



**CITY OF WYOMING**  
26885 Forest Boulevard  
Wyoming, MN 55092  
Tel: 651-462-0575 Fax: 651-462-0576

## ***SPECIAL EVENTS APPLICATION***

A Special Events Application must be completed and approved for any event not specifically approved by the City Council that involves the use of a public facility or park/open space that is being used beyond its intended purpose, or impacts a neighborhood, business or community as a whole.

Examples of special events requiring an application include, but are not limited to:

- Block parties
- Events that impact traffic flow, parking, and other facilities or services within the City
- Outdoor music events
- Parades

All special event requests shall be submitted to City Administration on the City's Application for Special Events and include any required information stated on the application **at least 30 days prior** to the event.

**Equipment:** No equipment (tents, rides, inflatable, etc.) can be placed on parkland without prior written authorization from the City Administrators Office.

**Refunds:** No refunds are given due to weather conditions.

**Signage:** For events requiring signage, please do not attach signs to trees with nails or staples or paint or permanently mark the curb or pathways. Use cardboard signs that can be easily removed or stakes that can be pounded into the ground or freestanding signs.

**Marking paths and/or routes:** For events that need to mark pavement or any hard surface, only chalk, cones, flags, and washable paint can be used. Permanent spray paint of any kind is prohibited. Use of permanent spray paint will result in a \$250 fine-

**Vehicles:** Parking vehicles on the grass is prohibited.

**Traffic Control:** Please contact the Wyoming Police Department at 651-462-0577 if personnel for traffic control will be needed. If additional officers are required for your event additional charges may apply

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### **FEES REQUIRED:**

**No Parking Signs:** A \$50 fee will be charged if the posting of "No Parking" signs is needed.

**Refuse & Recycling:**

- All events must provide an adequate number of trash and recycling containers. Recycling containers available for use, contact Public Works at 651-462-0580 or email [rlinwood@wyomingmn.org](mailto:rlinwood@wyomingmn.org).
- For Profit, Community-based and non-profit organizations will be charged a flat fee of \$50 to assist with the cost of trash removal and disposal. *This fee will be waived if the organization chooses to make its own provisions for trash collection/disposal.*

Public Works – Additional charges may apply if city staff time is required for the setup of - extra porta potties, tables, staff time involved in cleanup, barricades, access to water, power access and hookup. -  
**\$80/Hour**



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**CITY OF WYOMING**

26885 Forest Boulevard

Wyoming, MN 55092

Tel: 651-462-0575 Fax: 651-4462-0576

**SPECIAL EVENTS APPLICATION**

Date Submitted: \_\_\_\_\_

**Application Information** (Please print on application)

Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_ For-profit \_\_\_\_\_ Civic or service \_\_\_\_\_ 501(c)3

Contact Person: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

\_\_\_\_\_

Website (if applicable): \_\_\_\_\_

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

Alternate Number: \_\_\_\_\_

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**EVENT INFORMATION**

Date(s) of Event: \_\_\_\_\_

Hours of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Proposed Location of Event: (Contact City Administration at 651-462-0575 to reserve use of any park).

\_\_\_\_\_

\_\_\_\_\_

**Walk/Run/Bike Event**

If this is a Bike/Run/Walk event, please attach a detailed route map.

Start location: \_\_\_\_\_

Finish location: \_\_\_\_\_

Estimated number of people to attend: \_\_\_\_\_

Arrangements for Parking:

\_\_\_\_\_

**Please check “yes” or “no” pertaining to your event:**

- Yes  No  Park Reservation made, if using park and/or park pavilion  
(Contact City Administration at 651-462-0575)
- Yes  No  Selling Alcohol – If yes, contact City Administration at 651-462-0575
- Yes  No  Site map, if applicable – attach to application
- Yes  No  Parking impact: \_\_\_\_\_
- Yes  No  Approval letter from property owner if on private property (attach to application)
- Yes  No  Tents or Membrane Structure  
Size: \_\_\_\_\_ Location: \_\_\_\_\_
- Yes  No  Cooking Operations: Propane \_\_\_\_\_ Other \_\_\_\_\_
- Yes  No  Open Flame or Burning Operations  
Describe: \_\_\_\_\_
- Yes  No  Fire/Medical Needs:  
EMS Standby \_\_\_\_\_ Ambulance Standby \_\_\_\_\_ Fire Department Standby \_\_\_\_\_  
(Contact the Fire Department at 651-462-0579 to make arrangements)
- Yes  No  Street Closure: \_\_\_\_\_  
(Contact Wyoming Police Department at 651-462-0577 to reserve barricades)
- Yes  No  Police Officer Needed – other than reserves **CHARGES WILL APPLY \$55.00/HR PER OFFICER**  
(Contact the Wyoming Police Department at 651-462-0577 to arrange for an officer)
- Yes  No  Live Entertainment – Describe type of Music: \_\_\_\_\_

\_\_\_\_\_  
**Applicant Signature**

**Reviewed By:** (Any concerns/comments will be attached to application)

	Initials	Date Approved
City Administration:	_____	_____
Public Safety	_____	_____
Public Works	_____	_____

**NOTES:**