

Special Event Guide 2021

# Maple Grove

Parks & Recreation



# Get In Touch

---

## Mailing Address

12951 Weaver Lake Rd.  
Maple Grove, MN 55369

## Special Event Coordinator

Tanya Huntley  
thuntley@maplegroovemn.gov  
763-494-6512



# Summary

Hi and welcome to the City of Maple Grove, we're glad you're here. If you're looking to host your next event in Maple Grove, you're in the right place. Before we jump into the details, let's determine if you will need to fill out an event form. If your event includes any of the following, please see details in this packet about hosting a special event in Maple Grove. If your event does not check any of the boxes below, check out our [Community Center](#) and [Parks rental](#) page to reserve your space.

- Selling or offering for sale any goods or service, registration, or participation fee; or fundraising
- Serving or sale of alcoholic beverages
- Gambling of any nature, including bingo, raffles, or pull-tabs
- Sporting event or tournament not sponsored by Maple Grove Parks and Recreation
- Inflatables, such as moonwalk, climbing wall, amusement rides, battery or gas powered toys
- Operating a motorized vehicle on parkland or trails
- Animals for show, displays, or rides
- Landing or causing to descent within a park any apparatus for aviation (including drones)
- A moving route that impacts traffic (i.e. runs, walks, parades)
- Food truck, tent, canopy, platform or other structure
- Commercial propane or charcoal grill
- Other temporary event related equipment including generator or auxiliary power
- Creation or emission of amplified sound or music
- Facility use that exceeds typical use or capacity of an area
- Use of facility between 11:00pm and 6:00am
- 500 or more individuals
- All other requests that are not specifically identified and are not normally permitted



# Application Details

---

A [Special Event Preliminary Form](#) is required for all groups hosting an event in Maple Grove. An event will be defined as use outside of a normal rental. Requests will be accepted on a first come, first served basis and are subject to the approval by the Parks and Recreation staff.

Requests will be processed and reviewed by Parks and Recreation staff. Special Events may include but are not limited to: company/neighborhood celebration, fundraising event, festival, entertainment, productions, exhibitions, sports competition and race/walk/rides.

Submission of a preliminary form does not grant you confirmation to conduct your planned event. Confirmation of event is complete once the application is reviewed and a Permit or Approval Letter is executed, indicating payment, proper insurance and other documents have been received.

A list of the City of Maple Grove Parks and Recreation facility and service fees can be found on pages 5-7.

Event forms must be submitted **a minimum of 45 days** in advance of the event.



# Facility Usage

---

City of Maple Grove facilities will only be permitted for use if staff determines that the facility and resources available can accommodate the request. Failure to abide by the public park rules and ordinances, or providing false information within the application or contract, may result in forfeiture of the deposit. Groups with permits have the right to enjoy the permitted site or facility for the time indicated on the permit although the park area remains open to the public. If no permit for a site is presented, the facilities are available on a first come, first serve basis. A permit does not provide for exclusive use of public restrooms and parking lots.

If you plan to fundraise or sell merchandise on parkland, your event will need approval from the City of Maple Grove Parks & Recreation Board. The Board meets on the third Thursday of each month. The Special Event Coordinator will submit an agenda item on your behalf.



# 2021 Permits & Fees

Daily Use Building Facilities	Res	Non-Res
Eagle Lake Community Building	\$35.00	\$200.00
Arboretum Pavilion (< 100 People)	\$55.00	\$90.00
Arboretum Pavilion (100+ People)	\$90.00	\$150.00
Lions Pavilion (< 100 People)	\$95.00	\$150.00
Lions Pavilion (100+ People)	\$150.00	\$200.00
Weaver Lake Pavilion (< 100 People)	\$95.00	\$150.00
Weaver Lake Pavilion (100+ People)	\$150.00	\$200.00

Daily Use Park Facilities	Res	Non-Res
Trails / Open Space <100 People	\$50.00	\$100.00
Trails / Open Space >100 People	\$100.00	\$200.00
Trails / Open Space >500 People	\$300.00	\$600.00
Warming House with Lights (Per Hour)*	\$35.00/Hour	\$70.00/Hour
Shelter Buildings	\$55.00	\$125.00
Park Amenities (Hourly / Daily Rates)**	\$25.00 / \$100.00	\$50.00 / \$200.00

\*Hourly rate includes lights. Ice rink attendant is required, additional fees apply (see service fees)

\*\*Park Amenities include: Natural grass multipurpose field, tennis/pickle ball court, volleyball court and baseball field used as it's intended purpose. Events with over 500 require a special use permit which incurs additional fees.

Open space fee may include park amenities not used for its intended purpose.

Damage Deposit	Rate
Damage Deposit	\$200.00

A damage deposit for facility rentals may be required at the discretion of staff

Service Fees	Rate
Field Attendant	\$18.00/Hour
Rink Attendant	\$18.00/Hour
Special Event Assistant	\$18.00/Hour
Lifeguard	\$25.00/Hour
Site Supervisor	\$25.00/Hour
Custodial / Maintenance	\$50.00/Hour
Field (Dragger or Liner)	\$50.00/Hour
Sound Tech	\$25.00/Hour
Fernbrook Fields Set Up Fee	\$50.00/Field
Lights (Field or Outdoor Ice Rink)	\$35.00/Hour per Field
Portable Toilet Cleaning	\$100.00 per Unit



# 2021 Permits & Fees

Other Fees	Res	Non-Res
------------	-----	---------

Special Use Fee	\$100.00	\$200.00
Tournament Fee (Per Field/Per Day)*	\$50.00/day/field	\$100.00/Day/Field

\*Fee administered for revenue generating events/tournaments. This fee does not include field use or concession building but does include all staffing and other operating expenses. Tournament/Events that have additional elements may also require a special event permit and additional service fees.

Central Park	Res	Non-Res
--------------	-----	---------

Park Building/Kitchen*	\$60.00/Hour	\$115.00/Hour
Ice Loop (Non-Ice Season)*	\$50.00/Hour	\$100.00/Hour
Ice Loop & Building (Winter, Non-public hours)*	\$200.00/Hour	\$300.00/Hour
Promenade*	\$50.00/Hour	\$100.00/Hour
Garden Lawn*	\$50.00/Hour	\$100.00/Hour
Great Lawn*	\$100.00/Hour	\$150.00/Hour
Garden / Labyrinth*	\$100.00/Hour	\$150.00/Hour

There may be additional charges for staff, equipment, supplies, and other required permits.

**\*Three Hour Minimum on Friday, Saturday, and Sunday**

Town Green Private Rental	Res	Non-Res
---------------------------	-----	---------

Meeting Room	\$30.00/Hour	\$35.00/Hour
Bandshell*	\$650.00	\$700.00
The Point*	\$250.00	\$300.00
The Plaza*	\$250.00	\$300.00
The Lawn*	\$250.00	\$300.00
Meeting Room and Lawn	\$60.00/Hour	\$70.00/Hour

Town Green Non-Profit Rental	Res	Non-Res
------------------------------	-----	---------

Meeting Room	\$15.00/Hour	\$20.00/Hour
Bandshell*	\$600.00	\$650.00
The Point*	\$200.00	\$250.00
The Plaza*	\$200.00	\$250.00
The Lawn*	\$200.00	\$250.00
Meeting Room and Lawn	\$30.00/Hour	\$40.00/Hour

There may be additional charges for staff, equipment, supplies, and other required permits. City affiliated renters will not be charged for rentals at Town Green.

**\*Prices reflect 4 hour rental, bandshell rental includes 4 hours of Sound Tech staff time**



# 2020 Permits & Fees

Synthetic Turf Fields	Res	Non-Res
Hourly Fee*	\$50.00	\$75.00
Daily Fee*	\$300.00	\$450.00

\*Rates are per field

Fernbrook Fields	Res	Non-Res
Event Space (Daily Fee)*	\$150.00	\$300.00
Concession Building (Non-Event Day Fee)**	\$50.00	\$100.00
Concession Building (Event Day Fee)**	\$150.00	\$250.00

\*Includes picnic pavilion, plaza, food truck open space. Rental of this area requires a minimum rental of two fields at Fernbrook Fields. Events with over 500 require a special use permit which incurs additional fees.

\*\* Additional cleaning (custodial) fee may apply

All permits are subject to the current tax rate, except where tax exempt status has been provided. Non-profit organizations will be required to provide a copy of the certification of tax-exempt status certificate to have the taxes waived.

The fees are subject to change by the Park and Recreation Board without notice. Should permit fees increase, all outstanding permits will be honored at quoted rate. Should tax rates increase, permit holder will be responsible for such an increase.





# Event Guidelines

**Aside from the Park and Recreation fees outlined on the previous pages, events may incur fees from other departments in the City or outside organizations. Below are common fees and guidelines for events taking place in the City of Maple Grove. Please reach out to Tanya Huntley with any questions at [thuntley@maplegrovern.gov](mailto:thuntley@maplegrovern.gov)**

**City Staff:** Staff resources are limited to permit processing, site, and/or facility reservation and normal facility/property maintenance. Additional needs and services may require additional fees.

**City Equipment:** The City does not loan or lease any equipment.

**Insurance:** Proof of liability insurance equal to the statutory maximum liability of a government unit within the State of Minnesota, as set forth by state law, naming the City of Maple Grove as an additionally insured. The current statutory limit is \$1,500,000 for each occurrence and \$2,000,000 general aggregate. The Permit Holder agrees to indemnify and defend the City from any claims brought or actions filed against the city for discrimination, injury or death to any third person or persons, or damage to property of third person, arising out of the negligent acts of the agents, employees, and representatives of either party, as they relate to the shared use of the facilities that are permitted.

**On-call Supervisor:** If you experience problems during your reservation, contact the Site Supervisor. In the event of an emergency or injury, contact Public Safety authorities by calling 911.

**Organizers and Permit Availability:** The Permit Holder along with issued permit is required to be on site during the entire event, including set-up and clean-up of the event.

**Other City/County Facilities:** If your event extends into another city or county, the use of their respective streets, trails or facilities is not permitted with this application. All permit applications are to be made directly to those government entities.

**Portable Toilets:** The Permit Holder is responsible for renting, placing and removing portable toilets. All events with portable toilets are required to have a minimum of one (1) that is handicap accessible. The locations for placement of these units shall be approved by City staff.

**Public Safety Assistance:** If your event may need assistance from the Police or Fire Department, please indicate that on your application. City staff will review the event application to determine if there is a need for Police or Fire involvement. If applicable, fees will be assessed based upon the City's fee schedule.

**Signs, Banners and Materials:** Any and all signs must be approved by the City of Maple Grove and meet standards indicated within City ordinance. All signage plans must be reviewed by the Community Development department. Natural trails, paved paths, sidewalks and streets, parking lots, buildings and existing signs are not to be marked in any way with chalk, paint, etc.



# Event Guidelines Continued

**Site Supervisors:** Events with a large number of attendees or events that plan to use vehicles on parkland will require a Site Supervisor to be on the grounds during set-up and take down. Permit Holder will be charged an hourly fee for the number of hours worked at the event. The hourly rate for a site supervisor is \$25.00. The number of Site Supervisors needed for the event is at the discretion of the City.

**Temporary Licenses for Sale of Alcoholic Beverages:** Please complete [the temporary liquor license application](#) and send it to the City Clerk's office for approval by email ([adietl@maplegrovern.gov](mailto:adietl@maplegrovern.gov)) at least 45 days in advance of the event date. There is no fee associated with a temporary liquor license, but only select types of organizations are able to obtain a license. For questions regarding the process, contact the City Clerk's office at 763-494-6004.

**Tents:** All tents must be weighted as required by manufacturer's specifications. Staking is not allowed on parkland. First tent will cost \$75, each additional tent up to a total of three will cost \$25 each. For four or more tents, or greater than 15,000 square feet a \$150 flat fee shall apply. Tent fee for Carnivals, Fairs, and Outdoor Special Events (include events with over 700 square foot of tents or canopies, greater than 1,000 people or more than 2 mobile food preparation vehicles) is \$150. Exceptions:

1. Tents used exclusively for recreational camping purposes,
2. Funeral tents and curtains, or extensions attached to it, when used for funeral services,
3. Tents and awnings open on all sides, which comply with all of the following:
  - a. Individual tents shall have a maximum size of 700 square feet,
  - b. The aggregate area of multiple tents placed side-by-side without a fire break clearance of not less than 12 feet shall not exceed 700 square feet total,
  - c. A minimum clearance of 12 feet to structures and other tents shall be maintained. Large tents may require an inspection by the Fire Dept. Inspections taking place outside of regular business hours may incur additional fees.

**Termination of Event:** At any time during the event, a Police or Fire department representative, may order termination of the special event if it is in violation of any law or ordinance, if it endangers any person, participant or spectator, if it threatens the peace and dignity of the community, or if it creates unmanageable problems for Police or Fire departments whereby the proper execution of their duties are endangered.

**Times of the Event:** Events are restricted to the public hours of the City park property, unless otherwise approved. Please include set-up and clean-up time in your request. The City reserves the right to determine the time for an event, based on the purpose of the event and the safety/comfort of the surrounding neighborhood.

**Trash and Clean-up:** The Permit Holder is responsible for renting, placing and removing all additional needed dumpsters or trash receptacles. The Permit Holder shall be responsible for clean-up of the site. The Permit Holder will be charged for any maintenance services required after the event.



# Application Materials

---

## Event Form

If your event checks one of the boxes indicated on page 2 in the Special Events guide, please complete the form on the following page and return along with your site plan to Special Event Coordinator, Tanya Huntley at [thuntley@maplegrovern.gov](mailto:thuntley@maplegrovern.gov). Questions? Call Tanya at 763-494-6512.

## Site Map

The site plan is one of the most important parts of our event review process. The site plan will be reviewed by the city-wide team to ensure safety for event participants.

On your site plan, please include the following:

- Tent Locations
- Booth Locations
- Tent Sizes
- Location of Generators
- Location of Temporary Electrical Wiring
- Locations of Inflatables
- Location of Fire Extinguishers
- How all items will be secured (Note: No staking is allowed on parkland)
- Show any fencing or impacts to free ingress/egress to event

If your event will use, cross, or impact roadways, please submit a traffic plan with your site plan. Once we receive your site plan and event form, we may reach out with additional questions. Once we have all of the information, your event will be routed to the Special Event Review team for review and approval. Larger events will require an in-person meeting with the event review team.



# 2021 Special Event Form

Please return **form and attach preliminary site plan** a minimum of **45 days prior** to your event.  
Submitting this form **does not** give approval for an event. **Permits and fees may be required.**

## Event Contact Information

Name:

Sponsoring Agency (If Applicable):

Address:

Phone:

Email:

## Event Overview

Event Name:

Event Description:

Proposed Date(s):

Start Time:

End Time:

Set-up Time & Date:

Load Out Time & Date:

Estimated Attendance:

Proposed Location:

This event will take place on:      Private Property      Public Property      Both

Has this event previously taking place in Maple Grove:      Yes      No

If yes, what dates?

## Event Details

Yes No 1. Do you anticipate any medical support, security, or traffic control services will be required?

Yes No 2. Does this event involve a moving route (parade, race, run/walk, etc.) along any streets, trails, or sidewalks? If yes, is this a timed event?      Yes      No

Yes No 3. Will this event involve the crossing, closure, or use of any roadway?  
If **yes**, explain:

Yes No 4. Will this event require parking? If yes, explain parking plans:

Yes No 5. Does this event involve vehicles? (Golf carts, ATV, etc.)  
If **yes**, how many and what type?

Yes No 6. Does your event require electricity?

Yes No 7. Will there be any temporary electrical wiring or generators used? If yes, explain:

Yes No 8. Will the proposed event used propane? If yes, explain:

Yes No 9. Will this event involve a tent? If yes, list how many and include dimensions.



# 2021 Special Event Form

## Event Details Continued

- Yes No 10. Will there be pyrotechnics (fireworks) display?  
Yes No 11. Does this event involve any hanging banners or signage?  
Yes No 12. Will there be any food or beverages **served** at the event?  
Yes No 13. Will there be any food or beverages **sold** at the event?  
Yes No 14. Will food planned for this event be served/sold by a caterer, food truck/trailer?  
If **yes**, explain:  
Yes No 15. Does this event involve the sale or availability of alcoholic beverages to the public?  
Yes No 16. Will any other goods or services be sold at the event?  
If **yes**, explain:  
Yes No 17. Does the proposed event anticipate charging an admission or participation fee?  
If **yes**, how much?  
Yes No 18. Does this event involve fundraising?  
Yes No 19. Does this event involve entertainment?  
If **yes**, please describe:  
Yes No 20. Does this event involve amplified sound?  
If **yes**, list hours of operation:  
Yes No 21. Does this event involve amusement attractions (carnivals, inflatables, dunk tanks, etc.)?  
If **yes**, please describe:  
Yes No 22. Does this event involve animals?  
If **yes**, please describe:  
Yes No 23. Will there be a need for portable toilet facilities?  
Yes No 24. Will this event be on or adjacent to lake shore?  
Yes No 25. Does this event involve motorized aircraft such as model planes or drones?

Is there anything else we should know about your event? Please include any additional information which may be necessary to help us determine whether a permit should be issued:

## Cancellation Policy

Refunds for permits will be issued only if canceled 30 days prior to event date. No refunds will be issued due to inclement weather. Permits may be rescheduled to another available date.

I have read and understand the cancellation policy.

Yes No

## Rules and Regulations

I have read and understand the responsibilities of the Permit Holder and agree to abide by all rules and regulations of the use of the facilities

Yes No

## City Ordinance

I have reviewed and understand all of City of Maple Grove ordinances as it relates to my proposed event.

Yes No



# 2021 Special Event Form

## Permit Holder's Responsibility (Check all)

The Permit Holder assumes responsibility for all activities conducted, including, but not limited to:

All fees, forms (ST-3, site maps, etc.), and insurance are due at the time of permit

Ensuring that all City of Maple Grove ordinances are followed as well as rules/regulations as described in the special event guide.

That the information provided within the application is accurate

That the event does not allow vendors to the event that do not have proper licensing

Supervision and control to prevent injury or damage

Maintenance of the premises during the scheduled use and clearing of debris and disposing in appropriate trash receptacles provided

Security to maintain order during and after the event

## Release of Liability and Waiver Agreement

The City of Maple Grove, its employees, agents and volunteers, shall not be liable for any claim, demand, injury, damage, action, or causes of action whatsoever to myself, or my guests, due to the passive or active negligence of the City of Maple Grove, or its agents, employees, or volunteers, arising out of or, connected with: (i) participation in the program; (ii) the use or operation of equipment in this program; or (iii) the actions of any other participant in the program. I expressly release and discharge the City of Maple Grove, its agents, employees, or volunteers, from all such claims, demands, injuries, damages, actions or causes of action whatsoever. I understand that my agreement to the foregoing terms is required before my use of the facility is allowed.

I have read this agreement carefully, and know and understand its contents, and agree to its terms.

Yes

Initial

Printed Name

Date

Signature

Date

**Email completed application to Special Event Coordinator, Tanya Huntley at [thuntley@maplegrovern.gov](mailto:thuntley@maplegrovern.gov)**

**Disclaimer:** This form is to gather preliminary information only and submitting this information does not give approval for the event. A certificate of liability insurance, detailed site plan and additional permits may be required. The City of Maple Grove may require certain public safety standards be met by the event organizer. You may also be required to meet with the Special Event Committee. The Special Event Coordinator will advise you of additional requirements regarding this event.

**If you have questions, please email [thuntley@maplegrovern.gov](mailto:thuntley@maplegrovern.gov) or call 763-494-6512.**



# Event Planning Tips

## Event Form Submission

**Site Plan** that includes tent locations, tent sizes, location of generators, location of temporary electrical wiring, location of inflatables, how items will be secured, and route map (if applicable).

**Certificate of Insurance** with a minimum of \$2 million in coverage that lists the City of Maple Grove as certificate holder and additional insured. We also recommend that you collect certificates of insurance from vendors participating in your event.

**Traffic Plan (if applicable)** that includes location of signage, road closures, etc to be reviewed by Police and Engineering depts. We recommend reaching out to [Warning Lites](#) for your traffic plan.

## Common Paperwork and Permits

**Food and Beverage:** You will want to be sure to comply with Hennepin County food licensing requirement. [Check their website to see if you will need a permit.](#) Past experience has shown they are particular on storage and temperature control of food being served.

**Food Trucks:** Aside from food licenses, food trucks are required to display a current electrical inspection sticker from the MN Dept of Labor and Industry. [Contact information for State Electrical Inspectors can be found here.](#) A food truck operating permit is required by the Fire Department, [see fee schedule for details.](#)

**Police Services:** If you will need Police Services to support your event or assist with traffic control, please reach out to Captain Travis Pobuda at [tpobuda@maplegrovern.gov](mailto:tpobuda@maplegrovern.gov) or 763-494-6195.

**Fire Department Services:** If you plan to have fireworks, generators, and/or propane at your event, a permit and inspection fees may apply. Please visit the [Fire Department website](#) for more details.

**Tents:** If you plan to have tents at your event, please contact the Fire Department for more information on fees, permits, and guidelines. Deputy Fire Chief Patrick Farrens, [pfarrens@maplegrovern.gov](mailto:pfarrens@maplegrovern.gov). The [tent permit application](#) is available online - paper applications are not accepted.

**Signs and Banners:** If you plan to have hanging banners or signs at your event, your signage plans must be reviewed by Community Development department. [Submit an application online for review.](#)

**Property Owner Permission:** If you plan to use space that you do not own for your event, you will need to send correspondence from the property owner stating that they are giving you permission to use the designated space.



# Event Review Form

---

## City Use Only

Date Received

Permit Number

**Police Department**

Authorizing Official

Date

**Fire Department / Emergency Management**

Authorizing Official

Date

**Engineering Department**

Authorizing Official

Date

**Other Department**

Authorizing Official

Date

City Administrator Approval

Date

