



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

SPECIAL EVENT APPLICATION PROCESS

A special event is considered any public or private event which includes a request for special city services or includes activities and/or use of equipment which alters the general use of city property, parks, buildings, or grounds. Examples of items that would likely prompt a special event application may include music, tent, inflatable device, food/alcohol/retail vendor, satellite toilet, generator, barricade, podium/stage, or tables/chairs.

Depending upon the size and scope of an event, a meeting with city staff may be required prior to the submittal of a special event application form. It is also important to keep in mind that because special event applications require action by the City Council, it is critical to plan ahead and submit the application 3-4 weeks prior to a regularly scheduled City Council meeting, which is usually held the first Monday of the month. Following the meeting, city staff will inform the applicant whether the event was approved and coordinate requests for city services and/or locating equipment and activities associated with the event.

In addition to the special event application, other forms may be required to be submitted to the city, county, and/or state for specific activities associated with the event, as follows:

Use of park building, picnic shelter, field, or court

A city park reservation request form and fee are required to reserve park buildings and amenities. An additional fee applies for events requiring satellite toilets, barricades, and police presence, or extra trash receptacles and picnic tables. A damage deposit and/or a certificate of insurance may also be required. Park reservations are subject to availability and are processed by city administrative staff.

Sale or service of food or non-alcoholic beverage

Sale or service of food/beverages in conjunction with a special event may require a temporary food service or vendor license. To determine requirements and procedures, contact the Washington County Department of Public Health and Environment at 651-430-6655. The city requires verification that the appropriate licenses have been secured from Washington County upon submittal of a special event application to the city.

Sale, service, or display of alcoholic beverages

Display/tasting, complimentary/hosted service, or sale of alcohol in conjunction with a special event requires a temporary liquor license and fee. To determine requirements and procedures, contact the Minnesota Department of Public Safety Alcohol Division at 651-201-7500. Temporary liquor licenses must be approved by the City Council and the state and should be included with the submittal of a special event application to the city.

Display of fireworks

A city fireworks display permit and fee are required for pyrotechnic displays involving combustion or explosion, which must be approved by the City Council, and should be included with the submittal of a special event application to the city.

Gaming, raffle, bingo activity

Charitable gambling, including bingo and raffles in conjunction with a special event requires a temporary lawful gambling license. To determine license requirements and application procedures, contact the Minnesota Department of Public Safety Gambling Division at 651-201-7500. Temporary lawful gambling licenses must be approved by the City Council and the state and should be included with the submittal of a special event application to the city.



City of Bayport
 294 North Third Street
 Bayport, Minnesota 55003
 Phone 651-275-4404
 Fax 651-275-4411
 www.ci.bayport.mn.us

City of Bayport SPECIAL EVENT APPLICATION

Property Information

City property: Lakeside Park Barker's Alps Park Perro Park Village Green Park

Street, alley, or other city property description/address: _____

Private property description/address: _____

Applicant Information

Private/Individual/For-profit organization Public entity/Non-profit organization

Applicant/Contact Name: _____

Organization/Business Name: _____

Main Phone Number: _____ Alternate Phone Number: _____

Email Address: _____

Address: _____

City/State/Zip: _____

Event Information

Name or title of event: _____

Start Date: _____ Time: _____

End Date: _____ Time: _____

Estimated attendance: _____ Private; invite only Public; community festival

Type of event:

Birthday/retirement/shower/reunion Graduation party Company/business gathering Fundraiser

Wedding ceremony/reception Recreation race/tournament Concert/live entertainment

Auto/boat show Art/craft show Carnival/festival Youth group/Scout activity Religious/worship

If not listed, describe: _____

Type of equipment / activity: *(Please check all that apply)*

Generator Barricades/cones Tables/chairs Inflatable device/bouncy house Arbor/trellis

Tent Music/AV system Stage/podium Amusement rides/games Vendor booths/vehicles

Satellite toilet(s) Fireworks* Food sale/service* Charitable gambling* Alcohol sale/service*

Other: _____ * These activities require a separate license or permit and fee.

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