

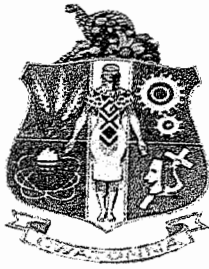


SUMMARY EVENTS PERMIT APPLICATION

Date of Application: April 29, 2020

Date to Council: May 19, 2020

EVENT INFORMATION: Summer Concert Series - 2020	FEE Amount: None
Event Dates/Times: Thursday Evening concerts beginning July 2, 2020 through August 13, 2020. Time: Concerts begin at 7:00 p.m. Set up begins at 5:00 p.m. and clean up should be completed by 10:00 p.m.	
Location (Address) of Event: Central Park	
Estimated Attendance (Participants and spectators): 50 – 2000	
APPLICATION INFORMATION (Person/Group Responsible): Owatonna Main Street & Owatonna Business Partnership	
Primary Contact /Applicant Name: Shirley Schultz	
Items needed: Use of Central Park and Central Park Stage. Application also includes request for authorization to block parking spots at the corners of the park for option of food vendors parking (currently there are no confirmed plans but do want this option available).	
Department Notes : Fire Dept: approve, no comment. Public Works: approve, event added to PW calendar. Police Dept: approve, added to OPD calendar. Park and Rec: approve, no issues or costs. If crew is called to open bandshell, there may be a fee.	
Council Notes:	
City Council Approval: _____ Date: _____ Kris M. Busse, 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
- 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

EVENT INFORMATION: <u>11@7 Concert Series</u>		FEE Amount:	
<u>- actually - 7@7 " " due to covid - start in July</u>			
Event Date/Time	Set up: Date	Time	
<u>Thursdays @ 7pm</u>	<u>July 2 - October</u>	<u>5</u>	<u>to 7</u>
	Actual Event: Date	Time	
	<u>July 21, 9, 16, 23, 30</u>	<u>7</u>	<u>to 9</u>
	Clean Up: Date	Time	
	<u>Aug 9</u>	<u>9</u>	<u>to 10</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>Cancelled - move to Trinity Lutheran</u>			
Location (Address) of Event: <u>Central Park Fellowship Hall</u>			
Description of Event (please be specific this information will be used to promote the event on the City's website) <u>Owatonna Main Street + OBP are hosting an outdoor music concert in central park on thursdays at 7 PM. July - August</u>			
Estimated Attendance (participants and spectators): <u>50 - 2000 people</u>			
APPLICATION INFORMATION (Person/Group Responsible):			
Sponsoring Organization Name: <u>OACCT - Main Street</u>			
Mailing Address: <u>320 Hoffman DR</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>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>Jerry Besser</u> Cell Phone: <u>507-456-6562</u>			
Alternate contact during event: <u>Shirley Schultz</u> Cell Phone: <u>507-456-8511</u>			
Refer media or citizens inquiries to: <u>Jerry Besser</u> Phone: <u>507-456-6562</u>			
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.			

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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 <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	Start/End Time: _____	Date: _____
Alleys	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	Start/End Time: _____	Date: _____
City Sidewalks or Trails	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	Start/End Time: _____	Date: <u>Thursdays evenings</u>
Public Parking Lots or Spaces	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Start/End Time: <u>5 PM</u>	Date: <u>July 2 - August 13</u>
Parks	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Start/End Time: <u>5 PM</u>	Date: <u>Thursdays - July 2 thru Aug 13</u>

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

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: Community band folk music + DIRT rock

Will sound amplification be used? No Yes Hours and type: 4 PM - 9:00 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: Central Park Stage
 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: 5

Will food be prepared on site? No Yes food trucks, popcorn

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. Will use electrical service at bandshell. food vendors may use outlets at SW, W + NW corners of Park.

Describe level of advertisement (ie radio, flyers, ads, television, press release). radio, press release, ads, posters, social media, chamber + tourism.

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: 5 - maybe - large
 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: 4 pm - 9:30 pm Open 3:00 Close 9:30 pm

Sound or Light Person Needed: No Yes

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

Type (choral/orchestra/band/dancers) bands, local bands, community band, vocals

Name of Person that will be Opening and Closing of Stage: Jerry Besser
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: Group + Jerry Besser will place trash in trash cans during + after event. If vendors sell products, they will clean up also.

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:

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: Event cancelled + participants go home. Predicted bad weather – the venue will change.

Please provide contact information for responsible party during event to advise of severe weather notifications: Jerry Besser 507-456-6562

List any other pertinent information:

Gerry Besser has been doing this for 12+ years.

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 Schultz

Signature of Applicant or Authorized Agent

4-20-2020

Date

Phone Number: 507-456-8571 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: _____

11@7 Concerts in Central Park

Thursdays - July 2 - Aug 13 Tentatively

July 2, 9, 16, 23, 30

Aug 6, 13

Audience will sit on their lawn chairs or blankets in front of the bandshell in the west side of the park.

