



City of Richfield Event Permit Guidelines for Public Streets/Parks

Individuals or organizations requesting to conduct an event on public streets and/or in parks outside of posted rental areas must complete a permit application and remit payment of application fee in the amount of \$250. The permit fee is refundable in full if the permit request is denied.

Permit applications must be received at least 60 days from the date of the event, but no more than 10 months before. Permit applications submitted in less than 60 days before the date of the event will not be considered. Permit Applications will be reviewed by staff within 14 days of receipt. The City of Richfield reserves the right to deny permits for future events.

Individuals or organizations conducting an event on public streets and/or in parks must have in their possession a signed Event Permit for Use of Public Streets and/or Parks during the event.

Permit Fees

Permit Application Fee	\$250 payable upon submission of application
Park Trail Fee	\$250 for events that use park trails
Event Fee	\$2 per registered participant
Public Safety Personnel	Varies, for events requiring public safety personnel
Shelter Rental	Varies, all events using parks must rent all shelters present at advertised rates.

Permit Guidelines

- The maximum number of permits granted for events on public streets shall not exceed one event per month with no back to back calendar weekends (city events are exempt).
- The maximum number of permits granted for events in parks outside of posted rental areas shall not exceed one event per month with no back to back calendar weekends (city events are exempt).
- Courses for events on public streets can only be used one time per year.
- Event permits on public streets are only issued from May to mid-November.

Event Requirements

- All events on public streets and/or in parks must have the ability to pre-register participants. Applicants must show on promotional materials that no event day registrations are accepted.
- Maximum participant capacity for events on public streets will be considered for each individual event based on location.
- Maximum participant capacity for events in parks outside of posted rental areas will be determined by staff.
- Low-impact routes that stay in parks are encouraged. One (1) portable toilet is required per 125 people.
- Arrangements must be made for parking and waste management (including recycling and compost collection, if needed).
- Sufficient staffing and/or volunteers must be provided (minimum of 20).
- No permanent signs and markings (including paint) can be used during the event.

Application Requirements

- The applicant must submit map of proposed route in advance of event date.
- The applicant must submit event promotional materials in advance of event date. Course maps and descriptions must be provided and placement of stop signs and safety cones (if needed).
- A food sales disclosure is required if selling or distributing food at the event.
- Applicant must submit proof of insurance (million dollar limits minimum).



EVENT APPLICATION FOR USE OF PARK SPACE AND/OR PUBLIC STREETS

Permit Fee: \$250 (payable upon submittal of application).

This fee is refundable if event application is not approved or is forfeited before final staff review.

Event Type (check all that apply):

- Athletic Wedding Fundraising Picnic Parade
- Concert Party Other (please specify) _____

Athletic Event Type (check all that apply):

- Running Bicycling Walking Strollers
- Bicycling Wheelchairs In-line Skating
- Motorized (please specify) _____ Other (please specify) _____

Event Distance (check all that apply)

- 5K 10K 13.1 mi 26.2 mi Other (please specify) _____
- Other (please specify) _____

Park or Streets Requested for Event _____

Event Date(s) _____ Start Time _____ Est. End Time _____

Name of Organization _____

Street Address _____

City/State/Zip _____

Contact Name _____

Home Phone _____

Cell _____

Email _____

Day-of-Event Contact Name _____

Cell _____

Estimated Number of Participants _____

Estimated Number of Volunteers _____

Are there arrangements for:

Parking? Yes No If so, where and how many spaces are available?

Restrooms? Yes No If so, where?

Trash Collection? Yes No If so, where?

Recycling Collection? Yes No If so, where?

Organics Collection? Yes No If so, where?

Do you plan to sell food to participants, spectators and/or volunteers?

Yes No If so, specify what food will be sold.

Do you plan to serve food to participants? If so, please specify what food will be provided and how it will be served.

Yes No

What food? _____

How will it be served? _____

Describe your plan for waste management, including organics collection and disposal.

Describe your plan for inclement weather.

Describe your medical plan

Describe your plan for traffic control and participant safety.

Desired Location and/or Event Route

Sketch location on another page and attach; indicate starting and ending location.

Submitting Application

Return completed application and \$250 application fee (payable by cash, check, or Visa/MC/Discover) to

AMY MARKLE
RICHFIELD RECREATION SERVICES
7000 NICOLLET AVENUE
RICHFIELD, MN 55423
612-861-9394 amarkle@richfieldmn.gov