

CITY OF STILLWATER EVENT APPLICATION PROCEDURES

January, 2024

Producing an event requires preparation and planning to ensure a well-run event. It is essential for the event's success that the procedures outlined below are followed. It is the purpose of these event procedures to assist the organization in planning successful events while providing a process whereby the City of Stillwater can review the specific types of events being held and assess applicable policies and address concerns regarding liability exposure. This document provides explanation and mandatory procedures for holding an event in the City of Stillwater.

1. EVENT DATES

Contact 651-430-8837 to check availability of dates to hold your event within the City of Stillwater before submitting event application.

1.1 An Event Application can be submitted one year in advance of the event. Past events will have priority if scheduling conflicts arise. City staff will contact previous event organizer to allow first right of refusal. New Events are strongly encouraged to contact City Staff and have a Pre-Application meeting well in advance of the application deadline.

2. EVENT POLICIES

Review the Event Policies and current fee schedule before submitting event application.

3. APPLICATION SUBMITTAL

3.1 Application Fee – Event application must be submitted along with applicable application fee. Fee may be paid with credit card by contacting the City of Stillwater or submit check payable to the City of Stillwater with the application. Refer to the current city fee schedule for application fee.

3.2 Submittal Due Date – Submit the City of Stillwater Event Application before submittal due date along with required supporting documentation (see event application for items needed on the supporting documents).

<i>Event</i>	<i>Special Event</i>	<i>Special Event With Contract</i>
Application due 30 days prior to event with application fee.	Application due 90 days prior to the event with application fee.	Application due 120 days prior to event with application fee.

3.3 Incomplete or Late Application – Incomplete applications will be returned to the applicant. Any application submitted after application submittal deadline will be charged a late fee. Late applications may jeopardize the ability to receive event approval. Failure to pay application fees may result in a dismissal of application.

3.4 Submit completed application packet to:

For Events on Public Property:

Attn: Chad Rogness

City of Stillwater

216 N. 4th Street

Stillwater, MN 55082

or

email to: crogness@stillwatermn.gov

651-275-4102

For Events on Private Property

Community Development Department or

216 4th Street N

Stillwater, MN 55082

email to: planningdept@stillwatermn.gov

4. APPLICATION REVIEW

Completed event applications will be reviewed through the following review process.

4.1 Preliminary review by city staff to ensure event application is complete (usually within two weeks). Acceptance of application should in no way be considered final approval of event.

4.2 Further review of application may take place at the Downtown Parking Commission, Stillwater Parks & Recreation Commission and/or City Council. Organizer will be notified on the dates of those meetings (if required).

4.3 30 days prior to event, event fees are due. An Invoice will be mailed to the event organizer.

4.4 15 days prior to the event the Organizer must submit the following

- Certificate of Insurance
- Copies of other agencies permits that are involved in the event
- List of food vendors
- Updated Emergency Action Plan

4.5 An event permit and/or contract will be issued when event application has completed the review process and been approved, any additional permits are issued, event fees have been paid and applicable insurance has been received.

4.6 The City may require a walkthrough of the event site before and/or after the event.

EVENTS ON PRIVATE PROPERTY

5. 5.1 For public events held on property located in the CBD Zoning District

- a. The event organizer must submit a complete event permit application form with event venue site plan to the Community Development Department. No fee is required.
- b. The Community Development Department staff will review and route the application to the Public Safety, Public Works and Administration Departments for review and comments.
- c. The Community Development Department will assemble the comments and write a review report that will be placed on the consent agenda of the next available City Council meeting for action.
- d. If the event permit application was approved by the City Council, the Community Development Department will issue the event permit. If the event permit application was denied by the City Council, the Community Development Department will notify the event organizer of the decision.

5.2 Public events held on private property and serving alcohol during the course of the event must apply for a Temporary Liquor License and follow all applicable rules.

6. OTHER CONTACT INFORMATION

City of Stillwater

Administration 651-430-8800

Community Development Department 651-430-8820

Fire Department 651-351-4963

Police Department 651-351-4900

Public Works Department 651-275-4100

Water Board 651-439-6231

Lakeview EMS 651-430-4621

Department of Natural Resources 651-259-5875

Minnesota Department of Transportation 651-234-7500

Washington County (events) 651-430-4313

Washington County Public Health & Environment 651-430-6698 or

phe@co.washington.mn.us