



Office Use Only

Date Received: _____

Staff Receiving: _____

Application Number: _____

SPECIAL EVENT PERMIT APPLICATION

[Rochester Code of Ordinances, Chapter 8-11](#) applies to permits for Special Events in the City of Rochester. A special event includes an event held in the city in which one of the following occurs:

- A. Amplified sound is to be used
- B. A street, sidewalk, or other public right of way or place is closed for the benefit of the event attendees
- C. A temporary alcoholic beverage license is required, or an existing on-sale alcoholic beverage license is carried to the event location as part of a community festival
- D. The event will adversely impact a considerable number of members of the public

The City Council must approve all community festival applications before issuing a permit.

A Review Committee of City and County Department representatives will review the application and make changes and/or recommendations to the event sponsor before permit issuance.

Fees: All fees are **non-refundable** unless the applicant cancels the event or withdraws their application within 7 days of submission. ***Payment is required in full upon submission of the application.***

TIMING FOR APPLICATION SUBMISSION

- Applications for special events must be received by the City of Rochester at least 30 days before the event date, with submission 60 days in advance requested wherever possible.
- There is no guarantee an event application can be processed and approved in less than 30 days.
- For large-scale events involving 1,000 participants or more, applications must be made 120 days in advance.
- Applications for outdoor events with 200+ attendees are encouraged to request real-time National Weather Service weather updates for their event by emailing Emergency Management at bknapp@rochestermn.gov

ADDITIONAL CONSIDERATIONS FOR EVENT ORGANIZERS

In the case of a race, walk, parade, or other event using City streets, a detailed route layout and traffic control arrangements made by a certified vendor using the Manual of Uniform Traffic Control Devices standards will be required to be submitted with the application.

Anyone planning an event in the Peace Plaza area should contact the Rochester Downtown Alliance to begin the application process. If approval is given for Peace Plaza use, then a city application can be submitted along with verification that the Peace Plaza use has been approved.

For events requiring police for traffic control and events requiring you to hire off-duty officers due to alcohol service, please get in touch with Lieutenant Eric Strop at estrop@rochestermn.gov or call 507-328-2728 to make those arrangements. The police department will not approve the permit until these arrangements have been made.

For any event in Parks, the Rochester Park and Recreation Department must be contacted for separate permit requirements or shelter rental. A special event permit is required for events/activities exceeding 300 participants or any event/activity that extends beyond the immediate park boundaries. Additionally, the event sponsor will need to check with the Park and Recreation Department for any activity to be held on Park and Recreation property to make sure the event can be scheduled into the facility requested: <https://www.rochestermn.gov/departments/parks-and-recreation/rentals-reservations>

All applications, except for events in the Peace Plaza and small events/activities within parks, are to be sent directly to the City Clerk's Office. Issued permits are NOT **eligible for refunds**.

Instead of sending in this form, applications can be submitted online through the [Accela Citizen Access](#) portal. See the following instructions:

Register Public User Account (video): <https://lf.rochestermn.gov/Documents/ElectronicFile.aspx?dbid=0&docid=761310>

Applying for a New License (PDF): <https://lf.rochestermn.gov/Documents/ElectronicFile.aspx?dbid=0&docid=1210117>

SECTION 1. CHECKLIST

A. Select any of the following that apply to this event:

1. Amplified Sound to be used – **COMPLETE SECTION 3 (B).**
2. Closure request for a street, sidewalk, or other public way or place as part of the event – **COMPLETE SECTION 3 (C.)**
3. Alcohol service as part of the event – **COMPLETE SECTION 3 (D) AND ANY ADDITIONAL LIQUOR LICENSES WITH THE CITY CLERK’S OFFICE IF REQUIRED.**
4. Tents or other membrane structures to be erected as part of the event – **SUBMIT THE TENT PERMIT**
5. **APPLICATION ONLINE THROUGH [ACCELA CITIZEN ACCESS](#).** Call the Fire Marshal’s Office directly at 507-328-2800 with questions.
6. Fireworks Display as part of the event – **SUBMIT THE FIREWORKS DISPLAY APPLICATION ONLINE THROUGH [ACCELA CITIZEN ACCESS](#).** Call the Fire Marshal’s Office directly at 507-328-2056 with questions.
7. For events requiring police for traffic control and events requiring you to hire off-duty officers due to alcohol service, please contact Lieutenant Eric Strop at estrop@rochestermn.gov or call 507-328-2728 to make those arrangements. ***The police department will not approve the permit until these arrangements have been made.***

B. For your license application to be processed, you must submit the following to the City Clerk’s Office:

1. This application form must be fully completed and signed by the applicant, an authorized officer, or a partner.
2. **Answer every question in detail, using n/a if necessary, on any questions.**
3. **Applications with blank questions will be returned without processing.**
4. Detailed Site Plan for the event.
5. Certificate of Insurance, if required.
6. Consent/non-consent notification forms for any businesses impacted by a requested street closure.
7. Traffic Control Plan from an approved vendor for any street closures.
8. Permit is \$100 for base Special Event Permit plus \$25 per additional day.
9. Checks must be made payable to the City of Rochester:

Mailing address: 201 4th St SE, Room 135, Rochester, MN 55904.

10. * APPLICATION WILL NOT BE PROCESSED WITHOUT PAYMENT. *****

11. A late fee of \$25 will be assessed for applications submitted less than 30 days prior.

12. Any required additional permit applications from other City departments.

Section 2. REQUIRED LICENSE INFORMATION – complete every question				
A. Information about who is completing and submitting this application				
1. First Name		2. Last Name		
3. Primary Telephone Number	4. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other	5. Alternate Phone Number	6. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other	
7. Email Address				
8. Please send official notices relating to this license to: ☐ Mailing Address ☐ Email ☐ Business Address		9. Role of the person completing the application: ☐ Owner ☐ Officer ☐ Partner ☐ Manager ☐ Agent for the Owner ☐ Other _____		
B. Information about the primary point of contact for this license during licensed activity (if different than above) THIS PERSON MUST BE ON-SITE DURING THE EVENT				
10. First Name		11. Last Name		
12. Primary Telephone Number	13. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other	14. Alternate Phone Number	15. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other	
16. Email Address		17. Role of primary contact: ☐ Owner ☐ Officer ☐ Partner ☐ Manager ☐ Agent for the Owner ☐ Other _____		
C. Mailing Address Information				
18. Name of Organization or Individual to Whom Correspondence Should be Sent about this permit				
19. Email Address				
20. Mailing Address		21. City	22. State	23. Zip Code
24. Please send official notices relating to this license to: ☐ Mailing Address ☐ Email				
D. License Holder Information				
Provide information about who this license will be issued to				
25. Entity license will be issued to				
26. Business Federal Tax ID Number/Tax Exempt Number		27. Business State Tax ID Number		
28. Business Address		29. City	30. State	31. Zip Code
32. What is your preferred spoken language?		33. What is your preferred written language?		
34. Do you need an interpreter? ☐ Yes ☐ No				

Section 3. EVENT INFORMATION – attach additional sheets as needed for any questions

A. Event Basics

35. Name of Event

36. Date(s) and Time of Event - *complete separate applications for a series of events held at separate times*

***** Use Additional Information sheet on page 11 if needed. *****

36a. Date of Event (Day 1)

Set Up time

From _____ To _____

Event time

From _____ To _____

Clean Up time

From _____ To _____

36b. Date of Event (Day 2) – if any

Set Up time

From _____ To _____

Event time

From _____ To _____

Clean Up time

From _____ To _____

36c. Date of Event (Day 3) – if any

Set Up time

From _____ To _____

Event time

From _____ To _____

Clean Up time

From _____ To _____

37. Name of Event Location

38. Address of Event Location

39. City

40. State

41. Zip Code

42. Description of area to be used at the event location for activities (Attach additional sheets as needed)

*****A detailed diagram of the site plan is also required to be submitted**

43. If you are planning to use the Peace Plaza, have you contacted the Rochester Downtown Alliance already?

☐ Yes

☐ No – *do not submit this application until you have contacted the RDA*

☐ N/A - Not Applicable

44. Is your event in a city park?

☐ Yes

☐ No

If yes, you must schedule use of the park with the Parks & Recreation Department as well. Call 507-328-2525

45. Is your event outdoors?

☐ Yes

☐ No

46. Estimated Number of Attendees – If outside and 200 or over please call Emergency Management at 507-328-2823

47. Are tickets being sold?

☐ Yes

☐ No

48. What is the admission charge, if any

49. Purpose of event proceeds

50. Describe how attendance will be monitored and limited if necessary

51. Describe any entertainment being provided

52. Describe food and beverage plans for the event, including who will be providing any food or beverages and what other licenses or permits will be obtained from any jurisdiction for this service.

All food and beverage vendors must have the required permits.

Please contact County Public Health at Sanitarian@OlmstedCounty.gov or call them at (507) 328 7500.

53. Describe how any emergencies or medical needs occurring during the event will be met

Sanitation and garbage disposal is the responsibility of the event sponsor. Staff will review this information for adequacy based on planned attendance.

54. Will you be providing additional trash receptacles?

☐ Yes

Company providing this service: _____

Number of receptacles: _____

What is the plan for picking these receptacles up following the event?

☐ No

Explain how trash will be managed as part of the event:

55. Will you be providing toilets and washing stations?

☐ Yes

Company providing this service: _____

Number of toilets: _____

Number of wash stations: _____

What is the plan for picking these items up following the event?

☐ No

Explain how these needs will be met for event attendees:

B. Information about Amplified Sound

56. INDICATE WHICH OF THE FOLLOWING APPLIES TO THIS EVENT:

- ☐ Maximum Allowable Sound Pressure Level No More than 85 Decibels Measure at The Property Line or Venue Boundary.
- ☐ Waive The Maximum Allowable Sound Pressure Level and Require the Amplified Sound to Terminate No Later than 10:30 PM
- ☐ There Will Be NO Amplified Sound at This Event.

57. Describe the Means and Method Proposed By you as the Applicant to Prevent Noise from The Event From Unreasonably Disturbing Those Persons Who Live or Work In The Vicinity Of The Event.

C. Information about any public right-of-way closures

58. Are you requesting any kind of public right-of-way closure as part of this event?

- ☐ Yes, for a minimal duration less than 15 minutes
- ☐ Yes, for 15 minutes or longer – an obstruction permit through Public Works will be required
- ☐ No – if no, please proceed to skip questions 59-63

When a street is to be closed for more than 15 minutes, a detour must be established and signed to provide a designated route around the event. A certified vendor must create a detailed layout of the route and arrangements for traffic control using the Manual of Uniform Traffic Control Devices standards. Law Enforcement Officers must be utilized at all traffic-controlled intersections. Public Works time for temporary traffic signal modifications, additional signage, or other City costs may be charged.

In addition, all events with street closures must include an emergency plan detailing access for emergency vehicles. Road closures are not allowed for locations where there are no other access options for the businesses or residents.

59. Attach a detailed diagram of any proposed closure, and **explain here** precisely what is pictured in the diagram and intended in terms of the closure

60. If you intend to block the street, here are two vendors currently approved in the City of Rochester to provide a traffic control plan. Please attach your plan and indicate which vendor you are utilizing:

☐ Warning Lites of Minnesota
3120 East Prow Ln NW Rochester, MN 55901
507-282-1105 (Office)
507-282-1130 (Fax)
507-208-1335(Cell)
rhart@warninglitesmn.com

☐ Safety Signs, Inc.
Mail: 4612 8th St SW, Rochester, MN 55902
Yard: 4484 East River Rd, Rochester, MN 55906
952-469-6700 (business)

61. Are you proposing a street closure that will impact residential properties? ☐ Yes – if yes, you must notify all properties at least 7-days in advance of the event of the closure ☐ No
62. Are you proposing a street closure that will impact commercial properties? ☐ Yes ☐ No If yes, it is your responsibility as the event sponsor to notify all businesses impacted by the closure, AND to provide a consent/non-consent form for each business as part of your application packet. Your application cannot be considered until these forms are received.
63. Closure request for a street, sidewalk, or other public way or place as part of the event? ☐ Yes ☐ No
64. Is your event a run/walk? ☐ Yes ☐ No If you answered yes, please check in the box below. ☐ On Bike Paths ☐ On Street ☐ On Sidewalk
65. Fireworks Display as Part of the event? ☐ Yes ☐ No If you answered yes to the above, please submit the Fireworks Display Application online through Accela Citizen Access or contact the Fire Department at 507-328-2056.
66. Tents or other membrane structures to be erected as part of the event? ☐ Yes ☐ No
67. If you answered yes to question 66, please describe your tent's square footage and dimensions. If your tent is over 400 Square ft. with sides or over 700 Square ft. without sides, please submit the Tent Permit Application online through Accela Citizen Access or contact the Fire Department at 507-328-2056.
68. Please name the tent provider/company. Please state below if you do not have or need a tent provider.
69. Do you plan to hire off-duty officers to provide security during the event (as is required with alcohol service or events that require traffic control)? ☐ Yes ☐ No \$100.00 per hour with a minimum of 4 hours per officer. \$150 per hour on certain holidays. If alcohol is served or allowed onsite, at least one officer is required. The Rochester Police Department (RPD) determines the number of officers needed. Please get in touch with Lt. Eric Strop with the RPD at estrop@rochestermn.gov or 507-328-2728 to hire officers. <u>The police department will not approve the permit until these arrangements have been made.</u>

D. Information about any Alcohol as part of the event

70. Are you planning to serve alcoholic beverages for this event?

- ☐ Yes – if yes, please answer the following questions
☐ No – if no, please skip the remainder of this section and jump to Section 4 of the application

71. Which of the following are you requesting as part of serving alcoholic beverages?

- ☐ Temporary Liquor License (which requires a separate application)
☐ Designation of the special event as a Community Festival to allow on-sale licensee(s) to provide service
☐ Service by licensed on-sale licensee(s) on Municipal Facilities
☐ Use of licensed caterer(s) who will be providing alcohol service incidental to the service of food
☐ Other

If you indicated other, please explain how alcoholic beverages will be provided as part of this event, by whom, and under what authority.

72.a. If you intend to apply for a temporary liquor license, is the same entity applying for the liquor license as the special event permit?

- ☐ Yes
☐ No – Name of the organization/entity applying for a temporary liquor license also serving as an event sponsor:

72.b. Indicate what type of organization will be applying for the liquor license:

- ☐ Club
☐ Religious Organization
☐ Political Committee Registered Under Minn. Stat. Section 10A.14
☐ State University
☐ Brewer or Micro distillery
☐ Charitable Organization
☐ Non-Profit Organization

*If the organization is not one of the above, it is not eligible to apply for a temporary liquor license.

Whether the organization is a club or a charitable, religious, or non-profit, has it existed for at least 3 years?

- ☐ Yes
☐ No – the organization is not eligible for a temporary liquor license.

Note: A temporary liquor application must be received by the Clerk's Office NO LATER 45 DAYS BEFORE THE EVENT. There is no ability to make any exceptions to this requirement. You can also apply online through [ACCELA CITIZEN ACCESS](#)

73.a. If you intend to apply for designation as a community festival, please explain how this event meets the requirements of RCO 5-19-5:

The term "Community Festival" refers to a community event celebrating the people, history, food, culture, music, or events of the city as declared by resolution of the common council.

73.b. Please list all on-sale licensees who will provide liquor service for this event under this designation. Certificates of insurance specifically covering this event must also be provided for all vendors.

74. If a licensed caterer will be used as part of the event, indicate the name and state license number of the caterer

75. List who will be carrying liquor liability insurance for this event

76. Indicate the specific area(s) liquor will be dispensed and consumed and what measures will be followed to ensure liquor is only dispensed to event attendees who are of legal age and that no liquor leaves the authorized area

77. List measures to ensure no liquor leaves the authorized area

78. List measures to ensure liquor is only dispensed to legal-age event attendees

Section 4. APPLICATION VERIFICATION AND ACCEPTANCE OF RESPONSIBILITY

Notice of Collection of Private Data

The information collected and required as part of a license application will be used to determine eligibility for a City of Rochester License or Permit. Disclosure of this information is voluntary. It is not legally required to provide requested data, however, failure to do so may mean the City of Rochester is unable to process this application.

Social Security Numbers and Birth Dates are classified as private data and are not available to the public. Access to this data is limited to staff with a business need to determine license eligibility, and to administer and manage the licensing program.

Disclosure of a Minnesota Tax ID Number is required by Minnesota Statutes 270C.72, and this information may be requested by and released to the Minnesota Commissioner of Revenue.

All other information contained in this application is public information upon submission pursuant to the Government Data Practices Act, Minnesota Statutes Chapter 13. Individuals have the right to see and obtain copies of the data maintained on them, including private data, and have the right to be told the contents and meaning of the data, and to contest the accuracy and completeness of the data.

Notice of Ability to Sign up for Electronic Notifications of Proposed City Ordinances

As an applicant for a business license, you are also hereby notified that the City of Rochester distributes general city information and notices through an electronic notification system, and you may sign up to receive notices through this electronic notification system on the City's website at

<https://service.govdelivery.com/accounts/MNROCH/subscriber/new> This includes notice of proposed ordinances at least 10 days prior to final adoption by the City Council in accordance with Minn. Stat. 415.19.

A SIGNATURE VERIFYING THE OVERALL ACCURACY AND COMPLETENESS OF THIS APPLICATION BY THE OWNER, PARTNER, OR OFFICER OF THE ENTITY APPLYING IS REQUIRED IN ORDER TO PROCESS THIS LICENSE APPLICATION

I, (print name) _____, agree to strictly comply with all the laws of the State of Minnesota governing the taxation of business and all ordinances of the City of Rochester, including the regulations of Rochester Code of Ordinances Chapter 8-11 relating to special events, and that I intend to comply with the regulations found in RCO 8-11 as well as any conditions of approval that may be placed on the permit if granted. I understand I can review all City ordinances on the city website or in the City Clerk's Office.

I affirm I have no intention or agreement to transfer the permit being applied for to another person or entity, or to allow any other person or entity to operate under the authority of the permit. I understand that by submitting this application, I hereby consent to allow the appropriate City personnel, or any authorized representative or agents, to inspect the event premises for the purpose of ensuring compliance with the law and any permit conditions at any time the permit is active. I also understand that a denial of permission for such a lawful inspection of the premises is a violation of the permit provisions.

I hereby certify that I have read and understand every question in this application and that the answer to every question is true to my knowledge, information and belief. I further understand that the giving of false information as part of this application, regardless of when it is discovered, and/or failure to give required pertinent information can constitute cause for denial, suspension, or revocation of any permit issued.

Signature of Applicant _____ Date _____

Section 5-ADDITIONAL INFORMATION

36d. Date of Event (Day 4) _____

Set Up time from _____ to _____

Event time from _____ to _____

Clean Up time from _____ to _____

36j. Date of Event (Day 10) _____

Set Up time from _____ to _____

Event time from _____ to _____

Clean Up time from _____ to _____

36e. Date of Event (Day 5) _____

Set Up time from _____ to _____

Event time from _____ to _____

Clean Up time from _____ to _____

36k. Date of Event (Day 11) _____

Set Up time from _____ to _____

Event time from _____ to _____

Clean Up time from _____ to _____

36f. Date of Event (Day 6) _____

Set Up time from _____ to _____

Event time from _____ to _____

Clean Up time from _____ to _____

36l. Date of Event (Day 12) _____

Set Up time from _____ to _____

Event time from _____ to _____

Clean Up time from _____ to _____

36g. Date of Event (Day 7) _____

Set Up time from _____ to _____

Event time from _____ to _____

Clean Up time from _____ to _____

36m. Date of Event (Day 13) _____

Set Up time from _____ to _____

Event time from _____ to _____

Clean Up time from _____ to _____

36h. Date of Event (Day 8) _____

Set Up time from _____ to _____

Event time from _____ to _____

Clean Up time from _____ to _____

36n. Date of Event (Day 14) _____

Set Up time from _____ to _____

Event time from _____ to _____

Clean Up time from _____ to _____

36i. Date of Event (Day 9) _____

Set Up time from _____ to _____

Event time from _____ to _____

Clean Up time from _____ to _____

36o. Date of Event (Day 15) _____

Set Up time from _____ to _____

Event time from _____ to _____

Clean Up time from _____ to _____

Contact List

Description	Contact	Telephone	Email
Special Event Permits	City Clerk's Office	507-328-2046	licenses@rochestermn.gov
Emergency Management	Brett Knapp	507-328-2800	bknapp@rochestermn.gov
Fireworks	Fire Department	507-328-2056	firemarshalsoffice@rochestermn.gov
Tents/Canopies/Membrane Structures	Fire Department	507-328-2056	firemarshalsoffice@rochestermn.gov
Food & Beverage	Olmsted County Public Health	507-328-7500	Sanitarian@OlmstedCounty.gov
Police for Traffic Control	Eric Strop	507-328-2728	estrop@rochestermn.gov
Police for Alcohol Service	Eric Strop	507-328-2728	estrop@rochestermn.gov
Traffic Control Plans/Road Closures/Construction	Public Works Permits	507-328-2406	PWpermits@rochestermn.gov
Vendors for Road Closures	Warning Lites	507-282-1105 /507-208-1335	rhart@warninglitesmn.com
	Safety Signs	952-469-6700	N/A
Park Permits	Park Department	507-328-2525	n/a
Temporary Liquor License	City Clerk's Office	507-328-2046	licenses@rochestermn.gov
Building Stage and Bleacher Inspections	James Coyle		jcoyle@rochestermn.gov
County Road Closures	Nick Sandford		Nicholas.sandford@OlmstedCounty.gov
Cannabis	Public Health	507-328-7500	Sanitarian@OlmstedCounty.gov

EVENT PERMITS FORM

Community Development is dedicated to safety for our community and your event. Please complete the form below for our team to determine which permits may be required for your event.

Name of Event: _____

Name of Applicant: _____

Date(s) of Event: _____

Building:	Yes	No
1. Will the event include tents or membrane structures? (if no, skip to question 2)	☐	☐
a. Will any of the tents or membrane structures exceed 400 sq. ft.? (if yes, please submit the Tent Permit Application online through Accela Citizen Access portal or contact fire department at 507-328-2800)	☐	☐
2. Will the event include temporary bleachers? (if no, skip to question 3)	☐	☐
a. Will the temporary bleachers exceed 55 inches above grade?	☐	☐
3. Will the event include temporary platforms (not including stages)? (if no, skip to question 4)	☐	☐
a. Will the temporary platforms exceed 30 inches above grade?	☐	☐
4. Will your event include parking?	☐	☐
a. Is parking included in your event site plan?	☐	☐
b. Is accessible parking going to be provided at your event?	☐	☐
c. Please describe the event parking: _____		

5. Is temporary signage going to be installed? (if no, skip to question 6) ☐ ☐

a. If yes, please describe: _____

Electrical:

Yes

No

6. Will the event include a temporary power distribution system (i.e. portable or vehicle-mounted generators)? ☐ ☐

7. Will the event include food trucks, food trailers, food tents, or other mobile food vendors? (if no, skip to question 8) ☐ ☐

a. Please specify the type of mobile food vendor (i.e. food truck, food tents, food trailer, etc.):

8. Will the event require new permanent electrical infrastructure to be added? ☐ ☐

Mechanical:

Yes

No

9. Will the event be in an enclosed structure? (if no, skip to question 10) ☐ ☐

a. Will cooking operations be conducted in the structure? ☐ ☐

b. Will the structure be heated? (if no, skip to question 10) ☐ ☐

c. Please specify the type of heating system: _____

Plumbing:

Yes

No

10. Will the event require connection to the City Water System? (if no, skip to question 11) ☐ ☐

a. How many trailers or vendors will require connection to temporary water? _____

a. Please describe: _____

11. Will the event discharge water? (if no, skip part a) ☐ ☐

a. Please describe: _____

