



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

## Application for Private Use of Public Property

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.** Applicants making requests for **CONSTRUCTION PROJECTS** are asked to complete **Sections A & C**

In the event that food service is a part of your event/activity, you **MUST** contact Goodhue County Public Health for their authorization. A copy of your Public Health authorization shall be attached to your application.

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)*

Initial	Date	Routing
_____	_____	Received from Applicant
_____	_____	Received by Public Works
_____	_____	Public Works Review Completed
_____	_____	Police Department Review Completed
_____	_____	Fire Department Review Completed
_____	_____	Engineering Review Completed
_____	_____	Electrician Review Completed
_____	_____	Returned to Public Works
_____	_____	Forwarded to Council for Approval
_____	_____	Original to City Clerk

**SECTION A – General Information**

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

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

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

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

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:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Cones and barricades are necessary for most major events. They are available for rental from the Public Works department? 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	_____	Drums
_____	Type 1 with Type 1 Flasher	_____	Reflective Cones
_____	Type III – 4' Barricades	_____	Pedestrian Barricades
_____	Type III – 8' Barricades	_____	48" x 24" Sign
_____	30" x 30" Sign on Stand	_____	48" x 30" Road Closed
_____	36" x 36" Sign on Stand	_____	60" x 30" Closed to Thru Traffic
_____	48" x 48" Sign on Stand		

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

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**What are your insurance liability limits for Bodily Injury and Property Damage?**

Bodily Injury \$ \_\_\_\_\_ Property Damage: \$ \_\_\_\_\_

Is your insurance on a  "Claims made" or  "Occurrence" basis?

Who is your insurance agent?

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

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

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

I hereby certify that all of the foregoing statements are true and accurate to the best of my knowledge. I am making this application in accordance with City Code, Section 7.13. **I understand that, prior to the granting of this permission by the City, I will be required to furnish proof of insurance** with limits in an amount of at least \$200,000 per individual and \$600,000 per occurrence against liability, bodily injury, and property damage (block parties in residential areas must provide proof of insurance of \$100,000 combined single limits); that I will hold the City harmless and indemnify the City including but not limited to the costs of defense from any and all claims or causes of action resulting from this application and its use; **and that I will list the City of Red Wing as an additional insured.**

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.

\_\_\_\_\_  
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 - Events**

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  
*(you will need to rent them from a licensed vendor – please contact Public Works for a list)*

Refuse collection arrangements? \_\_\_\_\_

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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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**SECTION C – Construction**

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 use of any parking stalls?       Yes       No

**If yes, please list how many parking stalls will be used, the reason for the use of the parking stalls, the location of the parking stalls to be used and the timeframe of the use of the parking stalls.** (Please note that City Policy is to not allow construction trailers or dumpsters to take up parking stalls over weekends when projects take more than 30 days. If there is project activity during the weekend, staff can waive this restriction. If you are requesting use of parking stalls for a timeframe of less than 30 days you may leave the equipment/dumpster in the parking stall over the weekend, however Council would prefer that the equipment and/or dumpster be removed if there is no work occurring on the project over a weekend.)

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Are you requesting closure/partial closure of any sidewalks?       Yes       No

**If yes, please list the reason, location and time frame for closure.** (City Policy is to not allow sidewalks closed during non-construction timeframes.)

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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 Public Safety Department will provide this cost information)

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**Public Works Department**

Public Works costs associated with the event:

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Date Reviewed: \_\_\_\_\_ Recommendation  Approve  Deny

Please list any conditions associated with approval or reasons for staff denial:

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Public Works Director or designee's signature: \_\_\_\_\_

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**Police Department**

Police Department costs associated with the event:

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Date Reviewed: \_\_\_\_\_ Recommendation  Approve  Deny

Please list any conditions associated with approval or reasons for staff denial:

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Police Chief or designee's signature: \_\_\_\_\_

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**Fire Department**

Fire Department costs associated with the event:

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Date Reviewed: \_\_\_\_\_ Recommendation  Approve  Deny

Please list any conditions associated with approval or reasons for staff denial:

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Fire Chief or designee's signature: \_\_\_\_\_

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**Engineering Department**

Engineering Department costs associated with the event:

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Date Reviewed: \_\_\_\_\_ Recommendation  Approve  Deny

Please list any conditions associated with approval or reasons for staff denial:

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City Engineer or designee's signature: \_\_\_\_\_

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**City Electrician**

Electrical costs associated with the event:

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Date Reviewed: \_\_\_\_\_ Recommendation  Approve  Deny

Please list any conditions associated with approval or reasons for staff denial:

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City Electrician or designee's signature: \_\_\_\_\_

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## 2009 RENTAL FEES AND LABOR COSTS

### Equipment

	<u>W/o Op.</u>	
Cushman Collectors	\$10.00	/hr
Pickup Trucks	\$12.00	/hr
Pickup Trucks w/plow	\$16.00	/hr
Push Mowers/Trimmers	\$ 5.00	/hr
Large Mowers	\$16.00	/hr
Air Compressors	\$12.00	/hr
Rollers	\$14.00	/hr
Generators	\$10.00	/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	\$35.00	/hr
Garbage Trucks	\$30.00	/hr
Lift Trucks	\$35.00	/hr
Tractors/Skid Steer	\$20.00	/hr
Chipper	\$18.00	/hr
Flusher Truck	\$26.00	/hr
Sweepers	\$44.00	/hr
Loaders	\$35.00	/hr
Traxcavators	\$44.00	/hr
Graders	\$40.00	/hr
Loader/Snow Blower	\$79.00	/hr
Vactor	\$76.00	/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/Left Turn Sign on Stand	\$ 2.00	/item/day
60" x 30" Closed to Thru Traffic	\$ 2.00	/item/day
PD No Parking Signs	\$ 1.00	/item/day

### Labor Costs

Public Works	\$39.00-\$70.00	/hr
PD Administration	\$45.00	/hr
PD Regular Officer	\$60.00	/hr
PD OT Regular Officer	\$90.00	/hr
PD CS Officer	\$45.00	/hr
PD OT CS Officer	\$67.50	/hr
PD Reserve Officer	\$15.00	/hr

### Other Supplies/Services

Picnic Tables	\$10.00	/item/day
Park Benches – City Delivers	\$6.00	/item/day
Park Benches – User Delivers	\$3.00	/item/day
Orange Fencing	\$ 2.50	/lineal foot
Portable Bleachers	\$75.00	/item/day
Safety Vests – Orange	\$13.50	/item/day
Safety Vests - Yellow	\$27.50	/item/day
Spray Paint	\$ 5.50	/item/day
Event Trash Containers	\$ 8.00	/item/day
1.5 cy Dumpsters	\$16.50	/item/day
Refuse Collection	\$56.50	/ton + MSW tax
Refuse Collection – MN Charge	\$17.09	+ \$2.91 MSW tax
Turn Curb Stop	\$50.00	/operation

### Facilities & Utilities

Small Open Shelters	\$ 20.00	4 hrs or less/shelter
Small Open Shelters	\$ 30.00	+4 hrs/shelter
Large Open Shelter (Colvill)	\$ 30.00	4 hrs or less/shelter
Large Open Shelter (Colvill)	\$ 40.00	+4 hrs/shelter
Colvill Park Screened Pavilion	\$ 40.00	4 hrs or less
Colvill Park Screened Pavilion	\$ 60.00	+4 hrs
Colvill Courtyard – Building	\$225.00	Per Day
Colvill Courtyard	\$125.00	Cleaning Deposit
Colvill Courtyard – Yard	\$ 50.00	Per Day
Electricity – Other Facilities	\$ 20.00	4 hrs/facility
Electricity – Other Facilities	\$ 30.00	+4 hrs/facility
100 amp Disconnect	\$ 100.00	Availability
100 amp Disconnect	\$ 30.00	Consumption
Ballfield Lights	\$ 20.00	Per hr/field