



# CITY OF NEW HOPE COMMUNITY DEVELOPMENT

4401 Xylon Ave N • New Hope MN 55428 • Phone: 763-531-5127

• newhopemn.gov • newhopeinspections@newhopemn.gov

## SPECIAL EVENT APPLICATION

### PROCESS

The purpose of the Special Event Application is to coordinate approval of permits and city services for activities that are not covered through an alternate permit or rental process. Regulations and associated permits help ensure special events are operated within health and safety standards, with minimal negative impact to other members of the community.

### TYPES OF EVENTS THAT REQUIRE A SPECIAL EVENT APPLICATION

- Any temporary event that is open to the public
- Any temporary event that has an impact on the regular flow of traffic or held on public property (parades, races, carnivals, community picnics, celebrations, fundraisers, dances, concerts, or large assemblies)

### TYPES OF EVENTS THAT DO NOT REQUIRE A SPECIAL EVENT APPLICATION

- |   |  |
|---|--|
| ▪ Events in a place of worship                | ▪ Garage sales, auctions or estate sales   |
| ▪ School-sanctioned events on school property | ▪ National Night Out/Night to Unite coordinated by New Hope Police Department (may require block party petition) |
| ▪ City-sponsored events                       | ▪ Mobile food trucks (registration required)   |
| ▪ Family gatherings on private property       |  |

### CITY FACILITY RENTALS

- If using a city park, groups over 25 persons must apply for a Park Permit. Call 763-531-5151 for information.
- If interested in renting a park pavilion, warming house, community room at ice arena, or golf course clubhouse a Facility Rental Application must be completed. Call 763-531-5151 for information.

### SPECIAL EVENT APPLICATION REQUIREMENTS

1. Applications must be submitted at least **30 days** prior to event to allow time for processing and approvals.
2. Operating without appropriate permits/licenses could result in the immediate closure of your event.
3. Some activities may be limited or not allowed due to location, time, or other circumstances.
4. **Events must be 10 days or less in duration per calendar year.**
5. Event diagram must be submitted at time of application (if using streets, include route map).
6. Certificate of insurance may be required if event is on public property.

### EVENT INFORMATION

Event Name: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ AM/PM End Time: \_\_\_\_\_ AM/PM

Organization Name: \_\_\_\_\_ FEIN: \_\_\_\_\_ - \_\_\_\_\_

Organization Address: \_\_\_\_\_

Please describe the activities that will occur at this event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Name: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

### SITE INFORMATION

Property Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Has Use of Property Been Approved by Owner(s):  Yes  No



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**SIGNS: Are you posting temporary sign(s):**  Yes  No

- If yes, contact Community Development at 763-531-5127 for temporary sign regulations and permit application.

**TENTS/CANOPIES: Are you erecting a temporary tent/canopy larger than 200 square feet:**  Yes  No

- If yes, contact Community Development at 763-531-5127 to see if a Special Hazard Permit Application is required.
- Contact West Metro Fire-Rescue District at 763-230-7000 for installation requirements.

**NOISE: Will there be amplified sound such as a live band, DJ or radio:**  Yes  No

- If yes, review §9-42 "Regulation and abatement of prohibited noise" of City Code.
- Contact Police Department at 763-531-5170 with any questions.

**STREET BLOCKAGE: Are you planning on blocking off or closing any streets:**  Yes  No

- If yes, contact Police Community Services at 763-531-5140 to arrange for road closure approvals. Signatures from impacted property owners are required for a temporary road closure. The Police Department also handles requests for temporary parking or no parking requests on city streets.
- Contact private vendor for rental of barricades.
- If on-site parking is inadequate, applicant should make arrangements for overflow parking.

**FOOD: Will food be served:**  Yes  No

- If yes, utilize a licensed caterer or contact Hennepin County Public Health Department at 612-543-5200 to apply for a food license.
- If food will be provided by a food truck, contact City Hall at 763-531-5123 for licensing requirements.

**ALCOHOL: Will alcoholic beverages be consumed:**  Yes  No

- Contact city clerk at 763-531-5117 for more information.

**RESTROOMS: Will portable restrooms be provided:**  Yes  No

- If yes, Vendor Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Number of Units: \_\_\_\_\_
- Include illustration of location of portable toilets on event diagram.

**TRASH: Will trash receptacles and trash removal be provided:**  Yes  No

- Review §9-11 of City Code.

**SECURITY: Will police security be needed:**  Yes  No

- Events requiring traffic control or events with alcoholic beverages will require police presence (hourly fee charged to applicant).

### NOTICE

Applicant agrees to comply at all times with all applicable laws, ordinances, and regulations, whether they are federal, state, county, or municipal. I declare that the information I have provided in this permit application is truthful, and I authorize the city of New Hope to investigate the information provided. I understand if a complaint is received regarding noise, traffic, behaviors or any other activity associated with this event, the event may be discontinued or altered at the city's discretion.

**Signature:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

### APPROVAL COMPLETED BY CITY STAFF

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Referred to Appropriate Departments On: \_\_\_\_\_

<i>Distribution:</i>	City Clerk	Approved By: _____	Date: _____
	Community Development	Approved By: _____	Date: _____
	Fire	Approved By: _____	Date: _____
	Police	Approved By: _____	Date: _____
	Public Works	Approved By: _____	Date: _____
	Parks and Recreation	Approved By: _____	Date: _____