



|               |       |
|---------------|-------|
| <b>EVENT:</b> | _____ |
|               | _____ |
| <b>DATE:</b>  | _____ |
|               | _____ |

## Application for Private Use of Public Property Events

Please complete the attached application for private use of public property with as much detail and return it to the City Clerk’s Office or the Public Works Office as soon as possible.

Please keep in mind that City Staff will need time to consider your application, and to complete their comments. In some instances, applications need to be approved by the City Council as well as City Staff. Therefore, your application needs to be returned to the City **AT LEAST 30 DAYS PRIOR TO YOUR EVENT/ACTIVITY/PROJECT.**

Applicants making requests for **EVENTS** are asked to complete **Sections A, B & C.**

In the event that food service is a part of your event/activity, you **MUST** contact Minnesota Department of Health for their authorization.

If you have any questions concerning your application, please feel free to contact Public Works at 651-385-3674 (7:00 am to 4:00 p.m.)

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*(For City Use Only – Routing Information)*

| <u>Initial</u> | <u>Date</u> | <u>Routing</u>                     |
|----------------|-------------|------------------------------------|
| _____          | _____       | Received from Applicant            |
| _____          | _____       | Received by Public Works           |
| _____          | _____       | Public Works Review Completed      |
| _____          | _____       | Police Department Review Completed |
| _____          | _____       | Fire Department Review Completed   |
| _____          | _____       | Engineering Review Completed       |
| _____          | _____       | B&G Review Completed               |
| _____          | _____       | Returned to Public Works           |
| _____          | _____       | Forwarded to Council for Approval  |
| _____          | _____       | Original to City Clerk             |



## Private Use of Public Property Policy

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### **City As A Host**

The City acknowledges that it is a co-host for the River City Days Community Festival, and will therefore cover the insurance requirements with the City's policy. The City works with the River City Days Committee as our main contact, and know that over twenty five organizations are working together to make this event occur each year. The City has allocated, money in the budget for this event.

The City acknowledges that it is a co-host for the Red Wing Memorial Day Observance, and will therefore cover the insurance requirements with the City's policy. However, since there is no money allocated for this event, event organizers will be billed for costs incurred for this event.

The City acknowledges that there may be other limited events that Council may acknowledge as being co-hosted by the City. These events will be considered on an individual basis.

### **Applicant/ Organization Participation**

The City is asking that Event Applicants/Organizers become active participants in services previously provided by city crews, in an effort to reduce costs to their events.

Examples of services that we will allow applicants to provide are picking up and placement of barricades or cones when closing intersections or areas requested. In these cases Police Department staff will review the placement to ensure safety and enforceability. Applications will be considered individually to determine the organizations ability and access to equipment to provide these services. Please note that the City will make equipment available to assist applicants IF A CITY EMPLOYEE VOLUNTEERS THEIR TIME TO ASSIST THEM. Also, posting of parking restrictions on city streets or other public property areas can be done in part by volunteers. Again, the Police Department staff will have to coordinate/train or review the implementation of this for accuracy and timeliness.

Park cleanup is something that was previously provided by seasonal workers. Applicants will be asked that they provide cleanup of the area used following their event, and bring all refuse and recycling to the appropriate collection bins (on-site). City crews will be responsible for the transportation of these bins to the incinerator for proper disposal.

**Soft Costs**

City staff will process the application and identify anticipated soft costs and hard costs. Soft Costs are the cost for equipment and facilities that do not have labor costs built into their rates. These include: Signs, Barricades, Cones and Shelters (excluding the Colvill Courtyard).

**Hard Costs**

Several hard costs are associated with various events. Staff is not proposing to change any of our policies regarding charging for all hard costs items. These include electricity, work by an electrician/electrical inspection to ensure proper connection; garbage disposal (per ton tipping fee). These costs cannot be absorbed by the general fund and will be charged to the applicant.

**Service Exchange**

In some cases, the applicants have been willing to volunteer for a community service project in exchange for the use of soft cost items. In the case of an exchange for services, staff will bring these proposed exchanges to the City Council for approval. Once approved by Council, applicants can arrange for their exchange service by contacting an appointed Public Works Staff Representative. Exchange service must be completed within the calendar year of the event.

**Waiving Fees**

The most challenging part of the new policy is staff's request for the Council to not waive fees for any applicant. Staff understands the value of each of the PUPP applications and the true community and economic value of the events. We also appreciate the dedication of these individuals to their causes. Council however approved the recommendation of staff that the city no longer waive soft or hard costs associated with all applications.

**Insurance**

Before an event may be approved, all applicants must provide the City with proof of general liability insurance limits of at least \$1,000,000 per occurrence and \$2,000,000 general aggregate limit (coverage limit requirement may be satisfied by a General Liability policy in combination with an Excess Liability or Umbrella Liability policy) subject to the requirements set forth in the attached agreement and applicant must include City as an additional insured on their insurance policy.

**SECTION A – General Information**

**CITY OF RED WING  
PRIVATE USE OF STREETS, PARKING AREAS & PUBLIC PROPERTY**

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home: \_\_\_\_\_ FAX: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Event Times: From: \_\_\_\_\_ To: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

**Please provide a detailed description what your event entails:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please list the public facilities, parks, streets, or public property you are requesting use of for this event:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What are the General Liability insurance coverage limits of the Applicant?**

Per Occurrence: \$ \_\_\_\_\_

General Aggregate: \$ \_\_\_\_\_

**Who is the insurance agent for the Applicant?**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

On behalf of the Applicant, I hereby certify that all of the foregoing statements are true and accurate to the best of my knowledge. Applicant makes this application in accordance with City Code, Section 7.13. **Applicant acknowledges that, prior to the granting of this permission by the City, Applicant will be required to furnish proof of insurance** with General Liability insurance limits of at least \$1,000,000 per occurrence and \$2,000,000 general aggregate limit (coverage limit requirement may be satisfied by a General Liability policy in combination with an Excess Liability or Umbrella Liability policy). The Applicant's insurance coverage must be primary, written on an "Occurrence" basis and **MUST list the City of Red Wing as an additional insured**. Applicant agrees to defend, indemnify and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses, costs or charges (including attorneys' fees) incurred by the City as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss, or property damage caused by, arising out of, related to or associated with use of the property by Applicant, its guests or invitees resulting from this application and its use.

I further understand that the City may charge a fee for the use of the public property. In no event will I acquire any rights, title, or interest in the public property whatsoever; and the City may cancel my use of the property any time with or without prior notice to me.

I further understand that in granting this permit the City is not waiving compliance with other ordinances or the requirements to obtain any other permits and, further, that I am responsible for obtaining any other permits required by law from other appropriate governmental entities.

Applicant shall insure that all public property is restored or left in an acceptable condition.

I certify that I have the authority to bind Applicant to the above terms.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

City of Red Wing  
**PLOT PLAN**

**INSTRUCTIONS TO APPLICANT**

For street closures, please show the location and distance of all buildings in relation to street / alley right-of-ways. Clearly indicate area of requested use.

For parades, please use the plot plan to show streets requested for parade route.



**Indicate North in Circle**

Scale 1" = \_\_\_\_\_ FT

I/We certify that the proposed use will conform to the dimensions and uses shown above and that no changes will be made without first obtaining approval.

\_\_\_\_\_  
Property Owner(s) of site and structure

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

## SECTION B – Event Information

Do you have any electrical needs?: \_\_\_\_\_

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Do you need water service?:  Yes  No

Do you plan on having Portable Toilets?  Yes (Number) \_\_\_\_\_  No

*Organizers are responsible for contacting vendors to arrange for portable bathrooms units.  
The only exception to this is if the event is a City sponsored event as identified in the PUPP Policy.  
This requires the use of approved vendors under contract with the City*

### Refuse collection arrangements?

*To keep costs down, containers will be delivered to one location. Event organizers may move them to desired locations. All containers must be returned to the delivery location for service and for pick up at end of event*

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Do you want any additional picnic tables?  Yes (Number) \_\_\_\_\_  No

If yes, where do you want the picnic tables placed? \_\_\_\_\_

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Are you requesting any street closures?  Yes  No

If yes, please list street(s) and requested closure times. \_\_\_\_\_

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**Are you requesting no parking prior to and/or during your event? If yes, please list requested street(s)/time(s) below.** (City ordinance requires that the notice of no-parking restrictions must be posted 20 hours before the no-parking starts. There is a cost for this service and the Police Department will provide this cost information)

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**What are your plans/requests/needs for assistance with crowd control, traffic control, and onsite emergency personnel/equipment?:** (i.e. Ambulance, fire truck, security, escorts. There is a cost for this service and the Police or Fire Department will provide this cost information)

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**Cones and barricades are necessary for most major events. They are available to rent from the Public Works department. Event organizers are reminded that if you are renting signs/barricades from the city, you are responsible to pick up, set up, take down and return all signs and barricades necessary for your event. Police Department staff will review the placement to ensure safety and enforceability.**

**Attached is a rental information sheet. Will you provide your own cones/barricades or do you wish to rent them from Public Works?**

Provide Own

Rent from Public Works

**If renting, please list the number and type of cone / barricade you wish to rent.**

| <u>Number</u> | <u>Type</u>              | <u>Number</u> | <u>Type</u>                  |
|---------------|--------------------------|---------------|------------------------------|
| _____         | Type 1 – 12’ Barricades  | _____         | Stop Sign on Stand           |
| _____         | Type III – 4’ Barricades | _____         | No Left Turn Sign on Stand   |
| _____         | Type III – 8’ Barricades | _____         | No Right Turn Sign on Stand  |
| _____         | Flashers for Barricades  | _____         | Closed to Thru Traffic Signs |
| _____         | Drums                    | _____         | Road Closed Sign             |
| _____         | Reflective Cones         | _____         | Pedestrian Barricades        |
| _____         |                          | _____         |                              |
| _____         |                          | _____         |                              |

**If you are providing your own, please list the company you are acquiring the signs from and the number and type of signs you plan to use:**

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## SECTION C – Food & Beverage

Is your event open to the general public, or is it a private event?

Public

Private

If your event is open to the general public, will there be food or beverage sold or provided to the public?

Yes

No

All food vendors, regardless of their status (501c3, etc.) must have a valid Food and Beverage License issued by the Minnesota Department of Health. You, as the applicant, are responsible for verifying that all vendors providing food or beverage during your event have obtained the proper license.

Food and Beverage Licenses can be obtained by contacting the Minnesota Department of Health at: 651-201-4500.

## SECTION D – Outdoor Movies

Does your event include the screening of outdoor movie(s)?

Yes

No

Publicly screening a movie requires obtaining public performance rights from the rights-holder of the movie. You as the applicant, are responsible for obtaining written documentation of permission to publicly display the film. A copy of the written permission **MUST** be provided to the City of Red Wing prior to receiving approval for your event.

The following website has some great information on how to obtain public performance rights: [http://www.prattlibrary.org/locations/sightsandsounds/?id=11096#Vendors with PPR](http://www.prattlibrary.org/locations/sightsandsounds/?id=11096#Vendors_with_PPR).

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## 2018 RENTAL FEES AND LABOR COSTS

### Equipment

|                                  | <u>W/o Op.</u> |     |
|----------------------------------|----------------|-----|
| Utility Vehicles                 | \$18.00        | /hr |
| Pickup Trucks                    | \$12.00        | /hr |
| Pickup Trucks w/plow             | \$16.00        | /hr |
| Pickup Trucks w/crane            | \$20.00        | /hr |
| Push Mowers/Trimmers             | \$ 5.00        | /hr |
| Large Mowers                     | \$16.00        | /hr |
| Air Compressors                  | \$12.00        | /hr |
| Rollers                          | \$20.00        | /hr |
| Generators                       | \$20.00        | /hr |
| 1 Ton Truck                      | \$18.00        | /hr |
| 1 Ton Truck w/plow & sander      | \$23.00        | /hr |
| Dump Trucks – Single Axle        | \$26.00        | /hr |
| Dump Trucks – SA w/plow & sander | \$31.00        | /hr |
| Dump Trucks – Tandem             | \$30.00        | /hr |
| Dump Trucks – TA w/plow & sander | \$40.00        | /hr |
| Garbage Trucks                   | \$30.00        | /hr |
| Lift Trucks                      | \$35.00        | /hr |
| Tractors/Skid Steer/Telehandler  | \$35.00        | /hr |
| Chipper                          | \$18.00        | /hr |
| Flusher Truck                    | \$30.00        | /hr |
| Sweepers                         | \$50.00        | /hr |
| Loaders                          | \$45.00        | /hr |
| Dozer/Traxcavators               | \$50.00        | /hr |
| Graders                          | \$45.00        | /hr |
| Loader/Snow Blower               | \$90.00        | /hr |
| Vactor                           | \$110.00       | /hr |
| Thawing Rig                      | \$22.00        | /hr |
| Sewer Camera                     | \$40.00        | /hr |

### Signs & Barricades

|                                      |         |           |
|--------------------------------------|---------|-----------|
| Type I – 12’ Barricades              | \$ 2.00 | /item/day |
| Type I with Type A Flasher           | \$ 3.00 | /item/day |
| Type III – 4’ Barricades             | \$ 2.00 | /item/day |
| Type III – 8’ Barricades             | \$ 3.00 | /item/day |
| Drums                                | \$ 1.00 | /item/day |
| Reflective Cones                     | \$ 1.00 | /item/day |
| Stop Sign on Stand                   | \$ 2.00 | /item/day |
| No Right/No Left Turn Sign on Stand  | \$ 2.00 | /item/day |
| Closed to Thru Traffic Sign on Stand | \$ 2.00 | /item/day |
| PD No Parking Sign                   | \$ 1.00 | /item/day |

**Administration Fee 19% Of Subtotal**

### Labor Costs

|                       |                   |     |
|-----------------------|-------------------|-----|
| Public Works          | \$50.00 - \$90.00 | /hr |
| PD Administration     | \$46.00           | /hr |
| PD Regular Officer    | \$62.00           | /hr |
| PD OT Regular Officer | \$93.00           | /hr |
| PD CS Officer         | \$46.00           | /hr |
| PD OT CS Officer      | \$70.00           | /hr |
| PD Reserve Officer    | \$21.00           | /hr |

### Other Supplies/Services

|                               |          |                  |
|-------------------------------|----------|------------------|
| Picnic Tables                 | \$ 10.00 | /item/day        |
| Park Benches – City Delivers  | \$ 6.00  | /item/day        |
| Orange Fencing                | \$ 2.00  | /roll            |
| Portable Bleachers            | \$75.00  | /item/day        |
| Safety Vests                  | \$22.00  | /item/day        |
| Spray Paint                   | \$5.50   | /item/day        |
| Refuse/Recycling Containers   | \$ 0.00  | /item/day        |
| Refuse Collection             | \$ 60.19 | /ton (plus tax)  |
| CESC Charge                   | \$ 29.81 | /ton             |
| Refuse Collection – MN Charge | \$ 42.74 | + \$7.26 MSW tax |
| Turn Curb Stop                | \$ 75.00 | /operation       |
| Electrical Cord Cover         | \$ 1.00  | /item/day        |

### Facilities & Utilities

|  |          |                       |
|--|----------|-----------------------|
| Small Open Shelters                      | \$ 30.00 | 4 hrs or less/shelter |
| Small Open Shelters                      | \$ 50.00 | +4 hrs/shelter        |
| Large Open Shelter (Colvill)             | \$ 40.00 | 4 hrs or less         |
| Large Open Shelter (Colvill)             | \$ 60.00 | +4 hrs                |
| Colvill Park Screened Pavilion           | \$ 50.00 | 4 hrs or less         |
| Colvill Park Screened Pavilion           | \$ 80.00 | +4 hrs                |
| Colvill Courtyard – Building             | \$300.00 | Per Day               |
| Colvill Courtyard – Building             | \$150.00 | 4 hrs or less         |
| Colvill Courtyard                        | \$150.00 | Cleaning Deposit      |
| Colvill Courtyard – Yard                 | \$ 50.00 | Per Day               |
| Central Park Bandshell                   | \$ 40.00 | 4 hrs or less         |
| Central Park Bandshell                   | \$ 60.00 | +4 hrs                |
| Electricity – Other Facilities           | \$ 30.00 | 4 hrs/facility        |
| Electricity – Other Facilities           | \$ 50.00 | +4 hrs/facility       |
| 100 amp Disconnect                       | \$150.00 | Availability          |
| 100 amp Disconnect                       | \$ 50.00 | Consumption           |
| Ballfield Lights                         | \$ 30.00 | Per hr/field          |
| Electrical Inspection ( <i>minimum</i> ) | \$ 40.00 | Per Inspection        |