



STAFF REPORT

DATE: October 15, 2019
REGULAR

TO: Mayor and Council

AGENDA ITEM: Special Event Permit for Ice Castles

SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

The City Council approves special event permits under City Code Section 110.70. The code establishes standards for special events in the following areas: maximum number of people, sound equipment, sanitary facilities, security, food service, fire protection, duration of special event, and a cleanup plan. 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 Lake Elmo including, but not limited to, restrictions on parking and vehicle access, lighting, litter and noise.

ISSUE BEFORE COUNCIL:

Should the Council approve the special event permit for Ice Castles to locate at Royal Golf Club?

PROPOSAL:

Ice Castles CEO Ryan Davis has submitted an application for a special event permit to construct and hold their annual Ice Castles event at Royal Golf Club this winter. A copy is included in your packet. Davis will be at the meeting to answer any questions.

Event Timetable:

The event would likely run from December 26, 2019-March 15, 2020, weather dependent. Proposed hours are noon to 11pm. However event set up could begin as early as this month with dismantling to be complete by April 15, 2020. It is anticipated the event could bring 75,000 people to Lake Elmo over the three month period.

Location:

Ice Castles first contacted Royal Golf Club about holding the event at the golf course. They have agreed to locate it just east of the parking lot and clubhouse. The location should be confirmed with the Valley Branch Watershed District so as to minimize any flooding risks. A permit may be required.

Parking:

300 spaces are available at the clubhouse. Royal Golf has indicated they could provide additional parking, if needed, at their maintenance facility.

Insurance:

Policy is expected to be issued this week. It would be a \$5 million policy with \$1 million per occurrence coverage.

Restrooms:

Portable toilets would be brought to the location. It is also anticipated that the clubhouse at Royal Golf would be open to patrons for food and beverage as well as restrooms.

Food:

Food and alcohol would be provided under existing licenses held by Royal Golf for such purposes.

Security and Safety Procedures:

Ice Castles issues timed tickets so this will help regulate the inflow and arrival of customers. Access to the site is located off a municipal state aid (MSA) road designed for higher traffic volumes than residential streets. In checking with Stillwater, they had very little traffic complaints when Ice Castles was located there two winters ago.

Low voltage lighting is used at night when the ice castle is lit up. Other lighting at the site will consist of the existing parking lot lights.

Clean up of site to be completed by 30+ ice castles employees.

Music is kept at ambient levels.

Additional Information:

Electricity will be provided through Royal Golf.

City water will be used to construct the ice castle. There is a hydrant located at the edge of the parking lot that would be utilized. The Public Works Director will need to sign off on the plan to prevent the hydrant from freezing. A meter will be issued to Ice Castles, upon receipt of a deposit. Staff would propose the following for billing for water:

- \$2.12/1,000 gallons for the first 10 million gallons used. Ice Castles has said they would use about 10 million.
- If they used more, the rate would increase to \$3.36/1,000 gallons. The increased rate is meant to be a deterrent in order to encourage water conservation.

The application also indicates they may want to do fireworks. If they decide to do that, an additional permit would be required.

FISCAL IMPACT:

\$75 special event permit fee

Water revenue is estimated at \$21,200. More if usage exceeds 10 million gallons.

OPTIONS:

- 1) Approve the Special Event Permit for Ice Castles with the conditions listed below
- 2) Approve the Special Event Permit for Ice Castles with different conditions
- 3) Do not approve the Special Event Permit for Ice Castles

RECOMMENDATION:

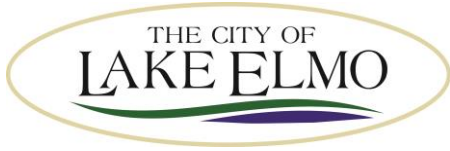
“Move to approve the special event permit for Ice Castles 2019-2020 at Royal Golf Club under the following conditions:

- *Payment of \$75 fee*

- *Copy of proof of insurance*
- *Hydrant use plan to be approved by Public Works Director*
- *Consultation with VBWD on location and permit, if applicable*
- *Water billing is \$2.12/1,000 gallons for first 10 million gallons then \$3.36 for any amount over 10 million gallons.*
- *Applicant shall apply for a fireworks permit if they are to be included in the event*

ATTACHMENTS:

- Special Event Permit Application
- Fact Sheet



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651-747-3900
3800 Laverne Avenue North
Lake Elmo, MN 55042

SPECIAL EVENT PERMIT APPLICATION

I. Title and Brief Description of Event

Ice Castles
Winter Family Event, made of snow and Ice.

II. Applicant Information

The applicant is responsible for answering all questions, including inquiries from media and citizens.

Applicant: Ryan DAVIS

Title: CEO

Address: 1054 E 300 W American Fork, Utah 84003

Business/Organization: Ice Castles, LLC

Daytime Phone: _____ Mobile Phone: 801 815 8589 Emergency Phone: _____

III. Event Timetable

A. Requested day and date: Dec 26 - March 15

B. Requested Hours of Operation, from NOON a.m./p.m. to 11 pm a.m./p.m.

C. Set up beginning day and date Oct 15, time 7:00 a.m./p.m.

D. Dismantle by day and date April 15, time 7:00 a.m./p.m.

E. Anticipated number of participants: _____; and spectators: 75,000

IV. Insurance

Attach to this application either an insurance policy or a certificate of insurance including the policy number and showing liability amounts. The policy must state that any outside area to be used for an event is covered. The policy must also show evidence that the requested event is not excluded from insurance liability.

NE Expect to get this from our INSURER
THIS WEEK. policy is \$5mm, \$1mm per
occurrence.

V. Check All Items that Apply to your Event

- Use of a Public Facility (note facility): _____;
- Event participant and/or spectator parking areas (describe): Royal Golf Parking lot
- Entertainment or stage location (provide to-scale drawings);
- Construction or erection of temporary structures (may need permit: check with planning department); Ice Castle
- Trash containers (indicate # and locations): _____;
- Portable toilet facilities (indicate # and locations): 10 +/- _____;
- First aid facilities (indicate who is providing): _____;
- Parade and/or parade floats (may need permit);
- Fireworks and/or pyrotechnics site (may need permit, check with the fire department); This may or may not happen
- Cooking facilities, open flame, or vehicle fuels (may need permit, check with fire department);
- Electricity (indicate source and plan): Royal Golf Electrical Panels;
- Other (please describe): WATER & WATER METER

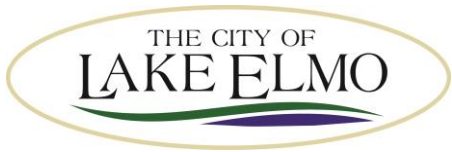
VI. Food, Beverages, and/or Entertainment

A. If your event includes music, live entertainment, sound amplification or any other noise impact, please describe, including the intended hours of the music, sound or noise.

AMBIENT MUSIC

B. Will alcoholic beverages be served? ___Yes ___X No NOT in Ice Castles.

C. Name of liquor establishment: If in clubhouse, then Royal Golf



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D. For service of alcohol outside a licensed premise, include a diagram showing the defined area of the alcohol concession service and attach a copy of your certificate of liquor liability insurance covering the limits of the alcohol service area.

N/A

E. If serving alcohol, describe how you will ensure that alcohol will be possessed and consumed only by those persons 21 years or older. Describe all security measures in place.

If served, will be with Royal Golf Existing permit.

F. Will food and/or non-alcoholic beverages be served? Yes No

G. If yes, describe sanitation and food-handling procedures:

Royal Golf Kitchen & Existing Facilities.

H. If yes, you will need to have a Temporary Food License from Washington County. Attach a copy of your Temporary Food License to this application.

Not Applicable

I. If you intend to cook food in the event area, describe your area layout, including fuel or electrical sources to be used:

Not Applicable.

VII. Vendors or Concessionaires

List what vendors/concessionaires you will have at your event and list their Sales Tax ID Number:

N/A

VIII. Security and Safety Procedures

A. Describe your proposed procedures for security and crowd control:

*TIMED Ticketing, regulates inflow & ARRIVAL of
Guests.*

B. If the event is to occur at night, describe how you will light the event area in order to increase the safety of participants and spectators coming to and leaving the event:

*Event is lit from low-voltage lights that are frozen
inside of the ice.
PARKING is lit by existing lighting.*

IX. Clean-up

List persons responsible for clean-up duties:

*Ice Castles Employees, will be 30+ of them.
Tim Bauman is lead on the construction and the cleanups.*

X. Mitigation of Impacts on Others

Describe how you intend to mitigate the impacts of the special event on businesses, churches, neighbors, motorists, and others:

*We keep the music at ambient levels, Traffic is regulated
by timed ticketing, and so the impact on neighbors is minimal.*

Note: Any condition which causes adverse impacts may be cause to revoke the Special Events Permit



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Applicant Signature: *[Handwritten Signature]*, CEO

Date of Application: 10/14/19

COMPANY FACT SHEET

Ice Castles

Brand/Company: Ice Castles

Website: www.icecastles.com

URL for Media: www.icecastles.com

Founded: 2011

Founder: Brent Christensen and Ryan Davis

CEO: Ryan Davis

Lead Artist and Architect: Brent Christensen

Locations: Midway, Utah | Dillon, CO |
Lincoln, NH | Edmonton, Alberta | _____, MN |
Lake Geneva, WI

Opening Dates: Weather dependent. Most locations are estimated to open the end of December and remain open through March.



Description: Ice Castles is an awe-inspiring, must-see winter phenomenon that brings fairytales to life. Located in five different locations across North America, the ice castles are built entirely by hand using hundreds of thousands of icicles hand placed by professional ice artists. The castles reach astonishing heights and include breathtaking LED-lit sculptures that twinkle and dance to ambient music at night, frozen thrones, towers, slides and fountains.

Facts, features and Public Draw:

- Process: Each ice castle is built by hand and takes thousands of man-hours to create. The daily process consists of growing 5,000 to 12,000 icicles that are harvested by hand and individually sculpted into existing ice formations. Newly placed icicles are then drenched with water. The blend of icicle placement, temperatures, water volume and wind result in an astonishing and ever-changing variety of ice formations.
- The towering, walk-through structures are made entirely of ice.
- Each castle is approximately one acre in size and takes approximately two months to construct.
- The construction team consists of 20-40 ice artisans.
- Each castle weighs more than 25 million pounds.
- LED lights frozen inside the ice light up and twinkle to music adding a magical ambiance to the breathtaking interactive sculptures.
- All of our Ice Castles are located next to a natural water source so all of our water returns directly into the environment to be used again by wildlife, people and plants.

Age Range: All ages

Number of visitors: more than 2.2 million visitors combined since 2011.

Ticket prices: vary by location

Company Background: The concept for Ice Castles was created when founder and Utah resident Brent Christensen attempted to build an ice cave for his daughter in the front yard of his home in Alpine, Utah. The project turned into a winter hit drawing crowds of locals to visit and tour his creation. Ice Castles has since turned into an internationally renowned tourist attraction with five locations across North America and growing.

Media Links:

Facebook: <https://www.facebook.com/TheIceCastles/>

Instagram: https://www.instagram.com/icecastles_

Link to Downloadable Images: <https://icecastles.com/media>