

City of Jordan

2023

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:

A \$500 deposit to the City of Jordan will be required before approval for any special event permit application not taking place in Lagoon Park. 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. **PAINT OR OTHER PERMANENT MARKINGS OF ANY KIND ARE PROHIBITED ON CITY STREETS, SIDEWALKS, OR OTHER CITY OWNED PROPERTY AND WILL RESULT IN AUTOMATIC FORFEITURE OF YOUR DEPOSIT.**

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 for Lagoon Park rentals 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. Any required deposits will be refunded by the City of Jordan upon notification from Public Works that an inspection has been completed and no cleanup costs or damages been incurred by the city. If cleanup does not pass inspection, the applicant forfeits the required deposit.

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.