



City Council Conference Meeting

April 14, 2025

5:30 PM

Fridley City Hall, 7071 University Avenue N.E.

Agenda

Agenda

1. Special Event Permit

Accessibility Notice:

- If you need free interpretation or translation assistance, please contact City staff.
- Si necesita ayuda de interpretación o traducción gratis, comuníquese con el personal de la ciudad.
- Yog tias koj xav tau kev pab txhais lus los sis txhais ntaub ntawv dawb, ces thov tiv tauj rau Lub Nroog cov neeg ua hauj lwm.
- Haddii aad u baahan tahay tarjumaad bilaash ah ama kaalmo tarjumaad, fadlan la xiriir shaqaalaha Magaalada.

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AGENDA REPORT

Meeting Date: April 14, 2025

Meeting Type: City Council Conference Meeting

Submitted By: Melissa Moore, Assistant City Manager
Mike Maher, Parks and Recreation Director

Title

Special Event Permit

Background

At the City Council's September 23, 2024 Conference Meeting, staff proposed several chapters of the City Code be repealed (Carnivals, Music Festival, Public Dances) via the City's ongoing recodification project. To replace these chapters with a more useful tool, staff created a Special Event Permit that would better balance public safety, the City's regulatory needs and support for community events.

Ordinance

The proposed ordinance creates a Special Event Permit and establishes fees. The ordinance:

- Defines special events that require permits
- Details application requirements and review processes
- Establishes fees
- Describes enforcement mechanisms and an appeals process
- Lists exemptions for certain activities, including constitutionally protected gatherings.

Policy

The proposed policy describes what a special event is and how the permitting process will work. The policy:

- Details application requirements and submission deadlines
- Specifies safety, sanitation, and site management standards
- Details the fee schedules for City services (Police, Fire, Public Works, Parks)
- Describes insurance requirements and risk management protocols
- Establishes inspection and site restoration requirements.

Updates

In February the Council reviewed a draft of the attached ordinance and Policy and provided direction to staff on revisions. The attached Policy incorporate the Council's revisions:

- Special Event Permit would not be required for events on private property, unless there would be an impact on neighboring properties, or the need for City services was identified
- Special Event Permit would be required for
 - events on public property that are inconsistent with the typical use of the space

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.

- Events on public property that anticipate more than 50 individuals in attendance

Testing

Staff established a systematic evaluation framework to test the policy against real-life event requests received by the City. The test established four key themes: event logistics (attendance, safety, traffic), intended use of space, impact to event space and impact to surrounding areas. These criteria helped determine when a Special Event Permit is required versus when the standard rental processes are sufficient. The test served as a practical evaluation tool that operationalized the policy into consistent decision-making. The test helped staff verify uniform application across different event types and demonstrate the effectiveness of the policy in providing a fair and consistent tool for the City and the public.

Timeline & Review

Staff from the City Manager's Office, Parks and Recreation, Police, Fire, Engineering, Planning and Public Works collaborated to build this comprehensive process and supporting tools to more efficiently allow special events in the City. The ordinance and Policy were reviewed and approved by the Development Review Committee and the Parks and Recreation Commission. At its February 10 Conference Meeting the Council provided feedback and direction on the proposed draft of the permit. Attached for the Council's review is an updated draft.

Attachments and Other Resources

- Special Event draft ordinance
- Special Event Policy

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.

Ordinance No. XXXX

Amending the Fridley City Code to add Chapter XX, Special Event Permit and Updating Chapter 209, Fees

The City Council of the City of Fridley does ordain, after review, examination and staff recommendation that the Fridley City Code be amended as follows:

Section 1

Fridley City Code Chapter XX. Special Event Permit

XX.01 Purpose

The purpose of this Chapter is to protect the health, safety, and welfare of the citizens of the City of Fridley (City) by regulating the time, place and manner of special events. This Chapter establishes permit requirements and ensures the provision of adequate parking, traffic control, sanitary facilities, utilities and safety services.

XX.02 Definitions

Applicant: any individual, association, partnership, corporation, or entity applying for a special event permit.

City services: the exclusive allocation of city resources, including, but not limited to, city personnel, equipment, rights-of-way, property, or facilities for use in conjunction with a specific event or activity, as requested by the host or sponsor of the event, or as requested by or on behalf of a person attending the event, or deemed necessary by the City in order to maintain public safety. Special services include, but not be limited to, any of the following: street closures; requiring police officers to stop or reroute traffic; the provision of temporary restroom facilities; special police protection; stationing emergency vehicles at or in the immediate vicinity of the event; exclusive use of city streets as a staging area or for event park; additional street cleaning and garbage removal services; special signage, such as temporary "no parking" signs; the use of any city building, equipment or other property for any purpose.

Outdoor: any activity conducted outside of a permanent, enclosed structure or building.

Person: any individual, association, partnership, corporation, company or entity.

Special event: any gathering or activity on public property that either substantially interrupts the normal use of public spaces or has a public impact requiring City services. The event may be open to the public or private. A special event may also be any activity that requires additional City resources beyond normal operations or impacts the surrounding community through increased

traffic, parking needs, noise, or other factors that affect the regular use of public spaces or neighboring properties. Such events include but are not limited to athletic events such as 5Ks, runs, walks, and bicycle races, block parties, carnivals, fairs and festivals, concerts and street dances, parades, outdoor events on City property that are inconsistent with the typical use, outdoor events on City property with attendance that exceeds 50 individuals, outdoor events on private property that require City services or impact public spaces, streets or neighboring properties, events in City rental facilities that exceed the facility's capacity and any other similar event.

City rental facility: any City-owned building, structure, or designated area that can be reserved for private or public use, such as community centers, pavilions, or meeting rooms.

Unlawful assembly: as defined by Minnesota Statute § 609.705. Special events conducted without required permits may constitute an unlawful assembly under applicable law.

XX.03 Permit Required

It is unlawful for any individual, organization, partnership, company or corporation to conduct or promote any special event without first obtaining a special event permit.

XX.04 Permit and Application Requirements

1. An application for a Special Event Permit must be submitted at least 90 days prior to the event date. Applications may be submitted up to one year in advance of the event date. Applications submitted less than 90 days are subject to an additional fee. Applications submitted less than 30 days prior to the event date will not be considered.
2. Application requirements are pursuant to the City's Special Event Policy.
3. All events require final approval from the City Manager or a designee.

XX.05 Exemptions

1. The following events are exempt from this Chapter:
 - (a) Events at permanent place of worship, stadiums, athletic fields, arenas, theatres, auditoriums, school-sanctioned events on school property, or fairs conducted pursuant to State law;
 - (b) Special events or activities planned and managed by the City;
 - (c) Private gatherings or events on residential property that do not require City services or impact public spaces, streets or neighboring properties;

- (d) Non-recurring garage sales, auctions or estate sales;
- (e) Night to Unite;
- (f) Funeral processions;
- (g) Activities conducted by a governmental agency acting within the scope of its authority; and
- (h) The use of traditional public forums as alternative channels of communication by the public, provided that such use is for the free exercise of constitutionally protected activities and does not disrupt or interfere with traffic on public streets or the use of public places by other members of the public.

2. Certain events may be exempted from permit fees by a Fridley City Council (Council) resolution, provided they still comply with all other requirements of this Chapter regarding safety, insurance and operations.

XX.06 Inspections

The City will conduct inspections to ensure compliance with this Chapter and the Special Event Policy. A preliminary inspection will be conducted within 24 hours prior to the start of the event, following event setup, to verify compliance with permit requirements. A final inspection will be conducted within 24 hours, after event cleanup, to verify proper restoration of the event area(s). Additional inspections may be required as determined by City staff.

XX.07 Fees

1. The fees for this Chapter are set in the Fees Chapter of the Code.
2. The Council may waive or reduce fees under specific circumstances.
3. All fees for City services and the security deposit must be paid no later than 14 days before the event date. The security deposit will be refunded within 30 days after the event if no damage occurred to City property, all cleanup requirements were completed and the final inspection was passed. The City may retain all or a portion of the security deposit if additional City staff time was required, additional City services were needed, damage occurred to City property, cleanup was inadequate or other violations were discovered during final inspection.

XX.08 Revocation and Denial of Permits

1. The City Manager or a designee may revoke an approved permit if the event violates permit conditions, City Code, State law, or if emergency conditions arise that affect public safety.

2. The specific criteria for evaluating permit applications are established in the Special Event Policy.

XX.09 Appeals

Any person contesting a citation or decision associated with violations of this Chapter may file an appeal pursuant to the Appeals and Administrative Citations chapter of the Code.

Section 2

Fridley City Code Chapter 209 Fees

209.12 Fees

1. Administrative Fees

Code	Subject	Fee
203	Administrative Hearing	\$200
608	Lodging Tax	3% of rent charged
304	Seizure fee for motor vehicles – Each vehicle – Each vehicle when vehicle owner or lien holder refuses to repossess their own vehicle	\$200 assessed \$400 assessed
304	Storage fee for seized motor vehicles	\$10 per day for each day or part of a day the seized motor vehicle is held at a storage facility or impound lot. The total storage fees assessed on any one motor vehicle may not exceed \$500 or 50% of the value of the motor vehicle as determined by competent authority, whichever is less.
	Text Amendment to the City Code Application	\$1,500
<u>XX</u>	<u>Special Event Permit</u>	<u>\$100</u>
	<u>Special Event Permit, additional late fee for any application submitted less than 90 days prior to an event</u>	<u>\$120</u>

<u>Special Event Permit Security Deposit to cover City services</u>	<u>\$500 (or 20% of costs, whichever is higher).</u>
<u>Police officer per person (three hour minimum)</u>	<u>\$105 per hour (non-holiday)</u> <u>\$140 per hour (holiday)</u>
<u>Full-time Fire per person (two hour minimum)</u>	<u>\$70 per hour</u>
<u>Paid On-Call Fire per person (two hour minimum)</u>	<u>\$35 per hour</u>
<u>Fire engine</u>	<u>\$400 per hour</u>
<u>Ladder truck</u>	<u>\$500 per hour</u>
<u>Grass truck</u>	<u>\$150 per hour</u>
<u>Rescue truck</u>	<u>\$150 per hour</u>
<u>Public Works staff per person (two hour minimum)</u>	<u>\$60 per hour</u>
<u>Pick-up truck</u>	<u>\$45 per hour</u>
<u>Utility truck</u>	<u>\$100 per hour</u>
<u>Dump truck</u>	<u>\$150 per hour</u>



Special Event Policy

Purpose

The City of Fridley (City) welcomes and encourages community events that enhance the City's vitality and strengthen community bonds. This Special Event Policy (Policy) helps event organizers understand City requirements and successfully plan safe and well-managed special events that comply with City and State regulations. This Policy complies with the Special Event Permit Chapter of the Fridley City Code (Code). It is not the intent of the City in adopting this Policy to regulate in any manner the content of speech or infringe upon the right to assemble, except for regulating the time, place and manner of speech and assembly. This Policy will not be interpreted or construed otherwise.

What is a Special Event?

A special event is any temporary event that either substantially interrupts the normal use of public spaces or requires City services beyond normal operations. Events organized by non-profits, for-profits or individuals must meet the requirements of this Policy and the Code.

Applicable Events:

- Athletic events (5Ks, runs, walks, bicycle races)
- Block parties
- Carnivals, fairs and festivals
- Concerts and street dances
- Parades
- Events on City property that are inconsistent with typical use of space or have expected attendance of 50 or more individuals.
- City-supported events (e.g., '49er Day celebrations and parade)
- Outdoor events on private property requiring City services (e.g., large private party with amplified music, tents, lighting and impacts the flow of traffic in the roadway).

Excluded Events:

- Activities permitted or licensed by the State
- City-sponsored events (e.g., Pumpkin Night in the Park, Night to Unite)
- Gatherings on private property that do not impact public spaces or neighboring properties
- Non-recurring garage sales, auctions or estate sales
- Funeral processions

- Events at permanent places of worship, stadiums, schools or theaters.

Determining Permit Requirements

An event may require a Special Event Permit if it meets any of these criteria:

- On City property for an event that is inconsistent with the typical use of the space
- Attendance exceeds 50 or more individuals
- Requires City services such as police, fire, or public works
- Impacts public spaces, streets or neighboring properties
- Takes place in a City rental facility for a use different than intended for the space.

This Policy covers both public and private events, and applies whether the event is free or ticketed. The goal is to ensure all events are properly supported, safe and minimize any impact on the surrounding community.

Permit Required

A Special Event Permit is required for all special events as defined by the Code. Conducting a special event without a permit is a violation of the Code. A permit is not required for the use of traditional public forums as alternative channels of communication by the public, provided that such use is for the free exercise of constitutionally protected activities and does not disrupt or interfere with traffic on public streets or the use of public places by other members of the public.

To obtain a Special Event Permit, an application must be submitted through the City's online licensing and permitting application.

Application Review Process

Once a Special Event Permit application is submitted, it undergoes a comprehensive review process by the City, designed to support an event's success.

Initial Review

The review begins with an initial assessment of the application. The City Manager's Office will check that all required documentation is present and properly completed. If any information is missing or needs clarification, the applicant will be contacted. This initial review helps identify any obvious concerns or requirements early in the process.

Department Review

The application then moves to a detailed departmental review. Different aspects of the event will be evaluated by relevant City departments including City Manager, Police, Fire, Public Works, and Parks and Recreation. Each department brings specific expertise to ensure an event meets all safety and operational requirements.

For example:

- The City Manager's Office reviews the permit application for completeness, compliance and routing to additional departments.
- The Police Division reviews security and traffic control plans and conducts background checks of event organizers. A background check includes review of the event organizers' criminal history, previous ordinance compliance history and other safety records.
- The Fire Division evaluates emergency access and safety measures.
- The Public Works Department assesses infrastructure needs, impact and facility use.
- The Parks and Recreation Department reviews facility use and conservation measures.

Communication

Throughout this process, an applicant may receive requests for additional information or requirements for modifying plans. Ongoing communication is encouraged during this phase to address any questions or concerns quickly.

Final Review and Approval

The final step is overall review and determination. The City Manager or a designee will evaluate the complete application package along with department recommendations. They may require additional conditions to address specific concerns. Once all requirements are met and the City Manager or a designee approves the application, applicants will be notified of the determination.

Application Requirements

The application must include all the elements relevant to the proposed event. Each requirement includes guidance to help develop City and State regulation-compliant plans.

Application Details

- Applications are accepted on a first-come, first-served basis and must be submitted no less than 90 days before the event date.
- Applications submitted less than 90 days before the event date will incur an additional fee and risk non-approval.
- Applications submitted less than 30 days prior to the date of an event will be reviewed by the City Manager and may be denied.
- Applications are accepted up to one year in advance.
- Submittal of an application does not grant approval to conduct an event.
- An event is confirmed and approved only when the application is reviewed and approved by the City Manager, a designee or the Council.

Application Requirements

Applications must include the following:

- Type and description of event: provide a detailed description of the special event and a list of all activities to take place.
- Sponsoring person/entity information: name, contact person, address, and phone number of the person/entity sponsoring the event.
- Proposed date(s) and time(s): the dates and times for each day of the event.
- Location and site plan: include a map of the proposed area, showing any barricades, street route plans, perimeter/security fencing, and/or event layout and dimensions. For City parks, show the specific areas to be used for event activities.
- Estimated attendance: the estimated number of participants and spectators.
- Public health plans: plans for water supply, solid waste collection, and provision of toilet facilities.
- Safety and emergency plans: fire prevention and emergency medical service plans.
- Security plans: security measures to ensure the safety of participants and attendees.
- Admission and fees: information on any admission fees, donations, or other considerations.
- Food and alcohol service: details on whether food or alcohol will be served or sold. Vendors must obtain all necessary permits for food and alcohol sales from the appropriate authorities.
- Gopher State One Call: prior to any ground penetrations, applicants must contact Gopher State One Call utilities location service and the City park maintenance staff to locate utilities and irrigation lines.
- Electrical plans: the applicant is responsible to have their own extension cords. All temporary electrical wiring for events must be performed by a licensed electrical contractor. This requirement also applies to portable generators.
- Tent and structure plans: include size and square footage of any tents or structures as well as staking methods.
- Fireworks plans: fireworks are only permitted at City-sponsored events.
- Signage plan: the applicant must include the number, size, location, and content of all proposed signs or banners, as well as installation and removal methods.
- Traffic control: applicants must provide temporary regulatory signage to roadway, lane or trail usage and provide a point of contact related to traffic maintenance that is available at any time.
- Applicants must provide proof of commercial general liability insurance with a minimum coverage of \$1 million, naming the City as an additional insured. The certificate of insurance must be submitted at least 30 days prior to the event. An indemnification agreement must be signed by the applicant to hold the City harmless from any liability arising from the event.

Event Organization Details

Primary Contact and Coordination: Every application must designate a primary event organizer who will serve as the main point of contact throughout the planning process. This individual must provide comprehensive contact information including organization name, mailing address, phone number, and email address to ensure effective communication between City staff and event organizers.

Event Location and Timeline: Applications must specify the proposed location(s) for all event activities and provide detailed date(s) and time(s) for the entire event period. This includes any alternative locations being considered and any weather contingency dates if applicable.

Event Programming and Schedule: The application requires a comprehensive timeline of all event activities. This must include detailed information about:

- Setup procedures and timeline
- Hour-by-hour event programming schedule
- Entertainment and performance schedules
- Teardown and cleanup procedures
- Equipment installation and removal timelines.

Event Features and Equipment: Organizers must provide a complete inventory of all equipment, structures, and special features that will be used during the event. This includes stages, tents, inflatables, vendor booths, sound systems, and any other physical elements that will be brought to the event site.

Admission and Revenue: Applications must detail all monetary aspects of the event, including ticket prices and admission fees, donation requirements or suggested contributions and any other monetary considerations affecting public participation.

Attendance Management: Event organizers must demonstrate thorough attendance planning through projected numbers supported by ticket sales data, historical attendance records or comparable event statistics. Applications must include:

- Total expected attendance numbers
- Method used to calculate attendance projections
- Peak attendance periods during the event
- Strategies for managing unexpected attendance increases
- Specific crowd control measures and staffing plans
- Capacity management procedures for various event areas.

Site Planning and Safety

Comprehensive Site Layout: The event application must include a detailed site plan showing how the proposed event will utilize the space. The plan serves as a blueprint for the event, helping staff understand traffic flow, safety measures, and operations. This includes:

- Event boundaries and perimeter control measures
- All stages and performance areas
- Vendor and concession locations
- Temporary structures and tents
- Barricades and fencing placements
- Entry and exit points
- Emergency access routes
- Parking areas
- Sound equipment locations
- ADA-compliant pathway
- Restroom facilities
- Temporary utilities
- Refuse collection.

Traffic and Parking Management: The traffic management plan should address how attendees will arrive, park, and move through the event space. Document parking locations and capacity, including overflow options. For shuttle services, include routes and schedules.

For street impacts, provide:

- Street closure locations and times
- Traffic control measures and signage
- Emergency vehicle access routes
- Vendor load-in/load-out plans
- Drop-off and pick-up zones.

The plan should demonstrate how pedestrian traffic will be safely managed through walkways, crosswalks, barriers and directional signage. Applicants must provide temporary regulatory signage to roadway, lane or trail usage and provide a point of contact related to traffic maintenance that is available at any time.

Health Requirements

Sanitation: The event must have comprehensive sanitation procedures addressing public health needs, such as water and waste management, including how potable water will be sourced and distributed throughout the event site. Plans must include:

- Sources of potable water
- Locations of water stations
- Placement of trash receptacles
- Recycling station locations and management
- Waste collection schedules
- Vendor waste management requirements.

Water: If connecting to a City water source applicants must have a water metering plan and a backflow prevention plan.

Restroom Facilities: Applications must demonstrate adequate restroom facilities based on expected attendance and event duration. Requirements include:

- Following the below Portable Toilet Guide with a minimum of one portable toilet per 100 attendees
- At least one ADA-compliant unit for every 20 standard units
- One hand-washing station for every four toilets
- Daily servicing for multi-day events
- Clear signage and lighting for nighttime events
- Maintenance schedule and responsible parties.

Portable toilets required per duration of an event								
Est. # of people	1 hour	2 hours	3 hours	4 hours	5 hours	6 hours	7 hours	8 hours
200-500	2	3	3	4	4	4	4	4
500-750	4	4	5	5	6	6	8	8
750-1,000	4	4	6	6	6	8	8	8
2,000	5	7	8	8	12	13	13	14
3,000	7	8	10	12	16	16	18	18

Food: Any food services provided at an event must be provided by a licensed vendor who holds a current food license from the Anoka County Health Department or Minnesota Department of Agriculture. Food trucks must obtain a City Mobile Food Unit license.

Safety Requirements

Safety and Emergency Response: Events are required to have a comprehensive safety plan addressing emergency preparedness and response. Include:

- First aid station locations and staffing
- Evacuation procedures and routes
- Weather emergency protocols
- Security staffing and deployment
- Fire extinguisher locations and types
- Emergency egress routes from all structures and enclosed areas.

Additional Permits and Licenses

Supplementary Permits: Certain event elements require additional specific permits that must be obtained separately. These include:

- Alcohol permits and liquor liability coverage
- Cannabis Event License from the State
- Gambling licenses
- Mobile Food Unit Licenses and health inspections
- Temporary structure permits
- Temporary sign permits
- Tent permit
- Park facility rental permit.

Other Requirements

Electrical Safety and Power: All temporary electrical work must be performed by a licensed electrician. Provide a detailed power distribution plan showing generator location, cable routing and electrical

panel placement. Include backup power provisions and load calculations. All generators require proper permits and inspections before operation.

Structural Safety: For temporary structures, tents, stages, fencing or anything else requiring ground anchoring:

- Contact Gopher State One Call at least 48 hours before any ground penetration
- Include all staking locations on your site plan
- Document anchoring methods for each structure type
- Provide alternative anchoring plans for areas where stakes are prohibited.

Signage: Document all temporary signs and banners, including directional signage and event information. The plan should detail:

- Location and placement of all signs
- Size and design specifications
- Installation and mounting methods
- Timeline for installation and removal.

Insurance and Risk Management

Applicants must provide proof of general commercial liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury or property damage arising from the special event with a minimum coverage of \$1 million naming the City as an additional insured. The certificate of insurance must be submitted at least 30 days prior to the event. Insurance coverage must be maintained for the duration of the special event. An indemnification agreement must be signed to hold the City harmless from any liability arising from the event, except any claims arising solely out of the negligent acts or omissions of the City.

Applicants are not required to obtain liability insurance or sign an indemnification agreement if the event is being hosted on private property only. This is not an option if the event requires street closures. In cases of alcohol being served, proof of alcohol liability coverage is required.

Additional insurance may be needed based on event activities:

- Liquor liability for alcohol service
- Vendor liability certificates
- Participant waivers when applicable
- Vehicle coverage for transportation services.

Inspections and Site Restoration

The City conducts mandatory inspections before and after each special event to ensure permit requirements are being met, public safety and proper site restoration.

Preliminary Safety Inspection

A preliminary safety inspection by the City must be conducted within twenty-four hours before the event start time, after setup is complete. This inspection focuses on ensuring permit requirements and all public safety requirements are met before the event can begin. Inspections may be conducted by the Building Department, Fire Department, Public Works and other departments as needed.

If the preliminary inspection reveals violations, the event cannot begin until these issues are corrected. A follow-up inspection may be required to verify compliance. Serious violations or inability to correct safety issues may result in permit revocation.

Post-Event Requirements and Final Inspection

Event organizers are responsible for returning all publicly used spaces to their original condition within 24 hours of the event's conclusion. This includes removing all temporary structures and equipment, repairing any ground damage, properly disposing of waste and recycling and clearing the site of all event-related materials.

The City will perform a post-event inspection which will be led by Public Works. The inspection occurs within twenty-four hours after event cleanup is complete. During this inspection, City staff will:

- Assess the condition of public property, including grounds, landscaping, and infrastructure
- Check pavement, turf areas, trees, and site amenities
- Verify proper utility disconnection and restoration of any ground disturbance
- Ensure all event-related items have been removed
- Confirm proper waste disposal and site cleanup.

The inspection must verify that all equipment has been removed, no damage has occurred to City property and all cleanup requirements have been met. Failed restoration inspections may result in the withholding of security deposits. If cleanup or restoration is inadequate, the City may complete the work and charge the event organizer for associated costs.

Revocation and Denial of Permits

The public's health and safety are the City's primary concern when evaluating a Special Event Permit application. Permits may be denied or revoked if the event poses a threat to public safety, violates the Code or other City policies, or if the applicant provides false or insufficient information.

Applications showing insufficient plans for security, emergency response, or crowd management may be denied. Similarly, if an event would place an unreasonable burden on City services or conflict with previously scheduled events, the permit may be denied.

Even after a permit is approved, certain circumstances may require the City to revoke it. Serious violations of permit conditions or City requirements may result in immediate revocation. This includes:

- Exceeding approved attendance limits

- Failing to maintain required insurance coverage
- Misrepresenting event activities
- Creating unsafe conditions
- Emergency situations affecting public safety.

Fees

Events often require support from various City departments to operate safely and successfully. Fees charged for these services dedicate the City's staff or equipment resources to an event. Fees are billed based on actual costs to the City.

Application and Late Fees

Every special event begins with a non-refundable application fee of \$100, which covers administrative processing costs. Applications submitted less than 90 days prior to the date of an event incur an additional \$120 late fee and risk non-approval due to timing constraints. Applications submitted less than 30 days prior to the date of an event will be reviewed by the City Manager and may be denied.

Security Deposits

A security deposit is required to protect City property and ensure proper event cleanup. The deposit amount will be \$500 or 20% of an event's total City service costs, whichever is higher. Deposits will be returned after passing the post-event inspection, meeting all cleanup requirements, and settling any final charges, provided no damage to City property is found.

Required City Services

The Police Division provides security staffing, traffic control, places and removes barricades, places and removes parking signs, performs safety assessments and monitors event activities.

- Police officer per person (three hour minimum): \$105 per hour on non-holidays, \$140 per hour on holidays.

The Fire Division conducts safety inspections, provides emergency access routes, and supplies medical coverage.

- Full-time Fire per person (two hour minimum): \$70 per hour
- Paid On-Call Fire per person (two hour minimum): \$35 per hour
- Fire engine: \$400 per hour
- Ladder truck: \$500 per hour
- Grass truck: \$150 per hour
- Rescue truck: \$150 per hour.

The Public Works Department manages street closures, provides barricades, manages public spaces sprinklers, oversees temporary structure set-up, monitors waste management needs throughout the event and restores the event area if it is damaged.

- Public Works staff per person (two hour minimum): \$60 per hour
- Pick-up truck: \$45 per hour
- Utility truck: \$100 per hour

- Dump truck: \$150 per hour.

The Parks and Recreation Department oversees facility usage, provides necessary equipment, and manages site preparation.

- Parks and Recreation staff per person (two hour minimum): \$40 per hour
- Other park fees are established in the Fees Chapter of the Code.

Payment Schedule

All fees must be paid according to this schedule to maintain an active permit status. The City will provide an estimate of service fees based on your event requirements, but actual costs may vary depending on event needs and duration. Any additional charges incurred during the event will be billed afterward and may be deducted from your security deposit if left unpaid. These fees may be waived or reduced under specific circumstances approved by the City Manager or City Council.

Payment Type	Amount	Due Date
Application Fee	\$100	With permit application
Security Deposit	\$500 or 20% of service costs	14 days before event
Estimated City Service Fees	Based on services rendered	14 days before event
Additional Charges	If applicable	Billed after event and withheld from security deposit

Event Changes and Cancellation

At times, unforeseen circumstances arise that require a substantial change to or cancellation of a planned event. In all cases, written notification of cancellation or major changes must be submitted to the City Clerk.

Cancellation

Cancellations of events by event organizers will receive a refund of event fees (excluding the application fee):

- 30 days prior to event will receive a full refund of event fees.
- 29 to 15 days prior to event will forfeit 50% of event fees.
- 14 days or less of the event will forfeit all event fees.

Cancellations of events by the event organizer received in writing will receive full refund of security deposits.

Changes

Major changes to an approved event must receive additional approval from the City Manager or a designee before implementation. While there is no set deadline for change requests, they should be

submitted as soon as possible to allow adequate review time. The feasibility of accommodating changes will be on a case-by-case basis, but could be evaluated based on:

- Type and scale of the proposed changes
- Timing of the request
- Impact on public safety and City resources
- Effect on other scheduled events or activities.

In emergency situations (severe weather, public safety concerns, etc.), City staff will work with event organizers to evaluate conditions and determine necessary modifications. The City reserves the right to deny changes or cancel approved events for inadequate review time, non-compliance with policies, public safety concerns or misrepresentation of event details.

Contact Information and Resources

Primary contact for applications and general questions

City Clerk Division: 763-572-3573 | FridleyMN.gov/Your-Government/Departments/City-Manager

Security and traffic control planning

Police Division: 763-572-3629 | FridleyMN.gov/Public-Safety/Police

Safety requirements and inspections

Fire Division: 763-572-3621 | FridleyMN.gov/Public-Safety/Fire

Site services and street closures

Public Works Department: 763-572-3566 | FridleyMN.gov/Your-Government/Departments/Public-Works