

Welcome!

We're delighted you've chosen Burnsville for your next Special Event. This application will help you determine the specific permits, amenities, and information you may need for your event.

First, please answer the following 3 questions:

1. Will the event have at least 100 attendees **and** take place on city property? ☐ YES ☐ NO
2. Does your event require a street, sidewalk, or right-of-way closure? ☐ YES ☐ NO
3. Will your event utilize **any** of the following? ☐ YES ☐ NO
 - Fireworks
 - Live animals
 - Food sales or service
 - Temporary stages
 - Amplified sound
 - Alcohol sales
 - Carnival rides
 - Electrical generators
 - Tents or canopies
 - Temporary promotional marketing signs on city streets or Right-of-Way

If you answered "yes" to any of the 3 questions above, you must fill out this application.

Application Checklist

On the following pages, you will find information about specific permits and event amenities you may be required to obtain for your Special Event. Please use this checklist below to ensure you've retained all of the permits and amenities that **may** be required for your event:

- Portable Toilets & Sinks
- Waste & Recycling services
- Tent Permit
- Fire Permit
- Electrical Permit
- Food Service Licenses
- Alcohol Permit
- Parking Lot Permissions
- Detailed Event Map Submitted
- Emergency Medical Services Plan
- Security & Police Plan
- Barricades, Signs, and Closure Plan

Application Submission

Please return your completed application to **Jess Skalicky, Recreation Programmer**.

You may submit it via email to jess.skalicky@burnsvillemn.gov or in person at City Hall.

If you have questions about this packet, please call Jess at **952-895-4412**.

Applications must be submitted at least **30 Business Days** prior to the proposed event date.

Thank you! We hope your event is a success.

Event Name & Location

Event Name: _____

Event Location Name (i.e., "Wood Park"): _____

Event Location Street Address(es): _____

Event Date & Time

Event Date(s):	Set Up Begins:	Event Begins:	Event Ends:	Tear Down End:
<i>Sample: September 15, 2024</i>	<i>8:00 am</i>	<i>10:00 am</i>	<i>2:00 pm</i>	<i>5:00 pm</i>

Event Description

Event Description (Please write at least 2-3 sentences): _____

Event Type

Please check the box for all that apply:

☐ Run, Walk, Bike, or Race☐ Parade☐ Carnival Rides & Fairs☐ Festivals & Celebrations☐ Fireworks☐ Concerts & Live Entertainment

Is this a public or private event?

☐ Public - Anyone can attend☐ Private - By Invitation Only

Event Attendance

How many **total** attendees do you expect? (i.e., "750 - 1000 total people") _____What is the **highest number** of attendees you expect at **one time**? _____

Restroom Facilities

All events are responsible for ensuring there are adequate restroom facilities and handwashing sinks to accommodate the expected number of attendees and the length of the event. Individual event's restroom needs may vary from the recommendations listed on this page.

The chart below lists the total # of toilets & sinks that currently exist in park buildings:

Neill Park: 4 Toilets, 3 Sinks	Terrace Oaks West: 4 Toilets, 3 Sinks	Paha Sapa: 1 Toilets, 2 Sinks
Red Oak: 4 Toilets, 2 Sinks	Nicollet Commons: 4 Toilets, 2 Sinks	Vista View: 3 Toilets, 3 Sinks
Northview: 1 Toilet, 2 Sinks	North River Hills: 4 Toilets, 2 Sinks	Other Parks: 0 Toilets, 0 Sinks

Toilets & Sinks Needed

The chart below lists the total number of **toilets** that are recommended for your event:

Event Length:	1 Hour	2 Hour	3 Hour	4 Hour	5 Hour	6 Hour	7 Hour	8 Hour	9 Hour	10 Hour
100 Attendees	1	1	2	2	2	3	3	3	4	5
250 Attendees	2	2	3	3	4	4	5	5	6	6
500 Attendees	4	4	5	5	6	6	7	7	8	8
1000 Attendees	6	7	8	8	9	9	10	11	11	12
2000 Attendees	9	12	15	16	17	17	18	20	23	25

The chart below lists the total number of **handwashing sinks** recommended for your event:

# of Attendees:	< 50	< 100	< 250	< 500	< 750	< 1000	< 1250	< 1500	< 1750	< 2000
# of Sinks:	1	1	2	2	3	3	5	7	9	11

Portable Toilets & Sinks Rental

A minimum of 1 restroom facility must be ADA compliant. The City of Burnsville does not rent portable toilets or sinks on your behalf. You may visit www.portablerestroomsmn.com or call [507-625-7521](tel:507-625-7521) for a quote from "Rent-n-Save." You may rent portable toilets & sinks from whichever licensed company you choose. To determine the # of portable toilets and sinks we recommend you rent, subtract the # of existing facilities from the # of recommended facilities.

What is the total # of portable toilets you will rent for your event? _____

What is the total # of portable handwashing sinks you will rent for your event? _____

Waste & Recycling

In accordance with Dakota County Ordinance 110.16.05, **all events must provide adequate waste and recycling containers** to accommodate the number of attendees and waste generated. All waste receptacles must be paired with a recycling receptacle within 10 feet.

Receptacles Required

The chart below lists the # of **trash & recycling receptacles** required for your event:

# of Attendees	100	150	300	450	600	900	1,200	1,500	1,800	2,000	2,500	3,000	3,500	4,000
# of trash containers	2	3	4	5	6	7	8	9	10	12	14	16	18	20
# of recycling containers	2	3	4	5	6	7	8	9	10	12	14	16	18	20

Based on the chart above, how many **trash & recycling containers** will you provide? _____

Dakota County Free Container Rentals

You can rent **free trash & recycling containers** for your event. Please visit the website:

www.co.dakota.mn.us/Environment/Residential/Recycling/Pages/recycling-at-events.aspx

or call **952-895-4559** to receive free temporary containers from Dakota County Recycling.

Tents

Will you have any tents or canopies at your event? ☐ YES ☐ NO

If yes, please list the number of tents and/or canopies expected here (i.e., "5 tents"): _____

Will any of these tents or canopies be larger than 10' by 20'? ☐ YES ☐ NO

If you will have any tents/canopies larger than 10' by 20', **you are required to obtain a tent permit from the Fire Department here:** www.burnsvillemn.gov/2111/Fire-Tent-Permit

For more information on the Fire Tent Permit, you can call the Fire Dept. at **952-895-4579**

Electrical

Will there be any electric powered generators of 8kW or more? ☐ YES ☐ NO

Will there be any carnival rides at your event? ☐ YES ☐ NO

If you answered "YES" to either question, **an electrical inspection & permit is required.**

To schedule an inspection & obtain a permit, please call the **Building Dept. at 952-895-4444**

Food

Will food be **sold or served** at the event? ☐ YES ☐ NO

If **yes**, who is serving or selling the food? Please list all caterers / food business names here:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Anyone (including caterers and food trucks) serving food to the public on City of Burnsville property must have a Minnesota Dept. of Health License. **Potlucks** are excluded from this requirement: www.health.state.mn.us/communities/environment/food/docs/fs/potluckfs.pdf

Alcohol

Will alcohol be **served** at the event? ☐ YES ☐ NO

Will alcohol be **sold** at the event? ☐ YES ☐ NO

If alcohol will be **sold** at the event, **you must obtain a Liquor License** from this website: www.burnsvillemn.gov/457/Liquor-Licensing. For more information on liquor licenses, you may contact the City of Burnsville Licensing Department at [952-895-4460](tel:952-895-4460).

Parking

How many cars to you expect to park at the event?: (i.e., "300 - 500 cars") _____

Where will your event attendees park? **Check all that apply:**

- | | | |
|--|---|--|
| ☐ Public Parking Lots | ☐ Public Parking Ramps | ☐ On-Street Parking |
| ☐ Event Location Parking | ☐ Private Business Lot | ☐ Private Residence |
| ☐ Taxi, Shuttle, Bus, Rideshare | ☐ Other; please specify: _____ | |

Private Parking

Are you utilizing Business Parking Lots or Private Parking for your event? ☐ YES ☐ NO

If yes, have you received permission from the parking lot owners? ☐ YES ☐ NO

List the name of all private parking lots / businesses parking lots you will utilize for your event:

Event Area & Shared Parking

Sometimes, events are held in spaces that also are used as a parking lot. For example: An event may construct a stage at the end of a large parking lot, designate a crowd area within that same parking lot, and use the remainder of the parking lot for attendees' parking.

Is your event area & the event parking utilizing the same space? ☐ YES ☐ NO

Event Map

All events must submit a detailed map including all road closures, event perimeters, vendors, parking lots, stage(s), portable toilets, entrances & exits, and all other event area details.

Have you attached your detailed event map to this application? ☐ YES ☐ NO

Stage Construction

Will you erect a stage at your event? ☐ YES ☐ NO

If yes, the stage requires at least one ADA compliant ramp.

If yes, will the stage be higher than 30 inches? ☐ YES ☐ NO

If yes, the stage requires a **Building Permit**. Please call the Building Dept. at [952-895-4444](tel:952-895-4444).

Protests & Problems

Are you aware of any **protests, problems, disorderly conduct, or disturbances** that may happen at your near your event? If yes, please describe: _____

Previous Events

Have you hosted this event (or similar event) previously at another venue? ☐ YES ☐ NO

Previous Venue Name: _____

Venue Contact Name: _____ Contact Phone #: _____

Venue Contact Email Address: _____

Amplified Sound

Will **amplified sound** be used at the event? ☐ YES, for speech ☐ YES, for music ☐ NO

If yes, **date(s) and time(s)** will the amplified sound be used? (i.e., June 12 from 6 - 9 pm):

Will you have **live entertainment**, such as a band, dancers, or a DJ? ☐ YES ☐ NO

If yes, please list the name of each performer or group below:

NOISE ORDINANCES: All events are subject to the City of Burnsville's Noise Ordinances.

A/V RENTAL: The City of Burnsville does not have speakers, audio, visual, or amplified sound equipment or staff available for rent or use. Events must procure A/V equipment and staff.

Emergency Medical Services (EMS)

The Fire Department will determine whether you need to have EMS staff on-site at your event. All costs for on-site Emergency Medical Services staff will be paid by the event applicant.

Are you hiring a private EMS company for your event? ☐ YES ☐ NO

If yes, what is the name of the private EMS company? _____

EMS Phone Number: _____ EMS Company Website: _____

Security

Are you hiring Private Security for your event? ☐ YES ☐ NO

Security Company Name: _____ Phone number: _____

Website: _____ How many security officers have you hired? _____

Required: Attach a copy of the Security Company's Proof of Insurance to this application.

Police

The Police Department will determine how many police officers will be required at your event. The cost of overtime and administrative fees will be paid by the applicant and a deposit may be required. If 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](tel:952-895-4600) with any questions.

Street & Public Right-of-Way Closures

Does this event require a street closure? ☐ YES ☐ NO

If yes, please check all that apply:

- ☐ Full Road Closure ☐ Sidewalk Occupancy/Closure
☐ Single Lane Closure ☐ Other Right-of-Way Closure: _____

Streets & Area Intersection Closures

Please list all streets and public right-of-way's you are requesting to be closed for your event:

Example: Street: East Burnsville Parkway From: Nicollet Ave To: Parkwood Drive

Staging Area: Street: _____ From: _____ To: _____

Event Area 1: Street: _____ From: _____ To: _____

Event Area 2: Street: _____ From: _____ To: _____

Event Area 3: Street: _____ From: _____ To: _____

Event Area 4: Street: _____ From: _____ To: _____

Disbanding Area: Street: _____ From: _____ To: _____

Required Closure Plans

- All events must provide a **detailed plan** for how you will manage and mitigate traffic, parking, public safety, and public services. This must include a **signed detour plan**.
- All events must provide a **closure plan** prepared by a licensed sign company.
- All events will be required to rent or buy **traffic control** signs/barricades for their event.
- Any event that requires **police personnel** to direct traffic will pay all associated police fees.
- All events must submit a **Certificate of Liability Insurance** for this specific event.
- A **\$1,500 Cash Escrow** is required for all events with street or Right-of-Way closures.

Subject to City Approval

All events with right-of-way closures must be approved by the Police Department and the City Engineer. Event maps and closure plans may be modified if necessary. If you have any questions about Right-of-Way closures, please contact [Burnsville Police at 952-895-4600](tel:952-895-4600).

Applicant Contact Information

Applicant Name: _____

Applicant Mailing Street Address: _____

City: _____ State: _____ Zip Code: _____

Applicant Cell Phone # : _____ Email: _____

Organization Contact Information

Company / Organization Name: _____

Company / Organization Street Address: _____

City: _____ State: _____ Zip Code: _____

Company / Organization Phone # : _____

Company / Organization Website: _____

Is this a 501 (c) (3) non-profit? ☐ YES ☐ NO

If so, please enter the 501 (c) (3) #: _____

Day of Event "On-Site" Contact Information

On-Site Coordinator Name: _____

Cell Phone # : _____ Email: _____

Agreement & Signature

Before submitting this application, please ensure you have answered every question on this application. **Incomplete applications will be returned to event applicant without review.**

The applicant hereby agrees to take responsibility to ensure that all ordinances and policies of the City of Burnsville are followed. The applicant hereby agrees to obtain and post all required permits for 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 City Code 1-4-6.

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

Signature: _____ Date: _____