

WHAT KIND OF PERMIT DO I NEED?

The City of Bemidji has many parks, trails, and open spaces available for a variety of uses that include art and cultural events, community festivals, concerts, races and walks, community outreach and other large-scale use. In accordance with City Ordinance Chapter 20, Section 20-8 “Special Events” and City Ordinance Chapter 14, Section 14-35 “Rules and Regulations governing public parks all events intended for public participation in our parks, facilities or public rights-of-ways must be properly permitted.

Pavilion Rental: The City of Bemidji provides exclusive use of several pavilions and buildings in our parks. Pavilion reservations must be made 5 days in advance of your gathering. Reservations may be made online at www.ci.bemidji.mn.us or by calling the Parks and Recreation Department at 218.333.1859

Park Use Permit: A permit shall be required for the special use of a portion of an area, and/or for use of park areas and facilities when they are closed to public use.

Special Event Permit: The following guidelines will help determine if your event requires a Special Event Permit (meeting any one of the following will require a permit)

- A temporary alcoholic beverage license is required or an existing on-sale alcoholic beverage license is authorized by the city council to dispense intoxicating liquor off-premises at the event location as part of a community festival according to City Code [section 4-97\(b\)](#);
- A street, sidewalk or other public way or place is closed for the benefit of the event attendees;
- Use of a city park or public way which exceeds 300 attendees;
- Amplified sound, sound device or apparatus is to be used in connection with a gathering of 100 or more attendees; or
- The event will adversely impact a considerable number of members of the public or city resources.

Time Line – Special Events Application Packet due:

- 30 days prior to the event for under 300 participants and street closures
- 90 days prior to the event for over 300 and less than 1,000 participants
- 120 days prior to the event for events planned for over 1,000 participants

SPECIAL EVENT/STREET CLOSURE RULES AND REGULATIONS

For special events involving a street closure, all events must include an emergency plan detailing access for emergency vehicles. Furthermore, event applicants, excluding parade events, shall notify affected property owners as follows:

- a. In residential neighborhoods: fourteen days advance notice to the residents that will be impacted by the event is required so they can plan around the inconvenience. This is the responsibility of the event sponsor. If this activity is not done, the event may be canceled.
- b. In commercial areas: if businesses are affected, applicant shall notify in writing the affected business owners at least 14 days prior to the street closure. Furthermore, a blank written objection form must be provided by the applicant with the notice to all businesses. A business electing to object, must complete and submit the objection form to the city no later than seven days prior to the scheduled event. If 51 percent of impacted businesses file such written objection to the event, the city may consider withholding or canceling the event permit. Objection forms are included in the application packet.
- c. To determine which businesses may be affected by an event involving a road closure(s), the applicant and city staff will meet in advance of notification to identify those businesses that should be notified.

Parade event applications shall provide the community as a whole with seven days advance notice of the parade, parade time, parade route, and any road closure and/or parking restrictions(s) associated with the parade event. Notice may be accomplished by "Public Service Announcement" (PSA).

Road closures are not allowed for locations where there are no other access options for the businesses or residents.

Portable Restrooms

Events larger than 200 person will be required to provide portable restrooms. Events in public spaces must be compliant with American Disabilities Act.

Portable/temporary restrooms may be placed 24 hours prior to the event and must be removed within 24 hours following the event.

Garbage

Event applicants/organizers must arrange for trash and recycling services. Street, boulevard, and adjacent property must be left clean. The applicant shall properly dispose of debris from the event. If the City Parks or Public Works determines cleanup is inadequate, the cost for cleanup will be charged to the applicant. Cleanup shall be completed within three (3) hours of the end of the event.

Tents/Structures

- If you plan to put up a tent or other structure (including volleyball nets, horseshoes, etc.), you must call GOPHER STATE ONE CALL 1-800-252-1166 then notify our office of the ticket number.
- Structures may be erected the day before your event with prior approval.
- Prior permission is required by the Public Works Director or City Manager for tent poles to be installed in/on paved surfaces in public right of way or parking lots.
- The City is not responsible for any stolen or damaged property.
- All structures must be removed immediately following your event (same day) unless prior arrangements are made.
- Banners/signs are allowed in the park on day(s) of event only. Banners and/or signs shall not be affixed or attached to any tree, shrub, park structure or statue.

Food Vendors

Applicants shall specify the location of all proposed food vendors by including them on a site plan.

Applicants are responsible for acquiring and/or verifying State Health Permit for food handling and ensure compliance with local and state regulation included grease/debris collection. The Special Event Permit will allow you control and regulation of any concessionaires /vendors with your defined venue.

Approval for food concessions in parks shall be granted only in connection with organized activities or large group gatherings.

Picnic Tables, Benches, and Event Bike Racks

The Parks and Recreation Department has additional amenities, available upon request. Please contact the Parks Superintendent at 333-1861. It is the responsibility of the event organizers to pick up and return the requested amenities.

Ordinance and Policy

City Ordinance Chapter 20, Section 20-8 "Special Events"

City Ordinance Chapter 14, Section 14-35 "Rules and Regulations governing public parks"

City of Bemidji Parks and Recreation Department Tobacco and Vaping Free Policy

STREET CLOSURES

Barricades and Cones

Barricades and cones can be requested from the Street Department - pending availability. Please contact the Street Superintendent at 333-1855 to make arrangements for pick-up of any equipment requested. Applicant is responsible for set up and removal of any barricades or cones.

No Parking Signage

Police department is responsible for supplying "No Parking" signs. "No Parking" signs must include the day and time of closure and must be posted 24 hours before street closure. Applicant is responsible for posting, maintaining and removal of the "No Parking" signs. Signs can be mounted on existing parking regulations signage. "No Parking" signs must be removed within 24 hours of the conclusion of the event. Please contact Jason Sanderson at jsanderson@ci.bemidji.mn.us one week prior to your event to arrange for pickup of the printed signs.

During the event, any vehicle found parked in violation of the "no parking" posting may be reported to the Bemidji Police Department (through dispatch-218-333-9111) for a decision or action by the police department regarding a towing request.

Applicant is responsible for posting, maintaining and removal of the "No Parking" signs. Signs must be posted 24 hours before street closure and can be mounted on existing parking regulations signage; signs must be removed within 24 hours of the conclusion of the event.

Site Map

Please submit a site map clearly indicating the setup of the event. An example would be the start/finish of a walk, run, race event and/or the setup area of a festival or cultural event. The site map should indicate the relative location of the following: all sources of amplified sound and direction of sound; tents/canopies with sizes, stages, promotional vehicles, inflatables, portable toilets, refuse containers, fencing, barricades, and other structures.

Route Map

All events that include a run, walk, or other activity in which participants will be following a course will be required to attach a Route Map and a written document of the proposed route of the event. All proposed Route Maps are subject to approval. The use of any roads outside the parkways or parks, such as city streets are subject to approval. For a more detailed route map, use mapmyrun.com (this is a free website), Bing maps or Google maps.

No Permanent Markings

You are welcome to use chalk or place temporary signage to mark the route on the street, sidewalk and/or trail, but you **are not permitted** to use paint, stencils or any other permanent markings. If any permanent markings are found from your event, any future event requests will either be denied or subject to a deposit for any damages.

Detour Map

All events requesting a street closure must provide a detailed map showing the requested street closure and detour route(s).

Certificate of Insurance

For events and series of events occurring on city-owned property, the Applicant/Event Organizer must provide a Certificate of Insurance for commercial general liability, auto liability (if applicable), and liquor liability (if applicable) naming the City of Bemidji as additional insured and Certificate holder for up to \$1,000,000. Certificates can be emailed to cityclerk@ci.bemidji.mn.us.

The city requires the Certificate of Insurance be provided at least two (2) weeks prior to the event. Insurance coverage must be maintained for the duration of the event including setup and tear-down dates. The certificate must indicate the dates and location of the event. The person/organization listed on the certificate must be the Applicant/Event Organizer. Minimum limits are as follows:

- \$ 1,000,000 per occurrence
- \$ 2,000,000 aggregate general liability
- \$ 1,000,000 automobile liability (or non-owned automobile liability) (if applicable)
- \$ 1,000,000 liquor liability insurance (if applicable).

Additional limits may be required after review.

For information on the Tenant User Liability Insurance Program (TULIP) offered by the League of Minnesota Cities, check out the following link: TULIP