

Welcome!

We're delighted that you've chosen Burnsville for your next Special Event. This information should help make the process of planning and applying for permits for your event more convenient.

Let's get started by determining if you need to use this application:

- ✓ Do you want to hold an indoor promotional or sales event on private property?
- ✓ Do you want to hold an outdoor promotional or sales event on private property?
- ✓ Are you hosting a celebration or recognition on a City Street?
- ✓ Do you want to host a Community Event such as civic, school, or religious celebration?
- ✓ Are you hosting a Legacy Event such as the Fire Muster or International Festival?
- ✓ Does your event include temporary signs?

If you've answered yes to any of these questions the following is required:

REQUIRED APPLICATION MATERIALS:

- Completed Application and required permit fee (if applicable). **Note:** *All applications must be accompanied by the appropriate fee payable by check, cash, or money order made payable to City of Burnsville. Credit cards are accepted in-person only at City Hall (credit cards are not accepted online or over the phone).*
- A site plan or current aerial photo of the property showing sufficient detail to evaluate the event location and placement of any temporary structures such as tents, stands, portable toilets and signs associated with the event.
- Supplemental applications as required.

Upon completion of the required application materials please return to the City of Burnsville Licensing and Code Enforcement Department. Event applications must be submitted at least **15 Business Days** prior to the proposed event date.

For information or questions on this packet call 952-895-4440.

Thank you!

We hope your event is a success!

This handout and application DOES NOT apply to events held within City Parks, Birnamwood Golf Course, Burnsville City Hall, Ames Center or the Burnsville Ice Center, which require a separate contract. Other exemptions to this permit include Residential Block Parties and Weddings, wedding receptions, anniversaries, birthdays, family reunions, funeral processions, and graduation parties at residences or event centers on private property. The use of traditional public forums as alternative channels of communication by the public, provided that such use is for the free exercise of constitutionally protected activities and does not disrupt or interfere with traffic on public streets or the use of public places by other members of the public.

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CONTACT INFORMATION

Name of Applicant/ Business/Organization:
Address:
City: State: ZIP Code:
Phone: Cell Phone: Fax:
Email: Website:
On Site Contact Name: On Site Contact Cell Phone:

EVENT INFORMATION

Event Name:
Location/Address of Event:
Name and signature of Property Owner:
Property Owner Approval: Address:

Which type of event are you applying for (check all that apply):
Special Event- (\$150/10 days)
Special Event-One Day Outdoor (\$50/1 day-Day of event only advertising)
Legacy Event—INTERNATIONAL FESTIVAL & FIRE MUSTER ONLY. (No fee)
Event in Public Right of Way (ROW)-- (\$111 plus Insurance certificate & \$1,500 cash escrow)
Community Event – FOR SCHOOL DISTRICT, CITY, OR ATHLETIC ASSOCIATION SPONSORED EVENTS ONLY (No fee/length varies by event)
Other

Event Category (check all that apply):
Run/Walk
Festival/Celebration
Employee Appreciation
Bike Race
Sales Event
Circus/Live Animals
Parade
Other

Is the Event:
Open to the Public
Private

Event Description:

Anticipated Attendance:	Total:	Per Day:
Anticipated Number of Vehicles Parking:		
Where will participants park (street parking, private parking, parking ramp, shuttle, valet, etc.)?		
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EVENT DETAILS				
Event Dates (List each date separately)	Start Time	End Time	Day of the Week	Total Hours

SIGNS

PROPOSED DATES SIGNS WILL BE IN USE:

FROM: _____ TO: _____

Include the location of the proposed signs on the site plan. Include sign elevations or photo examples of the proposed signs. **Decorations or Signs other than those listed below are prohibited.**

CHECK THE BOX FOR THE SIGN TYPE THAT IS PROPOSED:

Special Event Signs Indoor—*Temporary indoor promotional or sales events. Examples: holiday sales, promotional sales, warehouse sales, open houses, enrollment events, church events.*

Special Event Signs Outdoor—*Temporary outdoor promotional or sales events. Examples: tent sales, concerts, beer gardens, athletic events.*

Please indicate the types of lot decorations proposed for the special event:

Maximum of 3 consecutive permits (30 days). Maximum 6 events per calendar year.

- Yes** **No** Small balloons (not exceeding 2' in diameter)
- Yes** **No** Bannerettes (max 3'x5' one per pole)
- Yes** **No** Banners (max 2 allowed, max 100 ft² in size, allowed on poles/tents/buildings)
- Yes** **No** Inflatable devices (max height 24', limited to one event per calendar year, allowed on rooftops, green space, or parking lots)
- Yes** **No** Off-premise signs (max 25 signs within 2 mi of event, one per street intersection, must include contact info, limited to 12 ft²)
- Yes** **No** Tent (tents over the size of 200 ft² require separate tent permit from Fire Dept.)
- Yes** **No** Searchlights (max 3 days, no more than 15 days per calendar year)

- Community Event**—*A temporary on or off premises sign promoting an event sponsored by or part of an event sponsored by a school district athletic association or the City.*
 - May be erected up to 17 days prior to the event and shall be removed within 24 hours after event conclusion.
 - Off premise community event signs shall not exceed 12 sq. ft. in area, on premise signs shall not exceed 32 sq. ft.
 - Signs placed on private property shall be erected with permission of the property owner.
 - Signs shall not be illuminated.
 - Off premise signs limited to 1 per street intersection, on premise signs limited to 1 sign per entrance/driveway to site event.
 - Signs shall be anchored to ground. Signs shall not be attached to any tree or permanent structure.
 - Signs may be placed in city rights of way (not state or county) but shall be set back from the curb by no less than 2 ft per 1 foot of sign height.

- Legacy Event**—*A temporary on or off premises sign or banner promoting the International Festival or Fire Muster*
 - Up to 50 signs/banners 30 days prior to the event. Additional signs/banners may be erected 17 days prior to the event.
 - Signs placed in City ROW shall not exceed 4 sq. ft. or 30" tall and setback 2 feet from the curb or pavement.
 - Banners in City ROW are subject to a separate ROW permit.
 - Event location signs shall not exceed 48 sq. ft. with a max of 2 signs at entrance/driveway.
 - A max of 2 sign per intersection. Intersections where at least 1 of the streets is greater than 2 lanes exclusive of turn lanes, then 2 signs per intersection are permitted. Signs are not permitted mid-block.
 - Signs on private property shall not exceed 48 sq. ft. Permission of the property owner is required.
 - Signs /Banners shall be removed within 24 hours after event conclusion.

PUBLIC RIGHT-OF-WAY AND STREET CLOSURES

Does this event require a street closure? NO YES

If yes: Street Closure Lane Closure
 Sidewalk Occupancy Other _____

Include a detailed plan for how the applicant will manage and mitigate traffic, parking, public safety and public services. This may include a signed detour plan. All detour routes are to the discretion of the City Engineer and may be modified. A closure plan prepared by a licensed sign company must be provided. Closures may require barricades, traffic control/directional signs and Police personnel to redirect traffic. **AN INSURANCE CERTIFICATE & \$1,500 CASH ESCROW IS REQUIRED.**

Public Encroachment Location

	Street Name	From (Intersection)	To (Intersection)
Event Area:			
Staging Area:*			
Disbanding Area:*			

*If different from event area

ALCOHOL SERVICE

Will alcohol be served at this event? NO YES

Will alcohol be sold at this event? NO YES

If alcohol will be sold, you must apply for one of the following:

- Temporary 3.2 Percent On-Sale (for beer containing no more than 3.2 percent alcohol by weight) (must be a non-profit organization)
- Temporary 1-4 Day On-Sale (for "full intoxicating liquor") Requires state approval and a 30-day notice is preferred.

Please Note:

1. Non-profit/charitable/religious organizations must be in existence in the City of Burnsville for a minimum of three years.
2. A Certificate of Insurance for Liquor Liability must accompany application for Temporary Liquor Licenses.
3. State-Approved Catering License holders do not need additional alcohol permits if selling is incidental to their food service.
4. **Contact the City's Licensing Department at 952-895-4460 for any questions related to alcohol permits involving sales. <http://www.burnsville.org/index.aspx?NID=458>**

FIRE/EMERGENCY PLANNING

Events on private property/non-City sponsored events:

Are you requesting City Emergency Medical Services for your event? NO YES

Are you providing private emergency service for your event? NO YES

POLICE/SECURITY

The Police Department will determine if and how many police officers will be required at your event. The cost of overtime and administrative fees will be paid by the applicant. A deposit will be required for amounts in excess of \$1,000. If additional police officers need to be brought in to handle a problem, it will be at the applicant's expense. **Contact the Police Department at 952-895-4600 for any questions.**

Are you hiring private security? NO YES

If yes, (proof of insurance from security company is required)

Name of security company: _____

Phone number of security company: _____

Number of security officers hired: _____ Number of volunteers committed: _____

Is there a contingency plan if volunteers don't show? NO YES

Are you aware of any potential protests or problems? NO YES

Internal Use:				
Recommended number of uniformed officers: _____				
Recommended number of non-uniformed officers: _____				
Duty: _____				
TENTS				
Will there be a tent(s) at the event? <input type="checkbox"/> NO <input type="checkbox"/> YES				
If the event will include any tents or canopies 10'x20' or larger a Tent Permit is required through the Fire Department at 952-895-4579 . http://www.burnsville.org/DocumentCenter/View/9622				
ELECTRICAL				
Will there be an electric-powered generator or any other electrical device? <input type="checkbox"/> NO <input type="checkbox"/> YES (an electrical inspection may be required)				
Will there be carnival rides? <input type="checkbox"/> NO <input type="checkbox"/> YES (an electrical inspection is required)				
Generators greater than 8 kW require an Electrical Permit through the Building Department at 952-895-4444 .				
AMPLIFIED SOUND				
Will amplified sound be used?*	<input type="checkbox"/> NO	<input type="checkbox"/> FOR SPEECH	<input type="checkbox"/> FOR MUSIC	<input type="checkbox"/> FOR BOTH
Hours of amplified sound: _____ a.m./p.m.	to	_____ a.m./p.m.		
Will you have live entertainment (band, DJ, etc.)?	<input type="checkbox"/> NO	<input type="checkbox"/> YES	Describe: _____	
*Approval of this application does not exempt the event from City noise ordinances. Excessive noise complaints will be investigated and enforced.				
STAGE CONSTRUCTION				
Will you erect a stage 30" high or greater? <input type="checkbox"/> NO <input type="checkbox"/> YES				
Stages 30" high or greater require a Building Permit. All stages, regardless of height, require ADA compliant ramps. Please contact the Building Department at 952-895-4444.				
FOOD SALES				
If selling food, a copy of the applicable Minnesota Department of Health or Agriculture License shall be submitted with the application.				

AGREEMENT AND SIGNATURE

The applicant hereby agrees to take responsibility to ensure that all ordinances and policies of the City of Burnsville are followed during the Special Event.

I certify that the information on this application is true and complete to the best of my knowledge and belief.

Denial/Revocation: If the permit is denied or appealed upon receiving the notice provided the licensee shall have the right to appeal the adverse license action according to 1-4-6 of the City Code.

The special event applicant shall have their city permit posted at the special event.

Name: _____	Date: _____
Signature: _____	Vendor/Permitee: _____

INTERNAL USE:

Permit # _____

Special Event Permit Fee: \$ _____

Event Deposit: \$ _____

Event Escrow: \$ _____

Department		Signature/Date	Comments
Public Works	<input type="checkbox"/> Incomplete <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Engineering	<input type="checkbox"/> Incomplete <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Fire	<input type="checkbox"/> Incomplete <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Police	<input type="checkbox"/> Incomplete <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Licensing	<input type="checkbox"/> Incomplete <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Code Enforcement	<input type="checkbox"/> Incomplete <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Planning	<input type="checkbox"/> Incomplete <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Approved <input type="checkbox"/> Denied		