



Special Events Policy

Approved 04-27-2020

I. General Policy Statement & Objective

The purpose of this policy is to set forth procedures to be followed by organizers of a Special Event in order to protect the health, safety and public welfare of the community.

II. Special Events

A special event generally means any temporary event held on public or private property in a way that brings people and activity to the site that does not normally occur. Special events include, but are not limited to, fairs, carnivals, festivals, outdoor concerts, parties, filming of a movie or television show, street dances, races, walks, athletic events, or other entertainment or celebration events.

Special events shall be divided into two categories:

1. City Special Events are defined as follows:

An event organized and conducted by the City, largely funded by the City, or affiliated with the City. These events are required to adhere to the rules outlined in this policy, but will not be required to obtain a Special Event License.

2. Non-City Special Events are defined as follows:

An event organized and conducted by a non-profit organization as defined under Section 501(c)(3) through (10) of the Internal Revenue Code, a for-profit organization or business, or individuals. These events are required to obtain a Special Event License, and pay applicable fees.

All Special Events are required to comply with required federal, state, and local regulations.

The following types of events are exempt from these requirements:

- a) Any regular indoor use of an established and permanent place of worship, education facility, auditorium, or other places of assembly.
- b) Any regular use of an established and permanent stadium or athletic field.
- c) Non-city sponsored events at a City or County park property associated with the use of the facility, building, and/or shelter as long as proper rental s and other required licenses and permits are obtained.
- d) Golf tournaments
- e) Graduation, parties, weddings, or funeral gatherings located on property that is used as a principal place of residence of the host of the event and the event does not have amplified sound or music.

III. Fees

1. The non-refundable Special Event License fee is established by the city's Fee Schedule.
2. Hourly rate shall be the hourly cost for any employee working on a Special Event.

IV. Regulations and Procedures

1. Applications and a non-refundable fee must be submitted not less than 30 days before the event. Applications are available on the City's website or in the City Manager's office.

2. When applicable, an event map outlining the event may be required.
3. A cash deposit may be required before the special event occurs based on the anticipated and potential cost to the City.
4. The Special Event shall operate only on those days and during the hours specified in the license and shall not exceed 3 consecutive days.
5. A property is limited to a maximum of 4 special events in a calendar year.
6. No person shall make or cause to be made any distinctly and loudly audible noise that unreasonably annoys, disturbs, injures or endangers the comfort, repose, health, peace, safety or welfare of any person, or precludes their enjoyment of property or affects their property's value. This general prohibition is not limited by the specific restrictions contained in City Code, Section 405.02.

If amplified music and/or speaking is utilized, the following requirements must be met:

- a) The applicant shall designate a person affiliated with the special event that is responsible for monitoring sound levels and has authority to ensure that sound does not exceed 80 decibels as measured 50 feet from the property line, or 50 feet from the source, whichever is more restrictive.
 - b) The amplified music and/or speaking can only be for a period of four hours or less between the hours of 7:00 a.m. – 9:00 p.m. Monday-Friday, and 9:00 a.m. – 9:00 p.m. on weekends and legal holidays. Amplified speakers are required to be positioned in a way to limit noise to the surrounding residential areas.
 - c) The applicant shall provide a name and contact information for a person on-site of the event that will be able to respond to noise complaints and ensure that noise generated at the site complies with this policy.
7. Issuance of a Special Event License does not, in any way, imply City sponsorship of the Event. An applicant may not use, print or duplicate any of the trademarks, trade names, service marks, logos, identifications or other proprietary rights and privileges of the City for any purpose in connection with a Special Event without prior written consent from the City of Roseville.
 8. Parking and Traffic Plan: The City may require the applicant to submit a parking and traffic plan, and provide, install, and remove all traffic control equipment if necessary. Applicant is required to pay all costs for traffic control measures and traffic control personnel.
 9. Insurance: Applicant shall provide the City with a Certificate of Liability Insurance showing proof of general liability insurance and liquor liability insurance (if applicable) meeting the following minimum requirements:
 - Applicant shall procure and maintain for the duration of the Special Event commercial general liability insurance or equal 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 with a minimum combined single-limit coverage of \$2,000,000 for any single occurrence.
 - 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, along with the applicable state and City licenses.
 - 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.

10. **Security:** The City may require the applicant employ at their own expense such security personnel necessary to protect maximum number of persons in attendance and to preserve order in and around event site as determined by the City. No license shall be issued unless the City Police and Fire Departments have approved the security plan. Security provided by the City will be billed at the hourly rate of the city employee.
11. **Emergency Plan:** Applicant shall provide the City with an emergency plan that details procedures for managing or responding to emergencies as required by the Minnesota State Fire Code. In addition, for events where there is a possibility for more than 1,000 people to congregate, the applicant shall provide trained crowd managers. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons. Where approved by the fire code official, the ratio of crowd managers shall be permitted to be reduced when the facility is fully equipped with an approved automatic sprinkler system or based upon the nature of the event. The emergency plan and amount of crowd managers must be approved by the Fire Department prior to the issuance of the Special Event license.
12. **Sanitary Facilities:** Applicant shall provide adequate sanitary facilities as in accordance with all federal and state requirements.
13. **Solid Waste Disposal:** Applicant shall provide a method of disposing of solid wastes in compliance with state and local laws and regulations. Applicants are encouraged to engage in recycling whenever possible.
14. **Mobile Food Vending:** Food vendors must obtain any required Minnesota Department of Health or Ramsey County Food License and any applicable mobile food vending license required under the City Code. Proof of license and permit shall be provided to the City at least 7 days before the event and kept on site for immediate inspection.
15. **Cleanup:** Applicant shall, at no cost to the City, immediately clean up, remove, and dispose of all litter or materials of any kind that is placed or left on the premise because of the event, or be charged the hourly rate of the employee for cleanup.
16. **Notice to Property Owners:** Applicant shall provide a 10 day notice to properties within 500 feet of the event. For events that occur over a course or a route, the applicant shall attempt to notify the public. The City will provide the applicant the mailing list.
17. **Claims:** Applicant agrees to defend and hold the City harmless from claims, demands, actions, or causes of actions, of any nature of character, arising out of, or by reason of conducting an event authorized by a Special Event License.
18. **Damages:** Applicant will indemnify the City for all damages that may result to City property as a result of a Special Event.
19. **Additional Requirements:** The City Manager or his/her designee may place any additional conditions reasonably calculated to protect the health, safety, and welfare of persons attending the event or City residents.