



Special Events Permit Application

A Special Events Permit application must be filled out and approved for any event that is located in whole or in part, on public property (or on private property within the City when it may have a direct effect upon public property, traffic flow, public health or safety, and which may require the use of special city services).

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

- Block Party
- Outdoor Music Amplified
- Parade
- Event that impacts traffic flow, parking and other facilities or services within the City
- Tournament
- Noise Party
- Festival
- Bike/Run/Walk/Race
- Events that require City services
- Public Movie

All special event requests and any required information stated on the application need to be submitted to city administration **at least 30 days prior** to the event. Please send the application to wyoing@wyomingmn.org, mail to PO Box 188, Wyoming, MN 55092 or drop it off at City Hall at 26885 Forest Blvd, Monday-Friday, 8 am - 4:30 pm.

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.

Vehicles: Parking vehicles on the grass is prohibited.

Traffic Control: Please contact the Wyoming Police Department immediately following application approval, or 30 days prior to the event at 651-462-0577 if personnel for traffic control will be needed - police@wyomingmn.org.

Alcohol, Tobacco & Cannabis Usage: Usage is prohibited in public places including parks (See Ordinance 2023-02).

Fees:

Event Deposit	A \$250 refundable deposit is required to secure your reservation. This deposit may be used towards any damages incurred during the event, additional staff time, refuse cleanup, etc.
No Parking Signs	\$50 for the posting of "No Parking" signs
Refuse & Recycling*	You are required to provide an adequate number of trash and recycling containers. All trash and recycling must be properly disposed of immediately following the event.
Portable Restrooms*	Assume 1 porta potty for 100 people for a 4 hour event. You may request a vendor list from the City.
Public Works Staff*	Additional charges may apply if city staff time is required for the setup of tables, barricades, signs, access to water, power access and hookup, and event setup and cleanup. The rate is \$63.25/hour.
Police Staff*	If a police officer is needed, the rate is \$80.66/hour.

*The City reserves the right to require a certain number of police officers to attend the special event and the City reserves the right to charge the event organizer accordingly. The City also reserves the right to require that a certain amount of city equipment, such as barricades, trash barrels, portable restrooms, etc. be required for the special event, and the City reserves the right to charge the event organizer accordingly.



Special Events Application

Date submitted: ____ / ____ / _____

Application Information:

Organization: _____

Type Of Organization For-Profit Civic or Service 501(c)3 Other _____

Contact Person: _____

Email Address: _____

Address: _____

Website (if applicable): _____

Phone Number: _____ - _____ - _____

Event Information:

Type Of Event: _____

Date(s) Of Event: _____

Hours Of Event: _____

Location Of Event: _____

Estimated Number Of People Attending: _____

Arrangements For Parking: _____

Description Of Event: _____

Bike/Run/Walk/Race Event:

If this is a bike/run/walk/race event, please attached a detailed route map.

Start Location: _____ Finish Location: _____

Physical activity or liability challenging events require insurance covering the date and location of the event. Please submit a **Certificate of Liability Insurance** in the minimum amount of \$1,500,000 per occurrence, naming "City Of Wyoming, MN, its officials, agents, employees and volunteers as additional insured".

Please answer the following:

- Yes No Park reservation needed? Check yes if using a park, field and/or pavilion.
- Yes No Selling or providing alcohol? Liquor license is required.
- Yes No Is this a bike/run/walk/race event? Attach a detailed route map to application.
- Yes No Parking Impact: _____
- Yes No Approval letter from property owner(s) if on private property. Attach to application.
- Yes No Tents, inflatables, generator or other structures being used?
Describe: _____
- Yes No Using electricity? Describe: _____
- Yes No Showing a movie? A copyright license needs to be obtained and submitted with this application.
- Yes No Cooking operations? Propane Other: _____
- Yes No Open flame or other burning? Describe: _____
- Yes No Fire or medical needs?
- Yes No Road closure? Which road(s)? _____
- Yes No "No Parking" signs needed? If so, how many & where? _____

- Yes No Police security needed?
- Yes No Live entertainment? Type of music: _____

How many portable restrooms will be on-site during the event? _____

Please describe your plan for trash and recycling: _____

Applicant Signature

Reviewed & Approved By:

City Administrator: _____ / ____ / _____

Public Safety Director: _____ / ____ / _____

Public Works Superintendent: _____ / ____ / _____

Notes:

- After approval, please contact the Police Dept. at police@wyomingmn.org to finalize your special event details
- After approval, please contact the Fire Dept. at fire@wyomingmn.org to finalize your special event details

