
• **Special Events** •



RULES AND REGULATIONS FOR SPECIAL EVENTS

A Special Event is any event that obstructs, delays, and/or interferes with the expected daily activity at the park location. Special Events can be but are not limited to: Walks/runs/athletic races, bike rides, dances, fundraisers, concerts, craft shows, carnivals, fairs and are required to seek approval from the City to use a public space.

I. SPECIAL EVENT PROCEDURE

- a. Groups that plan to use public space for their special event are required to submit an application in order to obtain a permit.
- b. Reservation requests can be made up to one (1) year in advance of event date but not less than sixty (60) days prior to the event date.
- c. Permits will be issued on a first-come, first-served basis and will be issued to adults (18 years or older) only.
- d. The City reserves the right to deny any special event. If utilizing a City Park all necessary applications must be submitted and approved. Submittal of an application is not a confirmation to conduct your planned event.
- e. A response will be given within ten (10) business days of receipt of the application.
- f. The following fees have been established for hosting a Special Event:

Application Fee	\$25.00
Down Payment	\$150.00
Event Fee: Please contact the Parks and Recreation Department for more information: 952-985-4600	<ol style="list-style-type: none"> a. Events that require exclusive usage of a community park (shelters, parking lots and open space) will be charged a flat fee of \$500.00/per day. b. Events that do not require exclusive usage of a community park are subject to the fee schedule for Buildings and Shelters and/or Athletic Decks.

- g. In addition to the event fee, a \$150.00 security charge will be required of all groups. The facility will be inspected immediately after the event, and provided there are no damages, the security charge will be processed and refunded within 30 days. Any damages incurred to City park property while under the reserving party's supervision shall be paid for by the reserving party.

*All fees are due at the time the permit is issued. Failure to submit fees and requested documentation in a timely manner may result in the delay of the permitting process or cancellation of your event. See next page for fee definitions.

- **Application Fee** – This is a non-refundable fee due at submission of the Special Event Application that will cover additional administrative fees incurred by Parks and Recreation Department staff.
- **Down Payment** – This fee is due at submission of the Special Event application and will secure the event location. This fee will be applied to the total event cost.

- **Security Charges** – This fee is due at the submission of the Special Event application and will be refunded 2-3 weeks after the event pending no damages were sustained to park property.
- **Event Fee** – The total event fee must be paid in full prior to the event; this fee includes all buildings, shelters and athletic decks reserved for the purpose of the event. This is a flat rate fee that covers the cost of reserving any buildings, shelters, athletic decks and all other park property required to host the event.
 - h. Special Events that are utilizing Park property must complete and return the *Special Event Application*.
 - i. If your event is not utilizing a public park but is within city limits, a [Parade Permit](#) or [Outdoor Entertainment](#) permit request must be submitted to the City Clerk.
 - j. When reserving Lakeville Parks and Recreation facilities for special events, applicants will be required to provide proof of general liability insurance coverage at a minimum amount of \$2,000,000 for property damage and bodily injury naming the City of Lakeville as an additional insured on the policy. The applicant will also be required to sign a Facility Usage Release and Indemnification Agreement. These documents are due a minimum of two weeks prior to the scheduled activity.
 - k. The permit holder is responsible for securing all additional services and amenities not provided by the City. (i.e. portable toilets, waste receptacles, picnic tables, signage and public safety assistance).
 - l. The permit holder is required to be on-site during the entire event including set-up and clean-up of the event. A copy of the issued permit must be retained during the entire time of the rental and shown upon request.
 - m. Events are restricted to the public hours of the park, unless otherwise approved.
 - n. Temporary objects, signs and banners must be removed from the park property at the conclusion of your event.
 - o. Tents, booths and canopies must be shown on the site map and can only be placed in areas that have been pre-designated by Parks and Recreation Department staff. [Gopher State One Call](#) must be contacted according to State law. **(651) 454-0002 or toll free (800) 252-1166**
 - p. The permit holder is responsible for the proper disposal of all recyclables and garbage in on-site receptacles.

II. CANCELLATION POLICY

- a. If you need to cancel your event, please notify the City of Lakeville’s Parks and Recreation Department at 952-985-4600, as soon as possible. All cancellations are subject to the following stipulations without exception:

CANCELLATION 22 DAYS IN ADVANCE	50% of total fees collected will be refunded
CANCELLATION 21-0 DAYS IN ADVANCE	No refund will be issued

- b. With a minimum of thirty (30) days’ notice, events may be rescheduled at no cost; a reschedule date must be confirmed within ten (10) days and a new event date must fall within the same calendar year.
- c. No refunds will be given due to weather conditions unless the park facilities are officially closed.

III. ADDITIONAL AMENITIES

- a. Please contact the following to determine the availability of amenities such as portable toilets, barricades, tables, chairs, fencing, or other equipment.

AMENITY	CONTACT
Additional Portable Toilets/Barricades – Park Maintenance Dept.	952-985-2720
Special Set up, maintenance or provisions – Park Maintenance Department	952-985-2720
Public Safety Assistance – Lakeville Police Department	952-985-2800
Street Closure/Signage – Lakeville Police Dept. / Lakeville Streets Department	952-985-2800 / 952-985-2710
Electrical Permit and Inspection – Lakeville Inspections Department	952-985-4400
Dakota County where applicable	800-247-1056
Parade Permit, Outdoor Entertainment or Temporary Liquor License	952-985-4404
Free recycling and waste equipment assistance – Dakota Valley Recycling	952-895-4559

*Additional fees may be applied to any of the above mentioned.

APPLICATION FOR SPECIAL EVENT

INSTRUCTIONS: Please *print* and fill in all requested information and scan/email to:

City of Lakeville Parks, Attn: Parks and Recreation

20195 Holyoke Ave. Lakeville, MN 55044

Email: recreation@lakevillemn.gov

Phone: 952-985-4600

After your application has been reviewed, you will be contacted by the
Parks and Recreation Department.

Event Host Contact Information:

Group/Organization Applying For Permit: _____

Contact Person and & Association with Group: _____

Mailing Address: _____ Email Address: _____

Preferred Phone: _____ # of Expected Attendees: _____

Event Details:

Description of Event: Please provide details around the purpose of your event.

Event Date: _____

Will an admission fee be charged? **Yes** **No**

Will donations be accepted? **Yes** **No**

Has this event been held in another city? **Yes** **No**

Will public safety or parks assistance be needed? **Yes** **No**

If yes, please describe the assistance needed: _____

APPLICATION FOR SPECIAL EVENT

Will vendors be on site? **Yes** **No**

If yes, additional fees and documentation may be necessary, please list all vendors:

Name: _____ Type of Vendor: _____

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Will there be any marketing or promotion of the event: **Yes** **No**

If yes, please list all: _____

Will there be volunteers/staff on-site for the duration of the event? **Yes** **No**

If yes, how many? _____

Will the event require any special/additional amenities: **Yes** **No**

If yes, please list all: _____

If staking is required for this event, has Gopher State One Call been contacted: **Yes** **No**

Will there be any speakers, displays or handouts as part of the event: **Yes** **No**

If yes, please list all: _____

Will food, water or other refreshments be served at the event: **Yes** **No**

If yes, please list all that are *not* already listed as vendors:

APPLICATION FOR SPECIAL EVENT

Please provide details on any signage/directions/race maps/rules and regulations that will be enforced for participants of the event: _____

Will you be notifying the neighborhoods adjacent to the event location: **Yes** **No**

Please include the following attachments with your application:

- An itinerary providing specific timelines associated with all planned activities that will take place at the event.
- Final route for race/walk/run for City/County approval.

Facility Requested for Event:

Date and Time of Your Event:

Will this be an annual event? **Yes** **No**

Date for Activity: ____/____/____ Please list a secondary date if preferred isn't available:

Start of Activity: _____ a.m./p.m. (include set up time)

End of Activity: _____ a.m./p.m. (include take down time)

APPLICATION FOR SPECIAL EVENT

Applicant's Responsibility:

The applicant assumes responsibility for all activities conducted, including, but not limited to:

- All fees, payments, at the time of permit
- Ensuring that all City of Lakeville parks ordinances are followed
- That the number in attendance does not exceed the number of attendees indicated on the application
- That the event does not allow vendors to the event that do not have a permit from the City of Lakeville
- Supervision and control to prevent injury or damage
- Maintenance of the premises during the scheduled use
- The permit holder is responsible for the proper disposal of all recyclable and garbage in on-site receptacles.
- Security to maintain order during and after the event

Release of Liability and Waiver Agreement:

As lawful consideration for being permitted to use a park or recreational facility belonging to the City of Lakeville, I agree on behalf of myself and my organization or group to release and discharge the City of Lakeville, and its agents and employees ("Released Parties"), from liability for injuries or damages, including any losses caused by the negligence or strict liabilities of the Released Parties. I further agree on behalf of myself and my organization or group to protect, indemnify, and hold harmless the Released Parties from any and all claims, liabilities, damages, or rights of action directly or indirectly arising from the use of these facilities. This agreement is specifically binding upon my spouse, heirs and assigns, and on the spouses, heirs or assigns of any member, employee, or participant of my organization or business. This agreement to release and indemnify the City does not apply in the event of the City's gross negligence or willful and wanton misconduct. I warrant that I am authorized to enter into this agreement on behalf of my organization or business. Further, I agree and acknowledge, on behalf of myself or my organization or group, and as a condition to use of the park or recreational facility as follows: I am responsible for reimbursing the City for any loss or damage to the park or recreational facility occasioned by, or in connection with the use of the City Property. Use of the park or recreational facility is subject to the conditions, rules, regulations and policies set forth by the City of Lakeville for such use and I have been given a copy of such conditions, rules, regulations or policies and agree to comply with the foregoing. I am responsible for clean-up of the park and facilities following use, including the pick-up and proper disposal of all trash, litter or other debris left on the park or recreational facilities following use.

I HAVE READ AND UNDERSTAND THE FOREGOING WAIVER OF LIABILITY AND RELEASE.

I have read and understand the cancellation policy: **Yes** **No**

Applicant's Signature: _____ Date: ____/____/____

ASSESSMENT OF FEES FOR SPECIAL EVENT

THIS PORTION TO BE COMPLETED BY CITY PARKS AND RECREATION
DEPARTMENT STAFF

Household # _____ **Date of Event:** _____

Application Fee	Recvd:	\$25.00
Security Charge	Recvd:	\$150.00
Down Payment	Recvd:	\$150.00
Event Fee	Recvd:	
Balance Due	Recvd: 1-2 weeks prior to event date	
Total	Rcvd in full:	
Refund	Processed:	