 8:30 - 10 AM Close 3

Sound or Light Person Needed: No  Yes

Size of Group that will be on stage: 1-15

Type (choral/orchestra/band/dancers) choral, acoustic, dancers, band

Name of Person that will be Opening and Closing of Stage: John Meixner  
Person must be trained by Park Staff at least one week prior to event.

**If Park Staff is needed to Open and Close Stage – fee of \$100 for each operation will be required.  
Any group larger than 15 people will require use of extenders – 4 people will be needed to put on extenders**

Will extra picnic tables be needed? No  Yes  Number Needed:  
Size Needed:

Fees may apply

Will portable restrooms be needed? No  Yes  Number Needed:

Fees may apply

Will extra trash receptacles be needed? No  Yes  Number Needed:

Fees may apply

Will there be any horses? No  Yes  Number Animals Anticipating:

How will horses be used?

Please provide insurance information and complete Hold Harmless Agreement.

It is the responsibility of the applicant to cleanup any animal feces. Agreed: SS (please initial)

Describe trash removal and cleanup plan during and after event: Vendors to clean up area + dispose of all trash in trash cans,

Will event need traffic control? No  Yes  Contact Owatonna Police Department for assistance, 507-451-8232.

Describe crowd control procedure to ensure the safety of participants and spectators: Customers walk on side walks, vendors are on grass.

Will "No parking Signs" be needed? No  Yes  Number Needed:

Fees may apply, show location(s) on site map.

Will event need security? No  Yes

Will event need Emergency Medical Services? No  Yes  Contact Gold Cross Ambulance: 507-451-6403.

Describe the emergency action plan if severe weather should arise: Cancel event – vendors pack up + leave

Please provide contact information for responsible party during event to advise of severe weather notifications: John Meixner – Little Professor Book Center – 455-0969

List any other pertinent information:

OBP - Owatonna Business Partnership is exploring  
- adding music to the Farmer's market.

**CITY SERVICES** - After reviewing the event application, City Services may be required for the event

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 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.

Shirley Schuttz

Signature of Applicant or Authorized Agent

4-20-2020

Date

Phone Number: 507-451-7970  
cell 517-456-8511

Address: 320 Hoffman DR.

**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: \_\_\_\_\_

Farmers Market 2020

Saturdays Tentatively

June 6, 13, 20, 27

July 4, 11, 18, 25

Aug 1, 8, 15, 22, 29

Sept 5, 12, 19, 26

Oct 3, 10, 17, 24, 31

