

City of Jordan

SPECIAL EVENT PERMIT INFORMATION

We are happy that you have chosen to plan a special event in the City of Jordan. From community based festivals, parades, and other special events, the City of Jordan is proud to approve permits for a number of exciting special events each year.

In general, any organized activity impacting city services or involving the use of, or having an impact on public property, public facilities, sidewalks, medians, or street areas requires that a permit from the city be obtained.

Timing:

A completed application can be filed as early as six months before the event, is highly recommend to be received no later than 30 days (60 days if alcohol or gambling are involved) before the actual event dated. Depending on the date of the next City Council Meeting you could risk not getting approval in time for your event.

A completed application should be submitted to the City Clerk's office at the Jordan Government Center, 210 East First Street, Jordan, MN 55352. Phone number 952-492-2535.

Permit Process:

The permit application process begins when you submit a completed Special Event Permit Application. **Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.** Upon receipt of your application, the City of Jordan will distribute copies of your application to all city departments affected by your application for review. During the review process you will be notified if your event requires additional information, permits, or licenses. You will be allowed time to provide us with all pending documents. Delays in providing these items often delay our ability to finish our review and issue a Special Event Permit for your event. You may be contacted individually by these departments if they have specific questions or concerns about your event. Depending on the impact on City services, size and type of event, a group meeting with all affected departments, and you may be scheduled to clarify questions and concerns. While we have tried to make this process a "one-stop" process, it is your responsibility to contact federal, state, or county agencies for other relevant permits.

Events in Park/On Public Property:

If you plan to hold your event in a City park, you must "reserve" the park for the date(s) that the event is to be held. To do this, you should call the "Community Education" Department at 952-492-6211. While there is no fee for any special events permit, a refundable deposit is required to "reserve" a park and there may be a few to reserve a gazebo. Special rules and restrictions unique to each site of facility may apply.

NOTICE: Glass beverage containers are prohibited on all public property. You must use cans or plastic cups.

Insurance:

The following insurance requirements must be met in order to obtain an event permit.

1. You will be required to provide proof of insurance coverage in which the city is named as an additional insured party of the event.
2. Your policy must have a zero deductible or you must submit a refundable check or money order to the City Clerk's office in the amount of the deductible.
3. The following coverage is required:
 - a. \$ 250,000 – No alcohol at the event
 - b. \$ 500,000 – Alcohol is being served at the event
 - c. \$1,000,000 – Alcohol is being sold at the event

Permit Revocation:

If the conditions of the permit are being violated, a safety issue arises and cannot be resolved, or the event is creating an abnormal public nuisance beyond that which would be expected from such an event, the Mayor, the City Administrator, the Chief of Police, or the Public Works Director may revoke the permit and close down the event.

Post Event Clean Up:

The applicant is responsible for post event clean up. The public property used during the event should be returned to pre-event condition. Any required deposit will be refunded by the Community Education Office upon notification from Public Works that an inspection has been completed and no cleanup costs or damages have been incurred by the city.

Contact Information:

The applicant shall provide a contact cell phone number to an event responsible individual which can be utilized by city staff for the duration of the event. Grounds for permit revocation shall exist if an event responsible individual can't be reached when needed by city staff.

Additional Requirements:

- Attach copies of all required licenses and permits to the application. This includes but is not limited to: Caterers license, alcohol permit, general merchandise concession license, food health permit, building/electrical permit (bleachers/scaffolding/grandstand/stages/platforms), fire department permit (fireworks, parade floats, air supported structures/canopies/ fabric shelters/fuels/cooking facilities).
- Attach a list of vendors (including contact information) and what they will be selling.
- Attach a diagram of "command post", vendor, toilet, and garbage receptacle locations.
- Attach a diagram (if applicable) any requested street closures, detours, traffic routes, etc. Also note that the applicant is required to notify the property owners surrounding the street closures three weeks prior to the event.

CITY OF JORDAN

SPECIAL EVENTS PERMIT APPLICATION

Applicant Please Do Not Write In the Shaded Areas

Date application submitted: _____

Name of event: _____

Date/time of event: Date:_____ Time:_____

Location of event: _____

Event end time: _____

Event location: _____

Alcohol to be served? Yes () No ()

Responsible Individual: _____
Name

_____ Address

_____ Telephone Number

Sponsoring Organization: _____
(if applicable)

Reviewed by City Council _____
Date

Approved () Denied ()

City Administrator's approval: _____
Signature

_____ Date

1. Is the sponsoring organization a non-profit, civic, or religious organization? _____
2. Is the sponsoring organization a "for-profit" organization? _____
3. Will any part of the event take place on public property? _____
4. If yes to # 3, give location(s): _____

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5. Do you wish to close any streets or sidewalks for this event? _____
 6. If yes to # 5, list streets and/or locations _____

7. If yes to # 5, provide the time and duration of the closure: _____

8. **Please note that you may be required to notify the property owners surrounding the street closures three weeks prior to the event.**

9. Will you be re-routing any traffic? (Attach route map to application) _____

10. If applicable to # 9, Have you obtained the proper state or county permit? _____

11. Are you installing temporary buildings, tents or canopies? _____

12. Will there be music? If yes, provide beginning and end times: _____

13. Will you need the Jordan Police to provide security? _____

14. Will there be alcohol? Sold ___ Furnished ___ BYOB ___
Where?/When? _____

What system will be used to assure under aged individuals do not purchase or consume
Alcohol at the event: _____

15. Will there be vendors at the event? Food ___ Merchandise ___ Other ___
Describe vendors: _____

Please Note: All Food Trucks need to fill out and get approval of the City Food Truck Yearly or Single Event Peddler Permit. The event organizer will need to provide written approval for each Food Truck included in the event.

16. Have you contracted for cleanup services or do you have a cleanup plan in place? _____

17. Date and time set up begins: _____

18. Date and estimated time cleanup will be finished: _____

19. Describe number and types of animals to be used in event: _____

20. Number of portable toilets to be brought in for the event: _____

21. Will golf carts or similar transport vehicles be used? _____

22. Will there be fireworks? _____

23. Will there be temporary structures constructed for the event? _____

24. Number of trash containers at this site: _____

25. Will there be an event "command post"? _____

26. Who will provide first aid at the event if needed? _____

27. Describe any live entertainment or source of music for the event: _____

28. Describe lighting for nighttime events: _____

SPECIAL EVENTS PERMIT APPLICATION

HOLD HARMLESS AGREEMENT

The special event/parade applicant or president or designee of the sponsoring organization(s) (hereafter called "applicant") agrees to reimburse the City of Jordan (hereafter called "City") for all loss incurred by it in repairing or replacing damage to City property proximately caused by the applicant, its officers, employee, agents, monitors, or any other persons attending or forming the special event or parade who were, or should have been, under the applicant's control. Persons who merely attend or join in a special event or parade are not considered by that reason alone to be "under the control" of the applicant.

The applicant further agrees to defend without costs, indemnify, and hold harmless the City, its officers, agents, and employees from any liability to any persons damages, losses, or injuries arising out of or alleged to arise out of the permitted event, which was proximately caused by the action of the applicant, its officers, employees, agents, including monitors, or any other persons attending or joining the event who were, or reasonably should have been under the control of the applicant. Persons who merely attend or join in an event are not considered by that reason alone to be "under the control" of the applicant. I certify that the information contained in the foregoing application is true and correct to the best of my knowledge. I have agreed to abide by the rules and regulations governing the proposed Special Event under the Jordan Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Administrator or the City Administrator's designee. Applicant Agrees to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules and further certify that I on behalf of the Host Organization am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Jordan. I understand and agree to comply with all the terms of the above Hold Harmless Agreement/Affidavit if my application has been approved and all special conditions and required advance payments have been met. I agree to abide by all applicable city ordinance governing special events. I understand that special conditions may be required by the city in order to obtain the permit and I agree to abide by those conditions. I understand that the City Administrator or their designee may revoke a special event permit if the conditions set forth in the permit application are not being followed.

Signature of Applicant(s): _____ Date: _____

_____ Date: _____

Signature of Officer of Sponsoring Organization: _____

Title: _____ Date: _____

I declare under penalty of perjury that the information provided in this application is true and correct.

Signature of Applicant: _____ Date: _____

