



## SPECIAL EVENT PERMIT APPLICATION

Permit # SE

Date Recd. \_\_\_\_\_

Permit Fee \$50

Date Appr. \_\_\_\_\_

**PLEASE TYPE OR PRINT** Complete this application in accordance with the City of Buffalo Special Event Policy and return it at least 60 days prior to the first date of the event. There may also be additional permits, fees and staff time associated with your event depending on what services may be required by the City. Please attach all supporting documents.

By submitting a Special Event Permit Application, you and your organization agree to the terms outlined in the Special Events Policy and all other ordinances, laws and City requirements which may apply to this special event.

### Event Information & Contact

Event Date & Time: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Location Requested: \_\_\_\_\_

Organization or Individual Hosting Event: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Contact Name for Event Planning: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Name for **Day of Event**: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of Persons Expected: \_\_\_\_\_ Number of Units Expected \_\_\_\_\_

### Description of Events Planned

1. Located in City Park? ☐ No ☐ Yes If yes, Park Shelter Reservation Form and Fee is required.  
Park Shelter Reservation Form Completed? ☐ No ☐ Yes
2. Amplified Sound? ☐ No ☐ Yes If yes, Noise Variance Application is required.  
Noise Variance Application Completed? ☐ No ☐ Yes
3. Street/Sidewalk/Parking lot closure needed? ☐ No ☐ Yes If yes, Street/Sidewalk/Parking Lot Closure form is required.  
Street/Sidewalk/Parking Lot Closure form Completed? ☐ No ☐ Yes
4. Alcohol Being Served? ☐ No ☐ Yes If yes, Temporary Liquor License is required.  
Temporary Liquor License Application Completed? ☐ No ☐ Yes\*You will also need liquor liability coverage.\*
5. Food Provided: ☐ No ☐ Yes If yes, City permit for vending or mobile unit is required. \*State license required.  
City Permit Application Completed? ☐ No ☐ Yes

6. Signage Used: ☐No ☐Yes If yes, Temporary Sign Permit is required.

Temporary Sign Permit Application Completed? ☐No ☐Yes

7. \*Mini Biffs/Port-a-Potties: ☐No ☐Yes If yes, company contracted with. \_\_\_\_\_

8. \*Trash Disposal: ☐No ☐Yes If yes, company contracted with. \_\_\_\_\_  
*\*Mini Biffs/Port-a-Potties & trash disposal are the responsibility of the event planners, the City does not offer these.\**

9. Fireworks Display: ☐No ☐Yes If yes, state licensed company contracted with. \_\_\_\_\_

### Event Security Plans

Applicant will maintain adult supervision of the event at all times. Additional security may be stipulated by the Chief of Police. Security will be billed per the Special Event Policy. If you have questions about the amount of security to provide, please contact the Police Department at 763-682-5976. If event security will be provided by the applicant, please explain arrangements:

If the applicant is requesting the Police Department to provide security, please explain your request:

Date: _____	Times: _____	Number of Officers _____
Date: _____	Times: _____	Number of Officers _____
Date: _____	Times: _____	Number of Officers _____
Date: _____	Times: _____	Number of Officers _____

**Required Attachments:** *The following must be attached to the Special Event Permit Application when submitted.*

☐ **Certificate of Liability** (to include liquor liability if alcohol is involved).

☐ **Event map** is required if event will use streets and/or sidewalks/park area (for a parade, run, fireworks setup, etc.) or will use multiple locations. Attach a complete map showing assembly and dispersal locations, route plan, and any streets or parking lots you are requesting be blocked.

*If applicable the following forms must be attached to this application when submitted. Forms are on our website: [www.ci.buffalo.mn.us](http://www.ci.buffalo.mn.us) under the services tab, then online forms or can be obtained at the City Center.*

☐ **Park Shelter Reservation Form**

☐ **Noise Variance Form**

☐ **Street/Sidewalk/Parking Lot Closure Permit Application**

☐ **Temporary Liquor License Application**

☐ **Mobile Food Unit Permit or Vending Stand Permit**

☐ **Temporary Sign Permit Application**

**\*\*Application for Outdoor Display of Fireworks must be received from state licensed contractor. Water permits are obtained from the Wright County Sheriff's Department.**

THIS APPLICATION IS MADE SUBJECT TO THE RULES AND REGULATIONS OF THE CITY OF BUFFALO AND THE UNDERSIGNED HEREBY AGREES FOR THEMSELVES AND OTHERS FOR WHOM THIS APPLICATION IS MADE THAT THE SAME ARE ACCEPTABLE AND WILL BE OBSERVED. THE CITY OF BUFFALO RESERVES THE RIGHT TO CANCEL ANY PERMIT.

*I hereby certify that the information provided herein is true and correct to the best of my knowledge and belief, and that the City of Buffalo may rely on the accuracy of such information provided in determining whether or not this permit should be issued.*

*I will also be responsible for the staff services and fees invoiced by the City of Buffalo for this event.*

Signature of Applicant \_\_\_\_\_

Date: \_\_\_\_\_

*If invoice should be sent to an address different than the one listed previously on this application, please list contact information and address below.*

Invoice Contact and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Indemnification Agreement and Insurance Information**

The applicant hereby agrees to save, defend, hold harmless, and indemnify the City of Buffalo and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties and costs, including attorney's fees, charges, liability, or other exposures, however caused, resulting from, arising out of, or in any way related to the applicant's event as herein described and applicant's use of City property and/or right-of-way. Nothing herein shall have any effect on the City's right to assert any liability defense in accordance with Minnesota Statutes, Chapter 466.

The Applicant must provide the City with a Certificate of Insurance showing proof of the required liability insurance(s) listed below in at least the coverage amounts listed. The City must be listed as an additional insured on all liability policies. Applicant's insurance shall act as the primary insurance coverage for any claims of loss covered by the insurance policy.

1. Commercial general liability insurance or equivalent special event coverage protecting Applicant and City from claims for damages or bodily injury and property damage which may arise out of or in connection with the event's operation and use of the City's property or right-of way. This general liability insurance policy shall be in an amount not less than \$1,000,000.00 per occurrence.
2. If Applicant will be using an automobile for any portion of the Applicant's event, Applicant must obtain automobile liability insurance in an amount not less than \$1,000,000.00 per occurrence. Such policy must include liability coverage for owned, non-owned, and hired automobiles.
3. If alcohol will be served or included in Applicant's event, Applicant must obtain liquor liability (also known as dram shop) insurance in an amount not less than \$1,000,000.00 per occurrence.

The City reserves the right to modify these insurance requirements at its sole discretion based on the nature and scope of Applicant's proposed event.

\*\*\*\*\*

I understand that I am required to obtain insurance coverage as outlined herein before the City will approve my use of City property or right-of-way. I hereby agree to obtain such coverage as the City may deem necessary and to provide City all necessary documentation of such insurance coverage. I further certify under the penalty of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.

**X Signature of Event Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name and Title of Event Applicant** \_\_\_\_\_

## Special Event Estimated Fees for Services *Not All Fees Listed*

Thank you for your interest in hosting a special event in Buffalo. To help you achieve the most successful event possible for your organization, we are providing the list of standard services/items and the associated fees that you may incur as part of the planning of your event. Not all events will require all services/items and this list is not intended to represent all services and items that may be necessary for the operations of your event.

### Schedule for Services

*This fee schedule may be reviewed and updated annually by City administration.*

#### City Personnel (Cost per Hour) Minimum 2 hours for police per employee.

Streets/Parks/Utilities General Laborer	\$51/Hr
Police Officer	\$85/Hr
Community Service Officer	\$45/Hr
Reserve Officer	\$30/Hr

#### Vehicles (Cost per Hour)

Aerial Lift Truck	\$125
Aerial Platform Unit >40'	\$140
Aerial Platform Unit <40'	\$197
Dump Truck	\$100

#### Permits & Licenses

Park Reservation	Based on User	
Temporary Liquor License	Based on Type	Street/Sidewalk Closure \$0
Noise Variance	\$25	Temporary Sign \$20
Mobile Food Unit/Vending Stand	\$25 per day or \$100 annually/\$5	

### ***For City Use Only - Estimate of Fees:***

Police Department Estimate by \_\_\_\_\_

Duty	Number of Hours	Number of Officers	Fee/Hr	Estimated Fee	Final Billing To Finance

Streets/Utility Department Estimate by \_\_\_\_\_

Duty	Number of Hours	Number of Staff	Fee/Hr	Estimated Fee	Final Billing To Finance

### ***For City Use Only***

Routing	Department Head Signature	Approved	Denied	Date
Administration				
Electric				
Fire				
Parks				
Police				
Streets				

# CITY OF BUFFALO SPECIAL EVENTS POLICY

## 1. PURPOSE

The purpose of this policy is to set forth procedures to be followed by organizers of Special Events who wish to use city property and/or require city services. Any organization wishing to sponsor or hold a Special Event in the City of Buffalo (hereinafter referred to as City) will be required to complete the Special Event Permit Application. The City will conduct a complete review of any Special Event Permit Application and inform the applicant if the event is allowed.

**The City reserves the right to determine which events require a Special Events Permit.**

Special Events are defined as any parade, race, procession, carnival, community picnic, celebration, fundraiser, dance, concert, large assembly, or other special event on City property within the corporate limits of the City of Buffalo.

## 2. CITY SERVICES PROVIDED FOR SPECIAL EVENTS

Approval of special events is at the sole discretion of the City. Events must be determined to be in the general interest of the public. Events must also not require excessive staff support from the City. Approval of an event does not require the City to approve similar events or even the repeat of the same event. Each event is reviewed separately. The City may co-sponsor certain events with other organizations, when the City Council determines that the event is in the general interest to the public and advances the City's public image. The City will provide financial support to these events as determined in the annual budget appropriation. These events must meet the other requirements of the Special Event Policy and must reimburse the City for any City costs in excess of the support level authorized by the budget appropriation. Approval of an event does not require the City to approve similar events or even the repeat of the same event. Reminder: each event is reviewed separately.

## 3. FEES FOR SPECIAL EVENTS

**Hourly Rate** shall be the hourly cost for an employee working on a Special Event as established by City Administration. Please note that these rates are reviewed/adjusted annually. Please refer to the fee schedule to confirm rates. The hourly rate shall include expenses related to the employee including fringe benefits.

**Purchased or Rental Materials** shall include all direct costs for all materials purchased or rented by the City of Buffalo for use at the event.

**Equipment Charges** shall be the current equipment usage rates as established by the City of Buffalo.

**Replacement Cost** will be billed for missing and/or damaged equipment and supplies.

## 4. BILLING FOR SPECIAL EVENTS

Special Event billing by the City shall be itemized by the employee time of Administration, Electric, Fire, Park, Police, Utilities and Streets; any purchased or rented materials; equipment charges; and any replacement costs for missing or damaged equipment/supplies.

If approved, event sponsors who have previously hosted the same event in the year prior AND paid their bill in a timely manner will be extended the courtesy of paying all City fees after their event is completed and billed for the current year.

If approved, new events or events that are repeating annually and did NOT pay their bill in a timely manner must submit either a cash deposit, check with payment of 75% of estimated expenses to be used as a deposit to be credited against the final payment. Deposit fees must be paid no less than 30 days prior to the newly scheduled event.

## 5. REGULATIONS AND PROCEDURES

- Any person or organization wishing to sponsor a Special Event must obtain a Special Event Permit not less than 60 days before the Special Event.
- Applications for a permit for a Special Event will be available at the City Center, and if approved, shall become a part of the permit. Incomplete applications will be returned.
- The permit fee shall accompany the application.
- Special Events which are not sponsored by the City may require a deposit of not less than \$200 or as determined by City Administration.
- The cash deposit will be calculated based on the anticipated and potential cost to the City of Buffalo and shall be submitted no less than thirty (30) days before the special event.
- The return of the deposit is conditioned upon the applicant having not requested nor received services which are a cost to the City of Buffalo and the applicant causing no damage to the public or private property in the City of Buffalo, and further conditioned upon the fact that the applicant will remove all dirt, paper, litter, or other debris generated by its operations, from the site of the event and the adjoining premises upon completion of the event.
- Issuance of a Special Event Permit does not constitute a waiver of any Federal, State or Local laws. Applicants are responsible for complying with all applicable Federal, State, and Local laws.
- Issuance of a Special Event Permit does not, in any way, imply City sponsorship of the Special Event.
- Traffic Control Measures: Applicant is required to pay all costs for traffic control measures and traffic control personnel.
- Traffic Barricades: The installation and removal of barricades by City staff is subject to the hourly rates listed on the Fee Schedule.
- Notice to Property Owners: The applicant may be required to provide a 30-day notice to all property owners about a Special Event as stipulated by City Administration.
- Insurance: Applicant must provide the City with a Certificate of Insurance showing proof of general liability insurance, automobile liability insurance (if applicable) and liquor liability insurance (if applicable) meeting the following minimum requirements:
  - ✓ Applicant shall procure and maintain for the duration of the event commercial general liability insurance or equivalent special event coverages protecting it from claims for damages for bodily injury and property damage which may arise from or in connection with the event's operation and use of the City's property in the minimum amount of \$1,000,000 per occurrence.
  - ✓ If automobiles will be used during the event, Applicant shall provide automobile liability insurance with a minimum combined single limit of \$1,000,000 per occurrence. Coverage shall include liability for owned, non-owned and hired automobiles.
  - ✓ If alcohol will be sold or served, Applicant must have liquor liability (dram shop) insurance in the minimum amount of \$1,000,000 per occurrence.
  - ✓ The City shall be endorsed as an additional insured on all liability policies. Applicant's insurance shall be primary.
  - ✓ The City reserves the right to modify these insurance requirements depending on the nature and scope of the event.
- Claims: Applicant agrees to defend and hold the City harmless from claims, demands, actions or causes of actions, of any nature or character, arising out of, or by reason of conduct of the event authorized by such premise extension, including attorney fees and all expenses.
- Damages: Applicant will indemnify the City for all damages that may result to City property as a result of an event.
- Supervision: Applicant will maintain adult supervision of the event at all times. Applicant will provide security as stipulated by the Chief of Police. Security will be billed at the hourly rate outlined in the fee schedule.

- Clean-up: Applicant will, at no cost to the City, immediately clean up, remove and dispose of all litter or material of any kind, which is placed or left on the street because of the event. If the Applicant neglects or fails to proceed with clean-up within a two-hour period immediately following the end of the event, or if the clean-up is done in an inadequate manner, the Streets/Park department is authorized to clean-up and charge Applicant for clean-up at the hourly rate shown in Attachment A.
- Use of City Utilities: The Applicant will not use City utilities for any events unless permission has been granted by the Utilities Director. The electrical circuits in the Central Business District have a limited amperage capacity.
- Food Permits: The Applicant shall obtain a Minnesota Department of Health food license and shall comply at all times with the applicable health codes and regulations. Proof of license shall be provided to City Administration at least seven days before the event and kept on site for immediate inspection.
- Termination: The Applicant may terminate this agreement at will by giving 14 days written notice to the City. If less than 24 hours' notice is given to cancel an event that required contracted work, staff will be compensated for a 2 hour minimum charge. City staff has the authority to cancel or stop an event, or place additional restrictions on the event, if it is deemed that the public health, safety or welfare would be better served with additional restrictions.
- City staff may place any additional requirements on any event. These requirements may include specific staff levels for Police, Fire, Streets/Parks, Utilities or other personnel. Expenses will be billed to the sponsoring organization under the terms of this policy.