



City of Two Harbors
522 1st Avenue
Two Harbors, MN 55616
218-834-5631

Special Events Permit Checklist

Please use the following as a guide to make sure your permit is complete. NOTE: This permit, along with insurance information and fees, must be returned to the City of Two Harbors a minimum of 30 calendar days prior to the event date. For large scale events involving 1,000 participants or more, application should be made 90-120 in advance of event. If shelter rental, city services or the like are required for the event, payment is due and payable prior to the event.

Applicant Checklist	
<input type="checkbox"/>	<p>1. City of Two Harbors Special Event Permit Application (For detailed information, review regulations and guidelines prior to completing the application. Incomplete applications and/or applications not submitted within timelines will not be processed.)</p> <p>\$50.00 event fee. In addition, fees for other City services are required at the time of approval.</p>
<input type="checkbox"/>	<p>2. Certificate of Liability Insurance & Liquor Liability Insurance A Certificate of Liability Insurance is required by the City for every event and MUST list the event and date and have the City listed as Additional Insured (not just certificate holder). To be furnished at least two weeks prior to the event. Liquor Liability Insurance required if alcohol is served. Guidelines for insurance coverage will be come from MN State requirements, City reserves the right to require additional insurance beyond state requirements.</p>
<input type="checkbox"/>	<p>3. Event Maps (Required for all applications) A Site Map should show the relative location of all sources of amplified sounds; tents/canopies with sizes, stages, promotional vehicles, inflatables, restrooms, refuse containers, fencing, barricades, and other structures; locations of alcohol, food and merchandise service/sale; and proposed street closures. All site maps are subject to approval.</p> <p>Route Map (Parades, Runs, Walks, Bike Rides) all activities in which participants will be following a course are required to attach a Route Map and a written document of the proposed event route. All proposed route maps are subject to approval.</p>
<input type="checkbox"/>	<p>4. Street Closure or Use of Public Right-of-Way Street Closure Consent/Objection forms with 75% in favor of event will need to be submitted prior to final approval but are not required until the event has been initially approved.</p>

Information that may Apply to Your Event
<p>Licenses: (As applicable, e.g., permit for alcohol, etc.)</p> <p>Fireworks permit: If you plan to have fireworks at your event, you must contact the Fire Chief at least 30 days prior to your event to apply for a permit.</p> <p>Food services: If your event is open to the public, contact Lake County Health Department at 218-834-8400 for more information.</p> <p>Services from the City of Two Harbors: Must be determined in advance and are to be applied to the cost with the permit.</p> <p>A SPECIAL EVENT PERMIT IS NOT VALID (MEANING YOU MAY NOT HAVE YOUR EVENT WITHOUT ALL THE NECESSARY APPROVAL SIGNATURES AND AN ACCURATE CERTIFICATE OF INSURANCE.</p> <p>Return completed permit with payment to: City of Two Harbors 522 1st Avenue Two Harbors, MN 55616 Questions? 218-834-5631</p>



City of Two Harbors Special Event Permit Application

For Office Use:

Date of Submission: _____

Amount Paid: \$_____

Approved Denied

Event Information		
Name of Event:		
Type of Event (festival, parade, athletic, etc.):		
Event Location:		
Event Setup Date:	Start Time:	End Time:
Actual Event Date(s)	Start Time:	End Time:
Event Cleanup Date:	Start Time:	End Time:
Estimated Attendance:	Open to the Public:	Yes No
Brief Description of Event:		

Applicant Information			
Primary Contact Person:			
Address:	City:	State:	Zip:
Phone:	Email:		
Secondary Contact Person:			
Address:	City:	State:	Zip:
Phone:	Email:		

Event Features			
Will food or alcohol be served?	Food	<input type="checkbox"/> Yes	<input type="checkbox"/> No
NOTE: Additional permits may be necessary.	Alcohol	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Food: If your event is open to the public and you are serving food you must obtain a food and beverage license from Lake County Health and Human Services and provide a copy to the City of Two Harbors prior to your event. To obtain a food permit, contact Lake County Health and Human Services at 218-834-8400.</p> <p>The Minnesota Department of Agriculture regulates some categories of food, such as Cotton Candy, Popcorn, Caramel Corn, Caramel Apples, Candy Manufacturing, Bakery Manufacturing, Fruit Concessions, Ice Cream Bars (wrapped), Sno Cones, Retail Food Sales (prepackaged meats, fruit, etc.), and Cottage Food Industries (persons making non potentially hazardous food at home and selling at farmer’s markets, bakes sales, craft fairs and the like). If you have questions</p>			

about those items or whether or not you need a permit or license, please contact the MN Department of Agriculture at 1-800-967-2474.

Alcohol: Catered event; licensee holding caterer's permit to provide food and liquor. Under caterer's permit, the caterer is responsible for ID/wristband, security and ensuring there is no second party transfer.

Indicate caterer being used: _____

Temporary 3.2 Percent Malt Liquor and Temporary Intoxicating Liquor Licenses; only issued to charitable, religious or nonprofit organizations in existence for at least three (3) years for events not to exceed four (4) consecutive days.

Application needs to be submitted with fee and requires City Council approval and Alcohol and Gambling Enforcement Division Approval. Must be submitted to the state 45-days prior to the event.

Tents and Canopies:

Yes No

If yes, they must be clearly identified on the Site Map, including the location and size and dimensions. The event organizer is liable for any damage caused to property/facility and must obtain approval prior to installation. In locations where staking of tents or canopies is prohibited, the use of weights for stabilization is subject to approval.

Food concessions/vendors are required to obtain a valid Public Market Stand Permit from the City of Two Harbors and are required to be licensed by the State of Minnesota.

Event Logistics

Refuse (Garbage & Recycling) and Public Restrooms:

Refuse: Event applicants/organizers must arrange for trash and recycling services. The number of garbage containers shall equal the number of recycling containers. Containers shall be placed next to one another throughout the event venue.

Please indicate how many will be provided: _____

Company/description(s): _____

Street, boulevard and adjacent property must be left clean. The applicant shall dispose of debris from the event. If the Street Department determines cleanup is inadequate, the cost for Public Works to cleanup will be charged to the applicant. Cleanup shall be completed within three (3) hours of the end of the event.

Public Restrooms: (required for events >100, or where beer is sold/distributed)

Number of restrooms provided: _____

Number of sinks provided: _____

Number of handicap accessible toilets: _____

Street Closures or use of Public Right-of-Way and No Parking

Are you requesting to close a Street Sidewalk Parking Lane Other _____

Applicant shall notify affected property owners 14 days prior to the closure. If businesses are affected applicant shall submit to the city the Consent/Objection Forms with 75% in favor of the event (form found at the end of this application). Information will be gathered and concerns evaluated prior to approval of any closure. Applicant must maintain a 20 feet clear fire lane. At no point is the street to be blocked with vehicles inside the fire lane area.

Applicant is to make arrangements with the Public Works Department for the purpose of No Parking signs.

Electrical Usage/Hookups

Electrical hookups: \$50 per day. Fees must be paid prior to electrical hookups.

Description of booth i.e. tent, trailer, tables:

Date(s) requested for electrical hookups:

Electricity is in limited areas and issued on a first come, first served basis. Please check with the City Electrical Department to verify power locations. Vendor is responsible for compliance with all state electrical codes beyond the point of connection.

Water Usage/Hookups

Water hookups: \$50 base fee in addition to the current rates for residential outside of city.

Description of water usage:

Date(s) requested for water hookups:

Water is in limited areas and issued on a first come, first served basis. Please check with the Gas, Water, Sewer Department to verify water locations.

