



# EVENTS PERMIT APPLICATION

**3880 Laverne Ave N, Lake Elmo, MN 55042**

**Telephone: 651-747-3900**

Date of Application: 11/14/2024

## Event Information

Title/Name of Event Light Up Lake Elmo

Event Date/Time:

Set up: Date Time to 12/7/2024 2:00pm-3:00pm

Actual Event: Date Time to 12/7/2024 3:00pm - 5:00pm

Clean up: Date Time to 12/7/2024 5:00pm-6:00pm

Location (Address) of Event: Hagstrom Courtyard and Businesses on the Avenue 3511 Lake Elmo Ave N Suite #200

Lake Elmo, MN 55042

(If located at a city park, please indicate which park)

Description of Event (please be specific - this information will be used to promote the event on the City of Lake Elmo website:)

Please join us for the 3rd annual Light Up Lake Elmo on Saturday December 7th, from 3-5pm to kick off the holiday season with your neighbors!

Our generous Lake Elmo Avenue businesses host family-friendly activities, appearances by Mr. & Mrs. Clause, and a tree-lighting ceremony at 4:45pm

Come see what all the fun is about!

Estimated Attendance (participants and spectators): 600

## Applicant Information (Person/Group Responsible)

Sponsoring Organization Name: Connect Lake Elmo

Mailing Address: 8975 33rd St N, Lake Elmo

City, State, Zip Code: Lake Elmo, MN 55042

Primary Contact/Applicant Name: Jessica Rivera/ Ninna Waldoch

Phone Number: Cell Phone: 651-253-5129

Email Address: ninnawaldoch@gmail.com

Website Address: connectlakeelmo.org

Name of contact person during event: Cell Phone: Jessica Rivera 651-493-4890

Alternate contact during event: Cell Phone: Ninna Waldoch 651-253-5129

Refer media or citizens inquire to: Phone:

**Site Plan / Route Map:**

A site plan or route map is mandatory for all

events. Please provide a map of the site layout. Include any

tables, stages, tents, fencing, portable restrooms, vendor booths,

trash containers, etc. If event involves a parade, race or walk, please attach a route map highlighting route. Include rest stop stations, crossings, signage and indicate route direction with arrows.

**Event Features**

Will any signs/banners be put up No ☐ Yes ☐ Number and size: 120"x48"

Will there be any inflatables? No ☐ Yes ☐ Insurance certificate from rental vendor is *required*

Will there be entertainment? No ☐ Yes ☐ What type: Tree Lighting

Will sound amplification be used? No ☐ Yes ☐ Hours and Type: Noise Ordinance Enforced

Will a tent(s) be set up? No Yes Dimensions: If yes, must contact Lake Elmo Fire Department, 651-747-3930 NO

Will merchandise be sold? No Yes  
How many Vendors expected:

Will food be sold? No ☐ Yes ☐ County Health Dept. 651-430-6655

Will food be cooked/prepared on site? No Yes If yes, must contact Lake Elmo Fire Department, 651-747-3930 and contact Washington County Health Department, 651-430-6655

Will alcohol be served but not sold? No ☐ Yes ☐ See ordinance for instructions

Will alcohol be sold? No ☐ Yes ☐ See ordinance for instructions

Will there be a fireworks display? No ☐ Yes ☐ Permit required, contact Lake Elmo Fire Department, 651-747-3930

Describe power needs and location of power source. Hagstrom has the power covered

Describe level of advertisement (ie, radio, flyers, ads, tv, press release). Attach sample if available  
Flyers, Social media, Website and word of mouth

**City Services** (After reviewing the event application, City services may be required for the event.)

Will event **close or block** any of the following: If yes **specify location** on site map. *County permit is required for county roads.* **City or county Streets or Right-of-way:** No ☐ Yes ☐

**If Yes,** please list streets / Right-of-Way to be closed or blocked:

Public works will handle the road closure permit of Lake Elmo Avenue from 33rd Avenue to 36th/Highway 14

**Public Parking Lots or Spaces:** No ☐ Yes ☐ If yes, specify below which parking lots on which days Lot

\_\_\_\_\_ - Dates: \_\_\_\_\_ Lot- \_\_\_\_\_ - Dates: \_\_\_\_\_ Lot \_\_\_\_\_ - Dates: \_\_\_\_\_

Will event need barricade(s)? No Yes Number needed: Unsure

Will a Park Reservation be needed? No Yes Which- Park, Pavilion, Field, Courts:

Describe your plan for restrooms: *Recommendation: 1 unit per 100 attendees per 4 hour period*

*Public Works will put an ADA complaint portable bathroom in the old firehouse station lot for day of event, Connect Lake Elmo will rent 1 to 2 additional portable bathrooms and have placed adjacent in the same lot.*

*Organizer is  
responsible  
for providing*

Describe trash removal and cleanup plan during and after event: *Plan must be approved by Public Works*

*Public works will put out 4-6 trash receptacles along Lake Elmo Avenue and clean up on Monday unless inclement weather.*

*Organizer is  
responsible  
for providing*

Will event use an assigned route? No ☐ Yes ☐ How many hours will route be in use? 15 Minutes

Will event need traffic control? No ☐ Yes ☐ Contact Washington County Sheriff Department for assistance, 651-430-7600

Describe crowd control procedure to ensure the safety of participants and spectators:

The city will handle the special events permit and coordination with Washington County Sheriff's Department for police presence day of event.

Will "No Parking Signs" be needed? No ☐ Yes ☐ Number needed: *Show location(s) on site map*

Will water from a hydrant be needed? No ☐ Yes ☐ Contact Public Works 651-747-3940 – Fee required

Will event need EMS services? No ☐ Yes ☐ Contact Lake Elmo Fire Department, 651-747-3930

Describe plans to provide first aid, if needed (cannot leave blank):

Will call the fire department

Describe the emergency action plan if severe weather should arise (cannot leave blank):

We will communicate via Facebook and email and look to officials for their recommendations


List any other pertinent information:

*The sponsor(s) of this event hereby agrees to save the City, its agents, officials and employees harmless from and against all damages to persons or property, all expenses and other liability that may result from this activity. Depending on the size of and scope of the event a "Certificate of Insurance" may be required. If insurance is required, the policy must be kept in force during the event of at least the statutory limits for municipalities covering claims that might be brought against the event that arise out of the events authorized and to name the City as an additional insured on their policy "as their interest may appear." As the sponsor or authorized representative, I certify that the information provided is true to the best of my knowledge and agree to pay the permit fee for this event based upon the information provided in this application. I realize my submittal of this application request constitutes a contract between myself and the City of Lake Elmo and is a release of Liability.*

*Signature of Applicant or Authorized Agent Date*

*Ninna Waldoch 11/13/2024*

*Reviewed By:*

Public Works Director \_\_\_\_\_ Date \_\_\_\_\_ Fire Chief \_\_\_\_\_  
 \_\_\_\_\_ Date 11/14/24 Washington County Sheriff

\_\_\_\_\_ *Date*\_\_\_\_\_ *City* *Administrator*  
\_\_\_\_\_ *Date*\_\_\_\_\_

*APPROVED* ☒ *DENIED* ☐