CITY OF WHEATON

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Mayor: Jacob Veldhouse · City Administrator: Amy Olson

Road Closure/Special Event Permit Policy

Policy

Special Events or circumstances requiring road closure(s) may be important to the function and well-being of residents, groups, or organizations in our community. The City of Wheaton is happy to assist in the provision of a quality outcome. The requirement of a permit application for all street closure(s) taking place on public property throughout the City of Wheaton ensures the activities proposed are in conformance with applicable laws and regulations and activities are not detrimental to public health, safety, or welfare. The permit process coordinates communication between the organizing body and the parties affected by the proposed closure/event.

Procedure

Your permit to hold an event is free. To apply for a road closure or to hold a Special Event (SE) please review and complete the following application. This form, along with a Waiver and Release of Liability form. and a Signature Authorization Form must be completed before permission can be granted. The form can be mailed or dropped off at the Wheaton City Office. The Council meets the 2nd and 4th Thursday of each month.

IMPORTANT SPECIAL EVENT RULES AND CONDITIONS

- 1. Special events are approved between the hours of 9:00 am and 10:00 pm. Some exceptions may be granted at the discretion of the Wheaton City Council.
- 2. The closure of a street should pertain only to local residential streets.
- 3. For residential special events, the Organizer/Applicant is responsible for obtaining signatures for a "signoff" form from owners/residents on the block and at all kitty-corners to each end. Each home must be notified. The majority of the block (at least 75%) must be in agreement for the event to take place. This prevents people from being surprised on event day should it interfere with other plans.
- 4. The applicant must reside on the block being closed.
- 5. All structures, tables, etc. on the street and closure points must be easily removable. Emergency access must be maintained.
- 6. Adult supervision must be provided at all times.
- 7. Alcohol is not permitted on public property.
- 8. All activities and games are to be conducted at your own risk. Special insurance may be required and a Certificate of Insurance requested prior to approval.
- 9. Clean up, repair, or pay to repair damage to surrounding properties resulting from the event or attendees shall be the responsibility of the applicant. The City of Wheaton encourages the recycling for cans, bottles, paper, and cardboard, etc.
- 10. Loud amplification of music is prohibited. Exceptions can be made at the discretion of the City Council.
- 11. Applicants and all event participants must comply with all other applicable City, County, State, and
- 12. This application must be approved by the City Council prior to the scheduled event.
- 13. City owned barricades/cones may be used when/if available. Applicant is responsible for picking up and returning in a timely manner.



ROAD CLOSURE(S) / EVENT PERMIT

D.4 - CD - 1/01	in I	-		
Date of Event/Closure:	CE //Ol /7 1 1	Day of We		Tues Wed Thurs Fri Sat Sun
Location	of Event/Closure (Include	street name and fro	m house #	to house #
Number of Homes Invo			Participants	
Actual Event Hours:	am/pm to	am/pm (10:00)		,
If this event is an ever		w the event and sur		ea will be illuminated to ensure
`Type o	of event, please describe a	ctivities, events, and	l plans for th	ne event/closure:
	APPLICAN	T INFORMATIO	N	
Event/closure Organize	er-Name or Sponsoring Or		11	
Address:	<u> </u>		time Phone:	
Evening Phone:			ular Phone	
	ase List an alternative con	tact person "on-site	" during the	event:
Name:			ne/Cellular:	
NOTE: THE AP	PLICANT OR ALTERNA	TE MUST BE IN	ATTENDA	NCE DURING THE
	THE EVENT AND IMM			
I have read and underst	and the Road Closure/Spe	cial Event Rules ar	d Condition	s (page one of this application)
(Pr	inted Name)		(5	Signature)
Approved I	Denied	Signed:		
		7.	Mayo	r
		Signed:		
			011	Administrator



WAIVER/RELEASE OF LIABILITY

I expressly WAIVE, RELEASE, and DISCHARGE the City of Wheaton, its officers, agents, and employees or any other person from any and all LIABILITY for any death, disability, personal injury, property damage, property theft or actions, including any alleged or actual negligent act or omissions, regardless of whether such act or omission is active or passive which may occur to myself or members of my organization/group or our heirs in connection with the described event. I fully understand and acknowledge that the City of Wheaton is relying on my representation that I have authorization to sign this document and that I will provide all members of my group a completed copy of this Waiver prior to our participation.

I expressly INDEMNIFY AND HOLD HARMLESS the City of Wheaton, its elected officials and appointed officers, agents, and employees from any and all liabilities or claims made by me or my organization/group, my/our heirs and any other individuals or entities as a result of any of my/our sole negligence of sole willful conduct of the City, its officers, employees, volunteers or other representatives. Such indemnification includes liability settlements, damage awards, costs, and attorney fees associated with such claims.

I hereby certify that I have read this document, understand its content, and am authorized to sign this document on behalf of all members of the event/group I represent.

Signature:

Street Name:			**		
Date of Event/Closure:			From:	am/pm to	oam/pm
House Number:	Name (please print):	Signature:		roval No	Why (if disapproving):