

CITY OF GOLDEN VALLEY

SPECIAL EVENTS POLICY

I. General Policy Statement & Objective

The purpose of this policy is to set forth procedures to be followed by organizers of a Special Event who wish to use City property and/or require City services. Any organization wishing to sponsor or hold a Special Event in Golden Valley will be required to complete the Special Event Permit Application. The City will conduct a complete review of any Special Event Permit Application and inform the Applicant if the event is allowed.

What constitutes a Special Event is defined in City Code Section 8.11 and is generally any temporary event open to the public and held on public property, or a temporary event held on private property that has an impact on the regular flow of traffic. Special Events may include any parade, race, carnival, community picnic, celebration, fundraiser, dance, concert, or large assembly.

II. Types of Special Events

The purpose of this section is to categorize the various types of Special Events based on the level of the City's participation in the event and to provide a guideline for justly determining the City's participation level with a Special Event.

1. City-Hosted: A Special Event organized and conducted by the City and largely funded by the City.
2. City-Cooperative: A Special Event organized and conducted by a tax exempt non-profit organization under Section 501(c) (3) through (10) of the Internal Revenue Code that the City has elected to support through appropriation of funds within the City's budget. This is typically an annual recurring event. This is an event that the City has determined is of general interest to the public and advances the City's public image. The City provides in-kind and/or financial support to this event as determined in the annual budget appropriation, which may take the form of cash contributions for services or contributed City services to facilitate the event activities. This event must meet the other requirements of the Special Event Policy/Ordinance and must reimburse the City for any City costs in excess of the support level authorized by the budget appropriation.
3. City-Supported: A Special Event organized and conducted by a tax exempt non-profit organization under Section 501 (c) (3) through (10) of the Internal Revenue Code that is approved for full or partial waiver of cost recovery due to identifiable community benefits. The City may provide financial support to this event by waiving cost recovery. In effect, such an event is assisted by contributed City services to facilitate the event activities. This event must meet the other requirements of the Special Event Policy/Ordinance and must reimburse the City for any City costs in excess of the support authorized by the waiver.

*For the City-Hosted, City-Cooperative, and City-Supported events, there will be no charge to the City to participate, including Boards and Commissions.

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4. Any Other Event: A Special Event organized and conducted by a tax-exempt non-profit organization, a for-profit organization, or individuals must meet the requirements of the Special Event Policy/Ordinance and must reimburse the City for any City costs.

Under the City Code, the following types of events are exempt from this Policy:

1. any permanent place of worship, stadium, athletic field, arena, theatre, auditorium, school-sanctioned events on school property, or fairs conducted pursuant to state law;
2. Special Events or activities permitted or licensed by state law or ordinances of the City, other than this Section, including publicly-sponsored activities in the local or regional park system;
3. Events in the nature of a family gatherings;
4. non-City wide garage sales;
5. non-recurring auctions or estate sales;
6. National Night to Unite Events established through the Golden Valley Police Department;
7. funeral processions;
8. activities conducted by a governmental agency acting within the scope of its authority; and
9. residential neighborhood block parties.

III. City Participation in Special Events

The City Manager has the authority to determine, with Council consultation, which events the City may provide financial, material, labor, or other support. Any support given to any event by the City is subject to change by the City at any time.

Special Event List

City - Hosted Special Events

City special events are those planned, hosted, and financed by the City of Golden Valley, some of which are:

- Winter Family Festival
- Run the Valley Race and Walk
- Police and Fire in the Park
- Golden Valley Fire Relief Association Street Dance
- Ice Cream Social
- Golden Valley Golf Classic
- Minnesota Night To Unite
- Public Safety Open House for Families with Special Needs

City Cooperative Special Events

Cooperative special events are those planned, hosted, and financed by the City of Golden Valley in cooperation with other public organizations, some of which are:

- West Metro Home Remodeling Fair
- Caring Youth Recognition
- Bike Rodeo
- Lilac Project Planting Day

City-Supported Special Events

City-supported special events planned, hosted, and financed by organizations or groups that receive in-kind City services in exchange for acknowledgement of City support by the event holders are:

- Market In the Valley
- Golden Valley Arts & Music Festival
- Recognized State and Regional Youth Athletic Events Sponsored by the Golden Valley Youth Athletic Associations

Other Special Events

Other Special Events, some of which are:

- Golden Valley Animal Humane Society Annual “Walk for Animals”
- American Diabetes Association “Step Out: Walk to Stop Diabetes”

IV. Fees

1. The non-refundable Special Event Permit fee is \$25.
2. Hourly Rate shall be the hourly cost for any employee working on a Special Event as established by the City Council. These rates are reviewed/adjusted annually (see Exhibit A). The Hourly Rate shall include expenses related to the employee, including fringe benefits.
3. Equipment Charges shall be the current equipment usage rates as established by the City Council.
4. A Replacement Cost will be billed for missing and/or damaged equipment and supplies.

V. Billings for Special Events

1. Special Event billing by the City shall be itemized by employee time (ie, Physical Development, Police and Fire), equipment charges, and any replacement costs for missing or damaged equipment/supplies.
2. If approved, event sponsors who have previously hosted the same event in the year prior AND paid their bill in a timely manner will be extended the courtesy of paying all City fees after their event is completed and billed for the current year.
3. If approved, new events or events that are repeating annually and did NOT pay their bill in a timely manner must submit either a cash deposit or a check with payment of 75% of estimated expenses to be used as a deposit to be credited against final payment. Deposit fees must be paid not less than 30 days before the newly scheduled event.

VI. Regulations and Procedures

1. Any person or organization wishing to sponsor a Special Event must obtain a Special Event Permit not less than 45 days before the event.
2. Applications for a Special Event Permit will be available on the City's website or in the City clerk's office, and if approved, shall become a part of the permit. Incomplete applications will be returned.
3. The non-refundable permit fee shall accompany the application.
4. When applicable, an event map outlining the event may be required.
5. The cash deposit will be calculated based on the anticipated and potential cost to the City of Golden Valley and shall be submitted no less than 30 days before the Special Event Permit.
6. The Special Event shall operate only on those days and during the hours specified in the permit and shall not exceed 7 consecutive days.
7. Issuance of a Special Event Permit does not constitute a waiver of any Federal, State or City ordinances. Applicants are responsible for complying with all applicable Federal, State, and City ordinances.
8. Issuance of a Special Event Permit does not, in any way, imply City sponsorship of the Special 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 (collectively "City Marks") for any purpose in connection with a Special Event. In the case of a City-Cooperative or City-Supported Special Event, the City may permit an Applicant to use City Marks in connection with the advertising and promotion of the Special Event, provided in each instance of such use the Applicant has obtained the City's prior written consent. Any such consent by the City shall not be deemed to be an impairment in anyway of the City's exclusive rights in the City marks

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9. **Maximum Number of People:** Applicant shall not sell tickets to more than the maximum number of people stated in permit.
10. **Parking and Traffic Plan:** Applicant shall submit a parking and traffic plan for the number of person projected to attend the event, which must include adequate off-street parking facilities on site or within 1,500 feet of the site. Applicant is required to pay all costs for traffic control measure and traffic control personnel. When adequate off-street parking facilities are not available, an alternate plan to bus attendees from a remote location may be considered. This plan should contain details on remote parking location(s), parking approvals, bus routes and schedules, traffic control measures, and remote site security details.
11. **Traffic Barricades:** Applicant shall through a bona fide contractor provide, install, and remove all the equipment as stipulated by the City Manager or his/her designee. The installation and removal of barricades by the Physical Development Department is subject to the Hourly Rates listed in Exhibit A.
12. **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.
13. **Security:** Applicant shall 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. No permit shall be issued unless the City police chief is satisfied with the security plan. Security provided by the City will be billed at the Hourly Rate outlined in Exhibit A.
14. **Sanitary Facilities:** Applicant shall provide adequate sanitary facilities as in accordance with all federal and state requirements.
15. **Solid Waste Deposal:** 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.
16. **Mobile Food Vending:** Food vendors must obtain any required Minnesota Department of Health or Hennepin County Food License and any applicable mobile food vending permit required under the City Code, and the Special Event shall comply at all times with the applicable health codes and regulations. Proof of license and permit shall be provided to the City clerk at least 7 days before the event and kept on site for immediate inspection.
17. **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. If the Applicant neglects or fails to proceed with cleanup within a two-hour period immediately following the end of the event, or if the cleanup is done in an inadequate manner, the City Manager or his/her designee is authorized to clean up and charge Applicant for cleanup at the Hourly Rate shown in Exhibit A.

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18. Notice to Property Owners: Applicant may be required to provide a 30-day notice to surrounding property owners about an upcoming Special Event.
19. 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 Permit.
20. Damages: Applicant will indemnify the City for all damages that may result to City property as a result of a Special Event.
21. 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. These requirements may include specific staff levels for Police, Fire, Physical Development, or other personnel. Expense will be billed to the Applicant under the terms of this policy.
22. Termination: An Applicant may elect to terminate a Special Event permit by giving written notice to the City Clerk at least 7 days before the first day of the event. If less than 7 days written notice is given to terminate a permitted event that involved the City undertaking contracted work, the Applicant shall pay the City for a 2-hour minimum charge for the relevant staff time, and the Applicant shall compensate the City for any contractual expenses incurred and losses suffered by the City as a result of the termination. The City Manager or his/her designee has the authority to cancel or stop an event if it is deemed that the public health, safety, or welfare would be better served with additional restrictions. No Special Event Permit may be transferred to another person or location without the prior written consent of the City Manager or his/her designee.

EXHIBIT A
SPECIAL EVENT FEE SCHEDULE FOR SERVICES

(The fee schedule may be reviewed and updated annually by the City)

Public Works Personnel	Cost per Hour (Minimum 2.5 hours per employee call-in)
• General Laborer	\$ 60
Police Department personnel	Cost per Hour (Minimum 2 hours per employee call-in) Non-Refundable Application Fee: \$ 25
• Police Officer with car	\$ 75 \$100
• Community Service Officer with car	\$ 35 \$ 50
• Reserve Officer with car	\$ 25
Fire Department Personnel	Cost per hour
• Firefighter	\$ 35
Vehicles	Cost per hour
• Pick-Up Truck	\$ 45
• Utility Truck	\$100
• Garbage Truck	\$125
• Dump Truck	\$125
• Bucket Truck	\$125
• Fire Truck	\$250
• Aerial Truck	\$350

*fees imposed unless personnel are present at the event for public education which will be at the discretion of the department.