

SPECIAL EVENT

PERMIT APPLICATION

PERMIT NO.: _____

RETURN TO CITY HALL BY: _____

CITY OF BRAHAM

DATE OF APPLICATION _____

Name of Special Event: _____

Applicant's or Organization's Name: _____

Name of Contact Person: _____

Address: _____ Daytime Phone: _____

_____ Evening Phone: _____

Email address: _____

Other permits may be required for your event. This application will allow you to apply for the Special Event Permit, along with **street closings, banners and signs, park use, and parade permits**. All information needed for these permits are attached to this application. You must obtain a separate application if you wish to apply for a **Temporary Alcohol, 3.2 Beer Permit or Fireworks Permit**.

Starting Date and Time: _____

Ending Date and Time: _____

Estimated number of persons attending the event: _____

Number of Sanitary Facilities: _____

Locations: _____

Where will people park? _____

Will Security be provided? Yes No

Explain arrangements _____

If using public address systems, give the locations of speakers. _____

How will drinking water be provided? _____

Will electricity be required? If so, how will it be provided? _____

How will refuse be disposed of? _____

Will the Special Event require the use of the gazebo in Freedom Park? Yes No

PARADE

IF YOUR EVENT INCLUDES A PARADE, YOU MUST COMPLETE THIS SECTION

Parade Title: _____

Date of Parade: _____ Assembly Time: _____

Assembly Area: _____

Note: Applicant must obtain written owner(s) permission and attach to this application if assembly/dispersal is on private property.

Exact Starting Time: _____ Estimated Duration: _____

Actual Starting Location: _____

Proposed Parade route: _____

Parade End Location: _____

Approximate Number of Units in Parade: _____

Contact Person: _____ Daytime Phone: _____

If your parade involves MN Hwy 107, a permit must be filed with the MN Department of Transportation.
This permit is available at City Hall.

BANNERS AND SIGNS

IF YOUR EVENT REQUIRES BANNERS OR SIGNS, YOU MUST COMPLETE THIS SECTION

See attached rules for zoning specifications. Attach a separate sheet if necessary.

Banner description and location(s). Please include size, method of construction, and wording.

Sign description and location(s). Please include size, method of construction, and wording.

Date to be put up: _____ Date to be taken down: _____

Contact Person: _____ Daytime Phone: _____

PARK USE

IF YOUR EVENT REQUIRES THE USE OF A CITY PARK, YOU MUST COMPLETE THIS SECTION

Name of Park: _____

Location in Park: _____

Number of people attending: _____

Date of use: _____ Time of Use: _____

Contact Person: _____ Daytime Phone: _____

REQUEST FOR BRAHAM POLICE COVERAGE

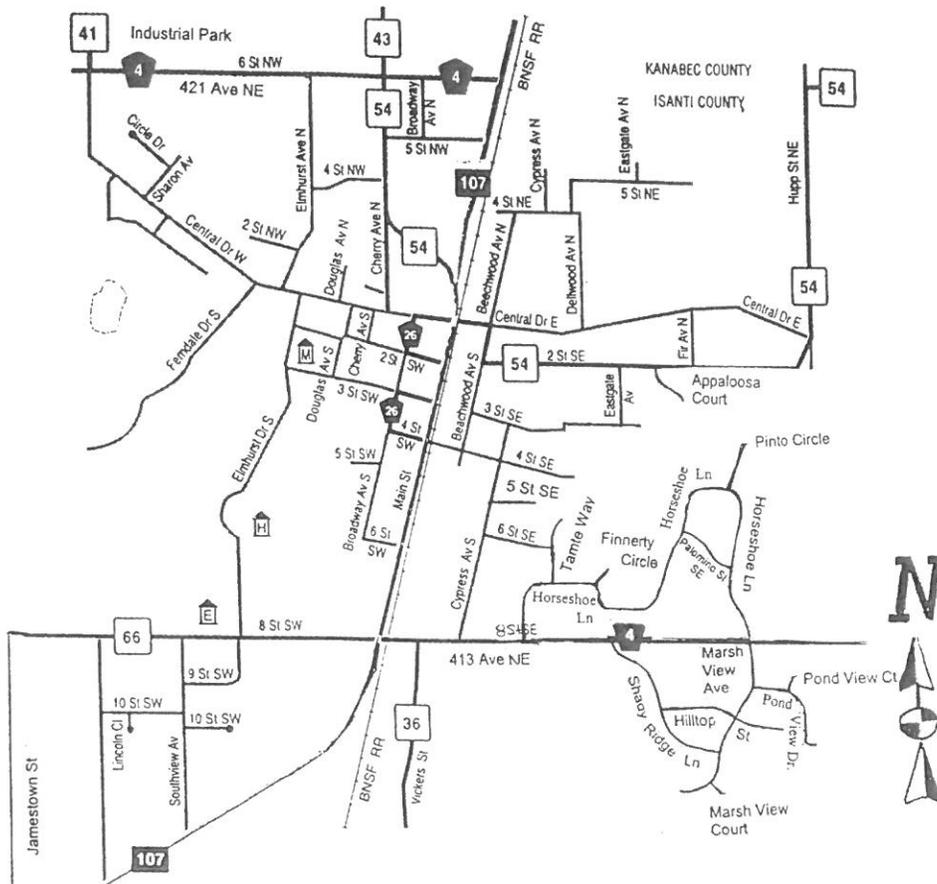
We request the Braham Police Department to provide security for the following times:

Date: _____ Time: _____ to _____
Beginning End

Number of officers requested: _____

DEFINED AREA OF EVENT

Provide a written description of all borders of jurisdiction for the event. Use the map below to highlight these borders. This will establish sole authority and responsibility for all activities within this area.



BANNER AND SIGN RULES

Special event temporary signs for non-profit organizations are permitted which are erected to celebrate, commemorate, or observe a civil or religious holiday or for a special event. Signs will be allowed in Freedom Park by approval of the Park Board. No signs are allowed in any other designated City park. Banners are allowed over a public City street. Approval for banners over MN Hwy 107 must be obtained from the MN Dept. of Transportation.

Signs and banners shall not be erected more than 15 days before the event and must be removed from the premises within three days following completion of the special event.

Signs shall not exceed four feet by eight feet in size. Total signage shall not exceed two hundred square feet. Banners shall not exceed one hundred twenty square feet.

No sign may be placed on or protrude over the public right-of-way, except wall, canopy, awning, and marquee signs. Any sign affixed to the topside of a canopy, awning, or marquee may not exceed 12 inches in height and must be set back three feet from the curb line.

All signs located over public right-of-way or over public or private access routes must be located at least eight feet over walking surfaces and seventeen feet, four inches over vehicle access routes.

The following signs are prohibited:

- a) Any sign which purports to be or resembles an official traffic control device, sign, or signal; or which hides or interferes with the effectiveness of any such sign or signal.
- b) Roof signs.
- c) Signs containing statements, words, or pictures that would offend public morals or decency.
- d) Any sign on private land without the written consent of the owner.
- e) Signs which are unsafe or in disrepair.
- f) Any sign that does not meet additional zoning requirements.

The Building Inspector may order the removal of any sign in violation of City ordinance. Three days notice in writing shall be given. If it appears the sign is an immediate threat to public safety, it will be removed immediately without notice. Any cost of removal will be assessed to the owner of the sign or banner.

This is a summary of applicable restrictions and is not intended as a replacement to the full ordinance. A complete copy is available at City Hall.

FOR CITY STAFF USE ONLY
SPECIAL EVENT PERMIT ROUTING

SIGN IF APPROVED

COMMENTS/NOTES

CITY ADMINISTRATION _____

POLICE _____

FIRE _____

STREETS _____

ZONING/BUILDING _____

PARKS _____

RETURN COVER SHEET WITH YOUR SIGNATURE AND COMMENTS TO CITY HALL AS SOON AS POSSIBLE.

ORDINANCE NO. 216

AN ORDINANCE REGULATING SPECIAL EVENTS AND ESTABLISHING PERMIT REQUIREMENTS

Section 1. Purpose and Findings. The purpose of this ordinance is to protect the health, safety and welfare of the citizens of Braham by regulating the time, place and manner of conduct of Special Events and by establishing permit requirements for conducting Special Events as such are herein defined. The Braham City Council finds that Special Events often exceed the City's capacity to provide usual city services. Such city services include, but are not limited to sanitary, fire, police and utility service. The Braham City Council also finds these regulations necessary to ensure that such events are conducted with sufficient consideration given to public safety issues, including, among other things, the impact of such events on parking and vehicular traffic within the City.

Section 2. Definitions. For purposes of this ordinance, the following terms shall have the meaning given to them:

- a. "Person" is defined as a natural person, association, organization, club, group formed for a common purpose, partnership of any kind, limited liability company, corporation or any other legal entity.
- b. "Special Event" is defined as an outdoor gathering of at least 50 individuals, on public property, assembled with a common purpose for a period of one hour or longer. Special events include, but are not limited to concerts, fairs, carnivals, circuses, parades, flea markets, marathons, walkathons, festivals, races, bicycle events, celebrations or any other gathering or event of similar nature. Special events do not include events held on private property.
- c.

Section 3. Permit Required. No person shall hold, conduct or participate in a Special Event within the City, unless a permit has been issued for such event upon timely written application made to the City.

Section 4. Application for Permit. Written application for Special Event permits must be made at least 30 days in advance of the event's proposed date in a form prescribed by the City Council. This application period shall not begin to run until a complete application has been filed with the City. Application forms shall be made available in the office of the City Clerk. A fee, in the amount set by the City's fee schedule, shall be paid to the City along with the completed application form. Failure to provide a complete application or to pay the fee, as herein required, is sufficient reason to deny the Special Events permit.

Section 5. Issuance of Permit, Conditions, Posting. Special Events permits will be issued upon Council approval. The council may attach such reasonable conditions to the permit

as are deemed necessary to protect the health, safety and welfare of the community. Such conditions may pertain to any of the following:

- a. location and hours during which the event may be held.
- b. sanitation/availability of potable water.
- c. security/crowd management.
- d. parking and traffic issues.
- e. emergency and medical services.
- f. clean-up of premises and surrounding area/trash disposal.
- g. insurance.
- h. lighting.
- i. fire service/safety.
- j. temporary construction, barricades/fencing.
- k. removal of advertising/promotional materials.
- l. noise level.
- m. alcohol consumption.
- n. Any other condition which the Council deems necessary.

Upon council approval, the City Clerk shall issue a permit to the Person(s) named in the permit application. The permit shall clearly state the conditions, if any, imposed by the Council. Copies of the permit shall be posted in three (3) prominent locations during the Special Event.

Section 6. Exceptions to the Permit Requirements. The permit requirement contained in this ordinance does not apply to the following:

- a. Special Events sponsored and managed by the City of Braham.
- b. funerals and funeral processions.
- c. the grounds of any school, playground, place of worship, hotel, conference center, stadium, athletic fields, arena, auditorium, or similar permanent place of assembly when used for regularly established assembly purpose.
- e. any events on private property.
- d. persons or organizations operating a concession authorized by a non-profit association in connection with a fair, festival or celebration which is being held under the direction of that non-profit association.

Section 7. Authorization Required. Persons or organizations are prohibited from operating a concession or selling products or services on public property within the defined fair, festival or celebration area without authorization from the non-profit association sponsoring the event. The entity sponsoring the event shall submit a description of the defined festival area in the permit application to the City Council for approval.

Section 8. Penalty for Violation, Enforcement. Any person who violates any condition of a Special Event permit or any provision of this ordinance shall be guilty of a

misdemeanor, punishable as prescribed by State law. Enforcement of this ordinance may, at the council's discretion, take any of the following forms:

- a. citation/criminal prosecution.
- b. injunctions, declaratory judgments, or other civil remedies.
- c. permit revocation.
- d. dispersion of persons gathered.

This ordinance shall be effective upon adoption and publication.

Adopted the 2nd day of July, 2002.



Mayor

Attest: Samuel A. Hoy
Clerk-Administrator