

CHAPTER 14. LICENSING; AMUSEMENTS AND ENTERTAINMENT

ARTICLE VII. Special Events

Section 14-251. Purpose and Intent.

The purpose of this Chapter is to promote the orderly, compatible and safe use of property for temporary special events and to assure adequate provision of parking, sanitary facilities, utilities and safety services. Special events are further defined and regulated in the City of Anoka Special Events policy.

Section 14-252. Definitions.

- (a) Applicant means any individual, partnership, corporation, association, society or group seeking and/or receiving a Special Events License from the City.
- (b) License means a license issued by the City to allow a special event.
- (c) Outdoor means activity conducted outside of a permanent structure or building.
- (d) Person means any person, association, partnership, firm, business trust, corporation or company.
- (e) Routine Special Event means any event that has been held at least once each year for the two (2) pervious years prior to the year for which the Special Events License is being applied for.
- (f) Special Event means any temporary, outdoor privately-sponsored event open to the general public and held on public or privately owned property. "Special Event" shall not apply to the following:
  - (1) Any permanent place of worship, stadium, athletic field, arena, theatre, auditorium, or fairs conducted pursuant to Minn. Stats. Chapter 38.
  - (2) Special events or activities permitted or licensed by other State laws or regulations of the City of Anoka, including publicly-sponsored activities in the local or regional park system and any other established special event operating prior to adoption of this ordinance.
  - (3) Family gatherings, including family reunions, graduation parties, baptisms, confirmations, weddings, etc.
  - (4) Garage sales.
  - (5) Non-recurring auctions.
  - (6) National Night to Unite Events established through the Anoka Police Department.
  - (7) Funeral processions.
  - (8) Lawful picketing on sidewalks.
  - (9) Activities conducted by a governmental agency acting within the scope of its authority.
  - (10) Residential neighborhood block parties.

**Section 14-253. License Required.**

No person on or after the effective date of this Chapter shall conduct or allow to be conducted any special event as defined in this ordinance without first obtaining a Special Events License. A license is not required for a routine special event provided that the City Clerk is notified at least thirty (30) days prior to the routine event and the routine event has not changed substantially from the previous event.

Events, Street Closing/Use of City Lots that have been approved by the City and have consecutively occurred for the previous 2 years prior to the adoption of this ordinance are exempt from the licensing requirements as established in this chapter.

**Section 14-254. Requirements for Issuance of a License.**

(a) The following standards shall apply to all special events:

- (1) Maximum Number of People. The licensee shall not sell tickets to nor permit attendance at the license location of more than the maximum number of people stated in the special event license.
- (2) Sound Equipment. Sound producing equipment, including but not limited to public address systems, radios, phonographs, musical instruments and other recording devices, shall not be operated on the premises of the special event so as to be unreasonably loud or be a nuisance or disturbance to the peace and tranquility of the citizens of Anoka.
- (3) Sanitary Facilities. In accordance with Minnesota State Board of Health regulations and standards and local specifications, adequate sanitary facilities must be provided which are sufficient to accommodate the projected number of persons expected to attend the event.
- (4) Security. The licensee shall employ at his own expense such security personnel as are necessary and sufficient to provide for the adequate security and protection of the maximum number of persons in attendance at the special event and for the preservation of order and protection of property in and around the event site. No license shall be issued unless the City's Chief of Police is satisfied that such necessary and sufficient security personnel will be provided by the licensee for the duration of the event.
- (5) Food Service. If food service is made available on the premises, it shall be delivered only through concessions licensed by the Anoka County Health Department.
- (6) Fire protection. The licensee shall, at his own expense, take adequate steps to insure fire protection as determined by the City of Anoka Fire Chief.
- (7) Duration of Special Event. The licensee shall operate the special event only on those days and during the hours specified on the license, which shall not be for more than seven (7) days.
- (8) Cleanup Plan. The special event applicant is responsible for clean up. Any extraordinary clean up required by the City will be charged to the applicant. Any city service that requires overtime will be at the expense of the applicant.

- (9) Waiver. The City Council may grant a waiver from the requirements of this Chapter in any particular case where the applicant can show that strict compliance with this Chapter would cause exceptional and undue hardship by reason of the nature of the special event or by reason of the fact that the circumstances make the requirement of this Chapter unnecessary. Such waiver must be granted without detriment to the public health, safety or welfare and without impairing the intent and purpose of these regulations.
  - (10) Miscellaneous. Prior to the issuance of a permit, the City Council may impose any other conditions reasonably calculated to protect the health, safety and welfare of persons attendant or of the citizens of the City of Anoka.
- (b) The following additional standards shall apply to special events with an expected attendance of over 200 persons:
- (1) Crowd Control. A fence or barrier shall be constructed that completely encloses the proposed location and shall be of sufficient height and strength to prevent people in excess of the maximum permissible number from entering the event. The fence or barrier shall have sufficient entrances and exits to allow easy movement into and out of the special event and provide traffic control onto established public roads systems. This requirement may be waived if the City Council determines that a fence will not be necessary for crowd control.
  - (2) Solid Waste Disposal. A sanitary method of disposing of solid wastes, in compliance with state and local laws and regulations, shall be provided and shall be sufficient to dispose of the solid waste production anticipated for the maximum number of people allowed by the license. Plans shall include a provision for holding and collecting all such waste at least once each day, sufficient trash containers and sufficient personnel to perform such tasks.
  - (3) Parking and Traffic Control. A parking and traffic control plan for the number of persons projected to attend the event must be submitted. Such plan must be sufficient to ensure a free flow of traffic and make available rapid access for emergency vehicles. Further, the applicant shall provide adequate off-street parking facilities on the site or within one thousand five hundred (1,500) feet thereof to accommodate the projected number of persons expected to attend the event.
  - (4) Recycling Collection & Processing. Applicant will submit a plan to collect glass bottles, plastic bottles, and aluminum cans for the purpose of recycling. The plan shall include appropriate recycling containers to be placed next to each garbage container and marked for recycling, clearly distinguishing recyclable collection from garbage collection. The plan shall also provide details on separate containers for paper and corrugated cardboard recycling and include confirmation of personnel to perform all tasks involved in the coordination and follow through of recycling collection processing. A refundable \$250 deposit shall be provided to the City to guarantee such items will be collected for recycling.

Documentation shall be submitted as evidence that recycling collection service will be performed and the materials will be recycled through a licensed recycling hauler/facility. The applicant shall supply to the

City, within one (1) week following the event, the tonnage information (or weight slip) provided from the recycling hauler/facility acknowledging that materials were properly recycled. Upon receipt of the tonnage information, the City will return the \$250 deposit to the applicant.

- (5) Bonding. Before the issuance of a license, the licensee shall obtain, from a corporate bonding company authorized to do business in Minnesota, a corporate surety bond in the amount of up to \$50,000, to be approved by the City Council. The exact amount shall be set by the Council, conditioned upon the licensee's faithful compliance with all of the terms and provisions of this Chapter and all applicable provisions of state or local law, and which shall indemnify the City of Anoka, its agents, officer, and employees and the Council against any and all loss, injury or damage whatever arising out of or any way connected with the special event site and for any costs attributable to cleaning up and/or removing debris, trash, or other waste resulting from the special event.
- (6) Insurance. Before the issuance of a license, the licensee shall obtain public liability insurance with limits of not less than \$100,000/\$300,000 and property damage insurance with a limit of not less than \$50,000 from a company or companies approved by the State of Minnesota. Such insurance shall name the City of Anoka as an additional insured and shall remain in full force and effect in the specified amounts for the duration of the license. Evidence of insurance shall include an endorsement to the effect that the insurance company will notify the City Clerk in writing at least ten (10) days before the expiration or cancellation of said insurance.
- (7) Medical facilities. Medical or first aid facilities shall be provided which are sufficient to accommodate the projected number of persons to attend the event.
- (8) Camping facilities. If the event is to continue overnight, camping facilities in compliance with all state and local requirements may be provided in an amount sufficient to provide camping accommodations for the maximum number of people to be assembled for camping.
- (9) Lighting. The licensee shall provide electrical illumination of all occupied areas sufficient to insure the safety and comfort of all attendees. The licensee's lighting plan shall be approved by City staff.
- (10) Potable water supply. Potable water, meeting all federal and state requirements for sanitary quality and sufficient to provide drinking water for the maximum number of people allowed at the special event, shall be provided.

**Section 14-255.**

**Application Procedures.**

A written application for a Special Event License shall be filed with the City Clerk not less than thirty (30) days before the date proposed for holding the special event. The written application shall be signed by the person, persons, or parties conducting the event and shall be accompanied by the fee payable hereunder.

- (a) For special events with an expected attendance of 200 persons or less, the submitted application shall include the following:

- (1) The names and addresses of the person or persons responsible for conducting the event.
  - (2) The nature or purpose of the special event.
  - (3) The proposed location and the premises or portion thereof available for such event.
  - (4) Whether the premises are owned by the applicant or, if not owned, the written permission of the owner or agent having authority to permit the use of such premises.
  - (5) A statement of the locations where the applicant has promoted, operated or conducted similar events within the last five (5) years.
  - (6) The total number of days and/or hours during which the special event is to be held.
- (b) For special events with an expected attendance of more than 200 persons, the following additional information shall be required:
- (1) Any planning approvals previously granted by the City for the property and a list of all conditions of said approvals.
  - (2) Plans, where applicable:
    - a. To limit the maximum number of people at the special event, including the maximum number of tickets to be sold, if any.
    - b. For fencing the location of the special event.
    - c. For supplying potable water including the source, amount available and location of outlets.
    - d. For holding, collection and disposing of solid waste material.
    - e. To provide for medical facilities including the location and construction of a medical structure; the availability of medical personnel; and any provisions for emergency ambulance service.
    - f. To illuminate the location of the assembly including the location of the source of power.
    - g. For parking vehicles, including size and location of lots, points of highway access, and interior roads including routes between highway access and parking lots.
    - h. For telephone service, including the location of telephones and the telephone numbers.
    - i. For camping facilities, if any, and the location of available utilities for such facilities.
    - j. For security, including the number of guards, their deployment and hours of availability.

- k. For sound control and sound amplification if any, including number, location and power of amplifiers and speakers.
- l. For food concession. (Food concessionaires must get a permit from the Anoka County Health Department.)

Note: The applicant is responsible for maintaining copies of Minnesota Department of Revenue Compliance Certificates – Form ST 19 for concessionaires.

- m. For fire protection.
  - n. For area traffic control for access to, egress from, and exit onto public roads and highways.
- (3) A description of the existing or proposed sanitary and water facilities.
  - (4) A written commitment from a responsible insurance company licensed to do business in the State of Minnesota, indicating that the applicant will be insured in the minimum amount as required in this chapter.

Where it appears that the nature or size of the event or the existence of other applicable insurance will not reasonably require the limits herein established, the City Council may set lesser limits and/or accept such evidence of other insurance or financial responsibility as will reasonably afford protection to the participants of the event and the general public.

- (5) Copies of all completed necessary State and local forms.

Upon submission of an application for a Special Events License, City staff will review the request and advise the applicant of the need for additional information, if any.

**Section 14-256.**

**Fees and Charges.**

- (a) The fee for a Special Events License shall be established by the City Council.
- (b) The Council may also require other charges relating to recovery of City costs and/or revenue sharing when appropriate.
- (c) The Council may waive fees, recovery of costs or revenue sharing if the event:
  - (1) Is free and open to the public, is non-political, a secular purpose.
  - (2) Enhances community pride and positive image, as determined by the City.
  - (3) Generates a positive economic impact for the City, as determined by the City.
  - (4) Generates positive media exposure and visibility for the City, as determined by the City.
  - (5) Demonstrates support for local charitable organizations.

**Section 14-257.**

**Operation.**

The following standards shall be required in operation of a special event:

- (a) The licensee or his agent(s) shall maintain the special event premises and facilities in a clean, orderly and sanitary condition at all times.
- (b) No dogs, cats or other animals shall be permitted to run loose on the event grounds.
- (c) No fires of any kind shall be permitted on the premises or in facilities, except in grills or at locations designated for that purpose.
- (d) No person shall engage in any conduct that violates a state, county, or local law or ordinance.

**Section 14-258.**

**Granting a license.**

The City Council, in its sole discretion, reserves the right to review and determine whether or not a request for a special event and/or street closing is acceptable. It is the stated purpose of the City Council that all such special events and/or street closings shall be for family-friendly activities only. Special event activities must be inclusive of events and activities for both adults and children. In the event the City Council determines the activity does not meet these criteria, such application shall be denied.

Prior to Council consideration of the license, the City shall notify Anoka Business & Landowners Association, providing them with the event details.

**Section 14-259.**

**Denial of License.**

- (a) The Council shall have the right to deny the license if, in the judgment of the City Council, granting of a license would adversely affect the safety, health and welfare of the citizens of Anoka. Such denial may also be based upon the following circumstances:
  - (1) The event would unreasonably inconvenience the general public.
  - (2) The event would unreasonably infringe upon the rights of abutting properties.
  - (3) The event would conflict with another proximate event or interfere with construction or maintenance work.
  - (4) There are not sufficient safety personnel or other necessary staff to accommodate the event.
  - (5) Other issues in the public interest as identified by the City Council.
- (b) The applicant shall be notified of such denial and may appear before the City Council to appeal the denial.
- (c) After the initial event has taken place, any aggrieved person may appeal to the City Council to express objection to future issuance of a License to the Licensee for the same type event. Such appeal shall be conducted through a public hearing, after having given ten (10) days notice to the Licensee, the aggrieved person and a public notice.

**Section 14-260.**

**Transferability.**

No license granted under this Chapter shall be transferred to any other person or place without consent of the City Council, upon written application made therefore.

**Section 14-261. Enforcement and Penalties.**

- (a) The police department and other such officers, employees, or agents as the City Council or City Manager may designate, shall enforce the provisions of this Chapter.
- (b) The holding of a special event in violation of any provision of this Chapter shall be deemed a public nuisance and may be abated as such.
- (c) Any person violating any provision of this Chapter is guilty of a misdemeanor and upon conviction shall be subject to the penalties set forth in Minnesota Statutes.

**Section 14-262. Revocation of Permit.**

The license for a special event may be revoked by the City Council at any time if any of the conditions necessary for the issuing of or contained in the license are not complied with or if any of the provisions of this Chapter are violated.