



EVENT: _____

DATE: _____

Application for Private Use of Public Property Events

Please complete the attached application for private use of public property with as much detail and return it to the Public Works Office as soon as possible.

Please keep in mind that City Staff will need time to consider your application, and to complete their comments. In some instances, applications need to be approved by the City Council as well as City Staff. Therefore, your application needs to be returned to the City **AT LEAST 30 DAYS PRIOR TO YOUR EVENT/ACTIVITY/PROJECT.**

Applicants making requests for **EVENTS** are asked to complete **Sections A, B & C.**

In the event that food service is a part of your event/activity, you **MUST** contact Minnesota Department of Health for their authorization.

If you have any questions concerning your application, please feel free to contact Public Works at 651-385-3674 (7:00 am to 4:00 p.m.)

(For City Use Only – Routing Information)

Initial	Date	Routing
		Received from Applicant
		Received by Public Works
		Public Works Review Completed
		Police Department Review Completed
		Fire Department Review Completed
		Engineering Review Completed
		B&G Review Completed
		Returned to Public Works
		Forwarded to Council for Approval
		Original to City Clerk



Private Use of Public Property Policy

Purpose

The purpose of this policy is to explain the City's approach to public events, and to set forth an approval process for events that require a Private Use of Public Property. There are several categories of events. They are;

- 1) Completely Private Events;
- 2) Events that are public but small enough to not require special event insurance;
- 3) Private events that have a public purpose (like non-profit fundraising events);
- 4) Events co-hosted by the City.

A Private Use of Public Property (PUPP) Application is generally required for privately hosted events.

With the exceptions listed in the next paragraph, A PUPP is required for the following events:

- 1) Any public assembly, parade, picnic or any other gathering involving more than fifty individuals;
- 2) Any exhibit, music or dramatic performance, fair, circus, concert, play, radio or television broadcast, other than news transmissions;
- 3) Any exhibit or display any motion picture, television program, light or laser light display, or similar event;
- 4) Operate a vehicle, except upon a publicly dedicated street, alley, parking area, watercourse, or other area designated by the City as a temporary roadway or parking area;
- 5) Create or emit any amplified sound, except from a radio, recorder or other device possessed and used by an individual for his/her own enjoyment and operated in such a manner so as not to interfere with another person's use and enjoyment of public property.;
- 6) Conduct any parade, rally, race, walk, meet or other event in an area designated as a parking area or within the public right-of-way;
- 7) Station or erect any building, tent, canopy, stand, bandstand, stage, tower, scaffold, sound stage, platform, rostrum or other structure;
- 8) Station or use any electrical or electronic device or equipment that would require auxiliary power;
- 9) Bring, land or cause to ascend or descend any airplane, helicopter, flying machine, balloon, parachute or other apparatus for aviation, or;
- 10) Conduct any other activity for which a PUPP is specifically required pursuant to other provisions of the City Code.

The following events do not need a PUPP:

1. Gathering of more than 50 individuals in the Colvill Park Pavilion, Colvill Park Courtyard or a designated picnic shelter when the individual organizing the gathering reserves the facility through the public works office consistent with section 10.18 Subdivision 5.C. of the City Code.

Events co-hosted by the City

The City acknowledges that there are events that are large public celebrations that support the City's Strategic Plan. The four events that are designated as City co-hosted events are:

- 1) Rolling River Music Festival;
- 2) River City Days Community Festival;
- 3) Fall Festival of Arts;
- 4) Holiday Stroll;

The City's designation as a co-host means that the City will provide financial support to cover a portion of material, refuse, equipment, and labor costs. Each event will have a maximum contribution determined annually by the City Council. The City will only contribute a portion of the cost; the applicant must demonstrate that some costs are being covered by other funding sources. Currently, the maximum contribution for events are as follows:

- 1) Rolling River Music Festival – Up to \$4,000 and reimbursement for special event insurance.
- 2) River City Days Community Festival – Up to \$15,000 and reimbursement for special event insurance.
- 3) Fall Festival of Arts – Up to \$3,000 and reimbursement for special event insurance.
- 4) Holiday Stroll – Up to \$6,000 and reimbursement for special event insurance.

Insurance

Before an event may be approved, all applicants must provide the City with proof of general liability insurance limits of at least \$1,000,000 per occurrence and \$2,000,000 general aggregate limit (coverage limit requirement may be satisfied by a general liability policy in combination with an excess liability or umbrella liability policy) subject to the requirements set forth in the attached agreement and applicant must include the City as an additional insured on their insurance policy. The City's contribution listed above can be used to reimburse the organization for their costs associated with the additional insurance coverage.

Events that are public but small enough to not require special event insurance

All public events on public property are required to have a certificate of insurance naming the City as "additionally insured" with the exception of the Memorial Day Observance. The Memorial Day Observance event is small and does not require additional insurance. The Field of Honor is a public event that does not require

special event insurance, but does require the certificate of insurance naming the City as additionally insured. The City will support these events financially with the following not to exceed amounts:

Memorial Day Observance – Up to \$300

Field of Honor – Up to \$900

The City acknowledges that from time to time there will be modifications in the list of events designated as co-hosted by the City and modifications to the financial support covered for each. Modifications will be communicated in advance of the event following adoption of the approved budget.

Private events that have a public purpose

Events hosted by local non-profit organizations, for a common community good, that require a PUPP or reservation of a facility, can receive a reduction in fees.

Guide for waiver of fee requests for support of non-City hosted

Requests to waive fees for facilities use will be considered from local, non-profit application in exchange for service or contributions to the City. A Council committee will be established to consider each waiver. The Council committee will make a recommendation to the City Council.

A request to waive fees will be considered by the Ad-Hoc Committee when an exchange for a service or a contribution from a local, non-profit organization results in a net-positive impact on the City. The entity will identify the request and a negotiated service exchange will occur.

The service exchange or contribution will be evaluated on the 'reduction or savings' realized by the City. In other words, planting the flower pots at the local cemeteries costs the City \$XX if completed by an ICWIC crew. A local non-profit group could receive a waiver of up to \$XX if this service is provided to the City. The Ad-Hoc Committee will consider other options that provide the same type of benefit to the City.

The City Ad-Hoc Committee will value Monday thru Thursday facility costs at a reduced rate. The highly reserved days of Friday – Sunday will be valued at a full rate.

The following possibilities are options that the Ad-Hoc Committee will consider:

- 1) Annual planting of flower pots at the cemetery (this is an 80-hour commitment that must occur during the week directly prior to Memorial Day).
- 2) Donations of scholarship funds to the City to support local student education toward degrees/certifications in public jobs (this is an apprenticeship program that is being developed).
- 3) Special projects such as cleaning of the Oakwood Cemetery Chapel.

- 4) Ongoing beautification efforts such as garden and park maintenance (this must be an ongoing commitment to a garden that requires no support from the City).
- 5) Any effort that has a net negative effect on City time invested into a necessary work activity.

Completely private events

The City Council will not consider a waiver of costs for any private event.

Exceptions – The information provided above does not affect the Mayor and City's Council's ability to utilize Strengthening Neighborhood Dollars (\$500 per Council Member/Mayor) for individual events.

Approval process for private events that have a public purpose

Process - Short-term:

- 1) An Ad-Hoc Committee made up of two City-elected leaders will be appointed by the Council President.

Process - Ongoing:

- 1) When a PUPP is received and a request for a waiver is identified, the Ad-Hoc Committee will be called for a meeting. The committee will receive the application and will contact the individuals to negotiate a fair agreement for service.
- 2) The Council Committee will evaluate the request against the criteria and create a recommendation for the City Council.
- 3) Recommendations from the Ad-Hoc Committee to the City Council will be placed on the consent agenda for City Council approval.

SECTION A – General Information

**CITY OF RED WING
PRIVATE USE OF STREETS, PARKING AREAS & PUBLIC PROPERTY**

Name: _____

Agency: _____

Address: _____

City/State/Zip _____

E-Mail Address _____

Work Phone: _____ Home: _____ FAX: _____

Name of Event: _____

Date(s) of Event: _____

Event Times: From: _____ To: _____ Expected Attendance: _____

Please provide a detailed description what your event entails: _____

Please list the public facilities, parks, streets, or public property you are requesting use of for this event:

What are the General Liability insurance coverage limits of the Applicant?

Per Occurrence: \$ _____

General Aggregate: \$ _____

Who is the insurance agent for the Applicant?

Name: _____

Address: _____

Phone: _____

On behalf of the Applicant, I hereby certify that all of the foregoing statements are true and accurate to the best of my knowledge. Applicant makes this application in accordance with City Code, Section 7.13. **Applicant acknowledges that, prior to the granting of this permission by the City, Applicant will be required to furnish proof of insurance** with General Liability insurance limits of at least \$1,000,000 per occurrence and \$2,000,000 general aggregate limit (coverage limit requirement may be satisfied by a General Liability policy in combination with an Excess Liability or Umbrella Liability policy). The Applicant's insurance coverage must be primary, written on an "Occurrence" basis and **MUST list the City of Red Wing as an additional insured**. Applicant agrees to defend, indemnify and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses, costs or charges (including attorneys' fees) incurred by the City as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss, or property damage caused by, arising out of, related to or associated with use of the property by Applicant, its guests or invitees resulting from this application and its use.

I further understand that the City may charge a fee for the use of the public property. In no event will I acquire any rights, title, or interest in the public property whatsoever; and the City may cancel my use of the property any time with or without prior notice to me.

I further understand that in granting this permit the City is not waiving compliance with other ordinances or the requirements to obtain any other permits and, further, that I am responsible for obtaining any other permits required by law from other appropriate governmental entities.

Applicant shall insure that all public property is restored or left in an acceptable condition.

I certify that I have the authority to bind Applicant to the above terms.

Applicant

Applicant

City of Red Wing
PLOT PLAN

INSTRUCTIONS TO APPLICANT

For street closures, please show the location and distance of all buildings in relation to street / alley right-of-ways. Clearly indicate area of requested use.

For parades, please use the plot plan to show streets requested for parade route.



Indicate North in Circle

Scale 1" = _____ FT

I/We certify that the proposed use will conform to the dimensions and uses shown above and that no changes will be made without first obtaining approval.

Property Owner(s) of site and structure

Signature of Owner

Date

SECTION B – Event Information

Do you have any electrical needs? _____

Do you need water service? Yes No

Do you plan on having Portable Toilets? Yes (Number) _____ No

Organizers are responsible for contacting vendors to arrange for portable bathrooms units.

The only exception to this is if the event is a City sponsored event as identified in the PUPP Policy.

This requires the use of approved vendors under contract with the City

Refuse collection arrangements?

To keep costs down, containers will be delivered to one location. Event organizers may move them to desired locations. All containers must be returned to the delivery location for service and for pick up at end of event

Do you want any additional picnic tables? Yes (Number) _____ No

If yes, where do you want the picnic tables placed? _____

Are you requesting any street closures? Yes No

If yes, please list street(s) and requested closure times. _____

Are you requesting no parking prior to and/or during your event? If yes, please list requested street(s)/time(s) below. (City ordinance requires that the notice of no-parking restrictions must be posted 20 hours before the no-parking starts. There is a cost for this service and the Police Department will provide this cost information)

What are your plans/requests/needs for assistance with crowd control, traffic control, and onsite emergency personnel/equipment? (i.e. Ambulance, fire truck, security, escorts. There is a cost for this service and the Police or Fire Department will provide this cost information)

Cones and barricades are necessary for most major events. They are available to rent from the Public Works department. Event organizers are reminded that if you are renting signs/barricades from the city, you are responsible to pick up, set up, take down and return all signs and barricades necessary for your event. Police Department staff will review the placement to ensure safety and enforceability.

Attached is a rental information sheet. Will you provide your own cones/barricades or do you wish to rent them from Public Works?

Provide Own

Rent from Public Works

If renting, please list the number and type of cone / barricade you wish to rent.

<u>Number</u>	<u>Type</u>	<u>Number</u>	<u>Type</u>
_____	Type 1 – 8’ Barricades	_____	Stop Sign on Stand
_____	Type III – 8’ Barricades	_____	No Left Turn Sign on Stand
_____	Type 1 with Type A Flashers	_____	No Right Turn Sign on Stand
_____	Flashers for Barricades	_____	No Parking Signs
_____	Drums	_____	Road Closed Sign
_____	Reflective Cones	_____	Pedestrian Barricades
_____	Stop Sign on Stand	_____	
_____	60” x 30” Closed to Thru Traffic	_____	

If you are providing your own, please list the company you are acquiring the signs from and the number and type of signs you plan to use:

SECTION C – Food & Beverage

Is your event open to the general public, or is it a private event?

Public

Private

If your event is open to the general public, will there be food or beverage sold or provided to the public?

Yes

No

All food vendors, regardless of their status (501c3, etc.) must have a valid Food and Beverage License issued by the Minnesota Department of Health. You, as the applicant, are responsible for verifying that all vendors providing food or beverage during your event have obtained the proper license.

Food and Beverage Licenses can be obtained by contacting the Minnesota Department of Health at: 651-201-4500.

For events with food wagons or other food vendors, organizers must request additional refuse services within this application.

If the sale of alcohol is part of your event, you must obtain a temporary liquor license. Applications are available by contacting the City Clerk's office at 651-385-3615. Please note that there are additional insurance requirements related to alcohol service.

SECTION D – Outdoor Movies

Does your event include the screening of outdoor movie(s)?

Yes

No

Publicly screening a movie requires obtaining public performance rights from the rights-holder of the movie. You as the applicant, are responsible for obtaining written documentation of permission to publicly display the film. A copy of the written permission **MUST** be provided to the City of Red Wing prior to receiving approval for your event.

The following website has some great information on how to obtain public performance rights: http://www.prattlibrary.org/locations/sightsandsounds/?id=11096#Vendors_with_PPR.

2023 RENTAL FEES AND LABOR COSTS

Equipment

	<u>W/o Op.</u>
Utility Vehicles	\$18.00 /hr
Pickup Trucks	\$12.00 /hr
Pickup Trucks w/plow	\$16.00 /hr
Pickup Trucks w/crane	\$20.00 /hr
Push Mowers/Trimmers	\$5.00 /hr
Large Mowers	\$16.00 /hr
Air Compressors	\$12.00 /hr
Rollers	\$20.00 /hr
Generators	\$20.00 /hr
1 Ton Truck	\$18.00 /hr
1 Ton Truck w/plow & sander	\$23.00 /hr
Dump Trucks – Single Axle	\$26.00 /hr
Dump Trucks – SA w/plow & sander	\$31.00 /hr
Dump Trucks – Tandem	\$30.00 /hr
Dump Trucks – TA w/plow & sander	\$40.00 /hr
Garbage Trucks	\$30.00 /hr
Lift Trucks	\$35.00 /hr
Tractors/Skid Steer	\$35.00 /hr
Chipper	\$18.00 /hr
Flusher Truck	\$30.00 /hr
Sweepers	\$50.00 /hr
Loaders	\$45.00 /hr
Dozers/Traxcavators	\$50.00 /hr
Graders	\$45.00 /hr
Loader/Snow Blower	\$90.00 /hr
Vactor	\$110.00 /hr
Thawing Rig	\$22.00 /hr
Sewer Camera	\$40.00 /hr

Signs & Barricades

Type I – 12' Barricades	\$2.00 /item/day
Type I with Type A Flasher	\$3.00 /item/day
Type III – 4' Barricades	\$2.00 /item/day
Type III – 8' Barricades	\$3.00 /item/day
Drums	\$1.00 /item/day
Reflective Cones	\$1.00 /item/day
Stop Sign on Stand	\$2.00 /item/day
No Right/Left Turn Sign on Stand	\$2.00 /item/day
60" x 30" Closed to Thru Traffic	\$2.00 /item/day
PD No Parking Signs	\$1.50 /item/day
10' Pedestrian Barricades	\$2.00 /item/day
Flashers/Sandbags/HC No Parking signs	\$1.00 /item/day

Labor Costs

Public Works	\$50.00-\$110.00 /hr
PD Administration	\$45.00 /hr
PD Regular Officer	\$60.00 /hr
PD OT Regular Officer	\$90.00 /hr
PD CS Officer	\$45.00 /hr
PD OT CS Officer	\$67.50 /hr
PD Reserve Officer	\$20.00 /hr

Other Supplies/Services

Picnic Tables	\$10.00 /item/day
Park Benches - City Delivers	\$6.00 /item/day
Orange Fencing	\$2.00 /roll
Portable Bleachers	\$75.00 /item/day
Safety Vests	\$22.00 /item/day
Spray Paint	\$5.50 /item/day
Refuse/Recycling Containers	\$0.00 /item/day
Refuse Collection	\$62.05 /ton+17%MSW tx
CESC Charge	\$45.95 /ton
Refuse Coll- \$50 (Min. .5 TON)	\$42.74 + \$7.26 MSW tax
Turn Curb Stop	\$75.00 /operation
Electrical Cord Cover	\$1.00 /item/day

Facilities & Utilities

Small Open Shelters	\$40.00 4 hrs or less
Small Open Shelters	\$60.00 +4 hrs/shelter
Large Open Shelter (Colvill)	\$50.00 4 hrs or less
Large Open Shelter (Colvill)	\$70.00 +4 hrs
Colvill Park Screened Pavilion	\$60.00 4 hrs or less
Colvill Park Screened Pavilion	\$90.00 +4 hrs
Colvill Courtyard – Building	\$450.00 Per Day
Colvill Courtyard – Building	\$240.00 4 hrs seasonal
Colvill Courtyard	\$200.00 Cleaning Deposit
Colvill Courtyard – garden	\$40.00 Per Day
Colvill Courtyard – garden	\$60.00 4 hrs or less
Central Park Bandshell	\$60.00 4 hrs or less
Central Park Bandshell	\$90.00 +4 hrs
Electricity – Other Facilities	\$35.00 4 hrs/facility
Electricity – Other Facilities	\$55.00 +4 hrs/facility
Turtle 50 AMP	\$100.00 Per Day
Downtown Electric	\$30.00 per day
Ballfield Lights	\$30.00 Per hr/field

Administration Fee

19% of Subtotal