

## **POLICY FOR OLMSTED COUNTY SPECIAL EVENTS/EXHIBITIONS**

Most events and activities within Olmsted County require permits or approvals. All costs associated with the event are to be borne by the event sponsor. The special event permit application must be completed for all events held in Olmsted County and is available at the Vital Records and Licensing Office, or you may print and complete the application on the bottom of this document. The permit application can be dropped off at the Vital Records office or be mailed to:

Olmsted County Vital Records and Licensing  
151 4<sup>th</sup> Street SE  
Rochester, MN 55904

Applications are to be submitted no later than 60 days prior to the event. For large scale events involving 1,000 participants or more, application should be made 90 - 120 days in advance. Applications not submitted within these time frames will not be considered. In the case of a race, walk, parade, or other event using county roads, a detailed layout of the route and arrangements for traffic control to be done by a certified vendor using the Manual of Uniform Traffic Control Devices standards will be required to be submitted with the application. A Review Committee, made up of representatives from Public Works, Olmsted County Sheriff's Department, Vital Records and Licensing Office, and County Attorney's Office if needed will review the application and make changes and/or recommendations to the event sponsor prior to application being forward to Olmsted County Board for a final decision.

Any event to be held within Olmsted County Parks must contact the Olmsted County Park and Recreation Department for separate permit requirements or shelter rental. Note: a special events permit is required for events/activities exceeding 300 participants or any event/activity which extends beyond the immediate park boundaries. Additionally, the event sponsor will need to check with the Olmsted County Park and Recreation Department for any activity to be held on Olmsted County Park and Recreation property to make sure the event can be scheduled into the facility requested: <https://www.co.olmsted.mn.us/pw/parks/Pages/default.aspx>

All applications are to be sent directly to the Vital Records & Licensing Office. All fees must be paid prior to the application being reviewed. If the event is cancelled within 7 days of filing, the application fee will be refunded. No partial applications will be accepted.

### **REQUIREMENTS, CONDITIONS AND ESTIMATED COSTS THAT MAY BE APPLICABLE TO YOUR EVENT**

Miscellaneous Activities/Sound: Estimate a minimum of \$50.00.

Fire Department: Fire Department personnel will assess the need for EMTs, Fire Department personnel, and equipment depending on the type of event to be held with the event sponsor being billed accordingly.

Insurance Certificate: Provide a Certificate of Liability Insurance naming the County as an additional insured for the term of the event in the amount of \$500,000 each occurrence/\$1,500,000 aggregate for both bodily injury & property damage liability to cover any claims that may result from the event.

Liquor License: The use of liquor is defined in the *Olmsted County Liquor Control Ordinance #found in Chapter 2300 of the Olmsted County Code of Ordinances*. Additional licenses will be required, contact Olmsted Vital Records and Licensing office for more information.

Portable Toilets/Wash Stations: Number of toilets and wash stations needed will be determined by Olmsted County Public Health Department staff based on number of expected participants. Costs and delivery of units will be borne by event sponsor.

Security/Law Enforcement: Temporary liquor license applications need to be submitted to the Olmsted County Sheriff's Office Training Division for review a minimum of 60 days prior to the event. The Olmsted County Sheriff's Office determines the number of deputies needed based on expected attendance, event history, and type of entertainment, actual entertainer contracted and other public safety concerns. In any case, a deputy costs \$60.00 per hour with a 4-hour minimum. If alcohol is being served or allowed to be present, a minimum of two (2) deputies is required. If the event falls on a legal holiday, cost is \$80 per hour per deputy with a 4-hour minimum. Payment of the anticipated cost to provide law enforcement staffing for the event must be made in full no later than 3:00 pm on the day prior to events falling on a Tuesday through Friday. Payment must be made in full no later than 3:00pm the Thursday preceding an event falling on a Saturday through Monday. If the event must be cancelled for any reason, the licensee must notify the Sheriff's Office a minimum of 24 hours prior to the start of the event. If proper notice is not given, the licensee will remain legally responsible for all previously arranged costs to provide law enforcement staffing for the event.

Food Serving: Contact Public Health Services at 507-328-7500 for food service licensing for a Special Event Food Stand.

Signage: All signage is the responsibility of the event sponsor and must comply with the approved site plan submitted with the application.

Street/Road Closures: When a street is to be closed for over 15 minutes, a detour is to be established and signed to provide a designated route around the event. A detailed layout of the route and arrangements for traffic control must be done by a certified vendor using the Manual of Uniform Traffic Control Devices standards. Law Enforcement Officers must be utilized at all traffic controlled intersections. 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.

Trash Stations: Number of stations needed will be determined by staff based on number of expected participants. Costs will be borne by event sponsors.

Contact Information: All applications must include the name and phone number of the on-site Event contact person for the day(s) of the event.

Pre-Event Inspection: At least one day prior to the event Olmsted County Sheriff's Department will inspect the event location to ensure that all Event Permit requirements have been followed. Inspections may also occur during the event to ensure that no changes have been made from the approved Event Permit. If changes are made and not corrected at the request of County Sheriff's Department, the event may be shut down.



OLMSTED COUNTY  
 PROPERTY RECORDS/LICENSING  
 151 4TH STREET SE  
 ROCHESTER MN 55904  
 PHONE: (507) 328-7630  
 FAX: (507) 328-7965

## SPECIAL EVENT/EXHIBITION PERMIT

**PLEASE TYPE OR PRINT.** Complete the entire application. You may attach supporting documents if needed, but you must still complete all questions; or your application will be deemed incomplete and may not be processed.

Name (Last, First, Middle):		E-mail:	
Home Address:		City, State & Zip:	
Home Phone:	Work Phone:	Other Phone:	
Name of Business:			
Business Address:		City, State & Zip:	
Contact person and phone number for the day of the event:			
Name of Event or Parade, Please Specify.		Event Date:	
Location of Special Event:			
Start Time:		Finish Time:	
Admission Charge:	Number of Units:	Number of Persons:	
Purpose of Proceeds (if applicable):			
Attach a copy of a certificate of liability insurance for the event, naming Olmsted County as an Additional insured.			
Maximum Number of People Who Will Be Permitted to Attend and how this will be limited:			

Please check with the Olmsted County Parks Department if your event will be held within a park. You will need approval from them to schedule the park.

Are any additional services requested by any county department? If so, list:

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Description of entertainment to be provided:

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Food:

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Medical Needs:

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Sanitation:

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Emergency Services:

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Garbage Disposal:

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Law Enforcement:

**SITE PLAN:**

Attach a sketch, site plan, stage plot or other description of the land and premises to be used for the event for which the permit is sought. Be specific to the placement of the sound system speakers and the direction the sound will travel.

**SOUND REQUEST. YOU MUST CHECK ONE:**

- Maximum allowable sound pressure level is 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 not be amplified sound at this event.

Provide the means and method proposed by the applicant to prevent noise from the event from unreasonably disturbing those persons who live or work in the vicinity of the event.

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Provide a description of how you will meet the requirements of the attached policy for special events.

**This application is made subject to the rules and regulations of Olmsted County and the undersigned hereby agrees for themselves and others for whom this application is made that the same are acceptable and will be observed. Olmsted County reserves the right to cancel any permit.**

I hereby certify that the information provided herein is true and correct to the best of my knowledge and belief, and that the Olmsted County Sherriff's Department, County Attorney's Office and Board of Commissioners may rely on the accuracy of such information provided in determining whether or not a license/permit should be issued.

Signature of Applicant \_\_\_\_\_ Date of Application \_\_\_\_\_

Permit Fee: \$50.00

Make check or money order payable to Olmsted County Vital Records and Licensing and return to our office located at the Government Center, 151 4<sup>th</sup> Street SE, Rochester, MN 55904

**ADDITIONAL INFORMATION:**

If you need to block the street, a detailed layout of the route and arrangements for traffic control must be done by a certified vendor using the manual of uniform traffic control devices standards. Contact one of the following suppliers:

Warning Lites of MN.  
3120 East Prow Ln NW  
Rochester, MN 55901  
507-282-1105 (business)  
507-208-1335 (cell)  
507-282-1130 (fax)  
[rhart@warninglitesmn.com](mailto:rhart@warninglitesmn.com)

Safety Signs, Inc.  
4612 8<sup>th</sup> Street SW  
Rochester, MN 55902  
507-254-9720 (business)  
507-289-4612 (fax)  
[rentalsigns.roch@yahoo.com](mailto:rentalsigns.roch@yahoo.com)

## Uses Of Roads And Bike Paths

All organizations and individuals requesting permission to use county roads or bike paths are being cautioned that they cannot use any type permanent markings on the roads or bike path to mark distances or their route. The person or persons requesting the use permit is responsible for removing any and all types of markings used.

