

Guidance for Safe Celebrations and Events

This controlling guidance is for event planners, venue managers and owners, catering companies, and others who may be involved in the planning and coordination of celebrations and events. These events may take place in indoor or outdoor venues, including but not limited to, rental space in event centers, fellowship halls and gathering spaces in faith-based buildings, community centers, halls, or outdoor event spaces. Examples of celebrations and events covered by this guidance include but are not limited to catered parties, wedding receptions, funeral receptions, and other social gatherings related to ceremonies.

For the ceremonies themselves, see [Guidance for Gatherings: Faith-based Communities, Places of Worship, and Ceremonies \(www.health.state.mn.us/diseases/coronavirus/guidfaith.pdf\)](http://www.health.state.mn.us/diseases/coronavirus/guidfaith.pdf). Please note that if a social gathering follows a ceremony, the capacity requirements below apply to that gathering.

Requirements

- ✓ Preparedness Plan: All businesses, organizations, and venues where gatherings take place are required to develop and implement an event specific COVID-19 Preparedness Plan in accordance with the guidance below, and other applicable guidance on the Stay Safe Minnesota website (staysafe.mn.gov). This plan must be displayed prominently, so any persons on the premises can easily see this document. Vendors servicing one event may collectively agree to one comprehensive plan, if they so choose.
- ✓ Masks and face coverings: As of July 25, 2020, people in Minnesota are required to wear a face covering in all businesses and public indoor spaces, per Executive Order 20-81. This includes indoor event venues and indoor spaces of combined indoor/outdoor venues. Additionally, the Executive Order requires workers to wear a face covering when working exclusively outdoors in situations where social distancing cannot be maintained. The Executive Order includes exemptions for people who are unable to wear or tolerate a face covering due to medical or mental health conditions or other reasons. There are also situations in which a face covering may be temporarily removed, such as when eating or drinking, if social distancing is maintained between members of different parties and the face covering is put back on when not eating or drinking. Businesses and venues may choose to have more protective requirements than those in the Executive Order.
- ✓ For more information, see [Masks and face coverings \(www.health.state.mn.us/diseases/coronavirus/prevention.html#masks\)](http://www.health.state.mn.us/diseases/coronavirus/prevention.html#masks).

Managing occupancy

- Events in private homes are subject to the social gathering limits in Executive Order 20-74 of 10 indoors and 25 outdoors. Unless the home regularly functions as an event space or venue, events larger than that in a private home are not allowed, even with a COVID-19 Preparedness Plan completed by the homeowner or event planner.
- In event spaces and venues, limit indoor and outdoor occupant capacity to no more than 25% up to 250 persons, so long as social distancing can be maintained. The only exception to this is in the instance of an establishment that operates as a restaurant in the ordinary course of business, then they may adhere to restaurant capacity.
- Limit table to 4 persons, or 6 if part of one household (“household” means a group of individuals who share the same living unit).
- Provide controlled flow of participants as much as possible, including upon start and at end of the event.
- Bands are allowed but must maintain social distancing, even during performance.
- Modify activities that generally involve close contact between persons, such as dancing, to safely increase physical distance between persons from different households.
- Limit the number of speakers and make arrangements so that they maintain distance from others. Whenever possible, provide individual microphones for multiple speakers. If a microphone must be shared, consider cleaning between speakers or leaving it untouched on a stand.

Food and beverages

- Food must be prepared and served in accordance with applicable rules and regulations guiding the specific event. Licensed food establishments must follow the [Minnesota Food Code \(www.health.state.mn.us/communities/environment/food/rules/foodcode/index.html\)](http://www.health.state.mn.us/communities/environment/food/rules/foodcode/index.html).
- Control lines at concession areas to ensure social distancing of at least 6 feet between members of different households. This can be done with floor markings or other indicators.
 - Curbside concessions may be available for pickup upon entry to the venue or exit from the premises to minimize crowding at concession stands.
- Use remote payment systems when possible.
- Self-service food and beverage areas are allowed as long as the Preparedness Plan includes protections such as oversight of the self-service area to ensure that social distancing is maintained, hands are being sanitized, and participants wear face masks in the self-service area. The responsible party can be the venue administrator or caterer.
- Best practice would be to serve prepackaged food as much as possible.
- Face coverings may be temporarily removed to enable eating and/or drinking when attendees are seated and apart from members of other households but must be put back on when not eating or drinking.

Restrooms

- Mark areas where people may need to line up to ensure social distancing.
- Provide an ample supply of hand sanitizer, or soap and water.
- Clean facilities regularly following the cleaning and disinfection protocol.
- Ensure your maximum number of guests allowed in the restroom will meet current capacity/size guidelines for social distancing.
- Turn off electric hand dryers and rely on touchless paper towel dispensers.

Summary

We all have a role to play in protecting ourselves and fellow Minnesotans from COVID-19. By following current [Executive Orders from Governor Walz \(mn.gov/governor/news/executiveorders.jsp\)](https://mn.gov/governor/news/executiveorders.jsp) and these controlling guidelines on the [Stay Safe Minnesota website \(staysafe.mn.gov\)](https://staysafe.mn.gov), we can enjoy activities and events while supporting public health, slowing the spread of COVID-19, and minimizing added strain on local communities and health care systems in Minnesota.

Resources

[CDC: Considerations for Events and Gatherings \(www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html\)](https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html)

[CDC: Event Planning and COVID-19: Questions and Answers \(www.cdc.gov/coronavirus/2019-ncov/community/large-events/event-planners-and-attendees-faq.html\)](https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/event-planners-and-attendees-faq.html)



Minnesota Department of Health | health.mn.gov | 651-201-5000
625 Robert Street North PO Box 64975, St. Paul, MN 55164-0975

Contact health.communications@state.mn.us to request an alternate format.

7/31/2020

ROCHESTER



Office of the City Clerk

SPECIAL EVENT PERMIT APPLICATION

[Rochester Code of Ordinances, Chapter 8-11](#) applies to permits for Special Events in the City of Rochester. A special event includes an event held in the city in which one of the following occurs:

- a) Amplified sound is to be used
- b) A street, sidewalk or other public right of way or place is closed for the benefit of the event attendees
- c) A temporary alcoholic beverage license is required or an existing on-sale alcoholic beverage license is carried to the event location as part of a community festival
- d) The event will adversely impact a considerable number of members of the public

Most outdoor events and activities within the City of Rochester require permits or approvals. All costs associated with the event are to be borne by the event sponsor. All applications must be approved by the City Council prior to issuance of a permit.

A Review Committee, made up of representatives from City and County departments, will review the application and make changes and/or recommendations to the event sponsor prior to application being forward to the City Council for a final decision.

TIMING FOR APPLICATION SUBMISSION

- Applications for special events need to be received by the City of Rochester at least 30 days prior to the event date, with submission 60 days in advance requested wherever possible.
- Applications submitted less than 30 days in advance require specific authorization from the City Council to approve a shorter window. There is no guarantee an event application can be processed and approved in less than 30 days.
- For large scale events involving 1,000 participants or more application must be made 120 days in advance.

ADDITIONAL CONSIDERATIONS FOR EVENT ORGANIZERS

In the case of a race, walk, parade, or other event using City streets, a detailed layout of the route and arrangements for traffic control to be done by a certified vendor using the Manual of Uniform Traffic Control Devices standards will be required to be submitted with the application.

Anyone planning an event to be held within the Peace Plaza area should contact the Rochester Downtown Alliance to begin the application process. If approval is given for Peace Plaza use then a City application can be submitted along with verification that the Peace Plaza use has been approved.

Any event to be held within Parks must contact the Rochester Park and Recreation Department for separate permit requirements or shelter rental. A special event permit is required for events/activities exceeding 300 participants or any event/activity which extends beyond the immediate park boundaries. Additionally the event sponsor will need to check with the Park and Recreation Department for any activity to be held on Park and Recreation property to make sure the event can be scheduled into the facility requested: <http://www.rochestermn.gov/departments/parks-and-recreation/rentals-reservations>

All applications, with the exception of those in the Peace Plaza and small events/activities within parks, are to be sent directly to the City Clerk's Office. All fees must be paid prior to the application being reviewed. If the event is cancelled within 7 days of submission, the application fee will be refunded. No other refunds will be granted.

Office of the City Clerk www.rochestermn.gov 507-328-2900 licenses@rochestermn.gov

Section 1. CHECKLIST OF REQUIRED INFORMATION

Select any of the following that apply to this event:

- Amplified Sound to be used – **COMPLETE SECTION 3 (B)**
- Closure request for a street, sidewalk, or other public way or place as part of the event – **COMPLETE SECTION 3 (C) AND [CONTACT PUBLIC WORKS FOR A RIGHT-OF-WAY OBSTRUCTION PERMIT](#)**
- Alcohol service as part of the event – **COMPLETE SECTION 3 (D) AND ANY ADDITIONAL LIQUOR LICENSES WITH THE CITY CLERK’S OFFICE IF REQUIRED**
- Tents or other membrane structures to be erected as part of the event – **PROVIDE DETAILS IN THE SITE PLAN FOR THIS APPLICATION AND [SUBMIT A FIRE DEPARTMENT TENT PERMIT APPLICATION](#) WITH THIS EVENT PERMIT**
- Fireworks Display as part of the event – **PROVIDE DETAILS IN THE SITE PLAN FOR THIS APPLICATION AND SUBMIT A SEPARATE [FIREWORKS DISPLAY APPLICATION](#) TO THE CITY CLERK’S OFFICE WITH THIS EVENT PERMIT OR ONLINE THROUGH [ACCELA CITIZEN ACCESS](#)**

Staff Initials	For your license application to be processed, you must submit the following to the City Clerk’s Office:
	<input type="checkbox"/> This application form, fully completed and signed by the applicant or an authorized officer or partner. ANSWER EVERY QUESTION, USING N/A IF NECESSARY ON ANY QUESTIONS. APPLICATIONS WITH BLANK QUESTIONS WILL BE RETURNED WITHOUT PROCESSING.
	<input type="checkbox"/> Detailed Site Plan for the event
	<input type="checkbox"/> Certificate of Insurance, if required
	<input type="checkbox"/> Consent/Non-consent notification forms for any businesses impacted by a requested street closure
	<input type="checkbox"/> Traffic Control plan from an approved vendor for any street closures
	<input type="checkbox"/> Payment for required permit fee; Checks must be made payable to the City of Rochester <ul style="list-style-type: none"> • \$100 for base Special Event Permit
	<input type="checkbox"/> Any required additional permit applications from other City departments

Section 2. REQUIRED LICENSE INFORMATION – complete every question**A. Information about who is completing and submitting this application**

1. First Name		2. Last Name	
3. Primary Telephone Number	4. Type of Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other	5. Alternate Phone Number	6. Type of Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other
7. Email Address			
8. Please send official notices relating to this license to: <input type="checkbox"/> Mailing Address <input type="checkbox"/> Email <input type="checkbox"/> Business Address		9. Role of person completing application: <input type="checkbox"/> Owner <input type="checkbox"/> Officer <input type="checkbox"/> Partner <input type="checkbox"/> Manager <input type="checkbox"/> Agent for the Owner <input type="checkbox"/> Other _____	

**B. Information about primary point of contact for this license during licensed activity (if different than above)
THIS PERSON MUST BE ON SITE DURING THE EVENT**

10. First Name		11. Last Name	
12. Primary Telephone Number	13. Type of Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other	14. Alternate Phone Number	15. Type of Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other
16. Email Address		17. Role of primary contact: <input type="checkbox"/> Owner <input type="checkbox"/> Officer <input type="checkbox"/> Partner <input type="checkbox"/> Manager <input type="checkbox"/> Agent for the Owner <input type="checkbox"/> Other _____	

C. Mailing Address Information

18. Name of Organization or Individual to Whom Correspondence Should be Sent about this permit			
19. Email Address			
20. Mailing Address	21. City	22. State	23. Zip Code
24. Please send official notices relating to this license to: <input type="checkbox"/> Mailing Address <input type="checkbox"/> Email			

D. License Holder Information**Provide information about who this license will be issued to**

25. Entity license will be issued to			
26. Business Federal Tax ID Number/Tax Exempt Number		27. Business State Tax ID Number	
28. Business Address	29. City	30. State	31. Zip Code

Section 3. Event Information – attach additional sheets as needed for any questions**A. Event Basics**

32. Name of Event	
33. Date(s) of Event <i>complete separate applications for a series of events held at separate times</i>	
34. Time of Event	35. Set Up Start time and Clean up finish time

36. Location of Event –Street Address	37. City	38. State	39. Zip Code
40. Description of area to be used at the event location for activities (Attach additional sheets as needed) ***A detailed diagram of the site plan is also required to be submitted			
41. If you are planning to use the Peace Plaza, have you contacted the Rochester Downtown Alliance already? <input type="checkbox"/> Yes <input type="checkbox"/> No – <i>do not submit this application until you have contacted the RDA</i>	42. Is your event in a City park? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you must schedule use of the park with the Park & Recreation Department as well. Call 507-328-2525		
43. Estimated Number of Attendees	44. Are tickets being sold? <input type="checkbox"/> Yes <input type="checkbox"/> No		
45. What is the admission charge, if any	46. Purpose of event proceeds (if applicable)		
47. Describe how attendance will be monitored and limited if necessary			
48. Describe any entertainment being provided			

49. Describe food and beverage plans for the event, including who will be providing any food or beverages and what other licenses or permits will be obtained from any jurisdiction for this service

50. Describe how any emergencies or medical needs occurring during the event will be met

Sanitation and garbage disposal is the responsibility of the event sponsor. Staff will review this information for adequacy based on planned attendance.

51. Will you be providing additional trash receptacles?

Yes

Company providing this service: _____

Number of receptacles: _____

What is the plan for picking these receptacles up following the event?

No

Explain how trash will be managed as part of the event:

52. Will you be providing toilets and wash stations?

Yes

Company providing this service: _____

Number of toilets: _____ Number of wash stations: _____

What is the plan for picking these items up following the event?

No

Explain how these needs will be met for event attendees:

B. Information about Amplified Sound

53. INDICATE WHICH OF THE FOLLOWING APPLIES TO THIS EVENT:

- Maximum Allowable Sound Pressure Level No More than 85 Decibels Measure at The Property Line Or Venue Boundary.
- Waive The Maximum Allowable Sound Pressure Level and Require The Amplified Sound to Terminate No Later than 10:30 PM
- There Will Be NO Amplified Sound at This Event.

54. Describe the Means and Method Proposed By you as the Applicant To Prevent Noise From The Event From Unreasonably Disturbing Those Persons Who Live or Work In The Vicinity Of The Event.

C. Information about any public right of way closures

55. Are you requesting any kind of public right of way closure as part of this event?

- Yes, for a very limited duration less than 15 minutes
- Yes, for 15 minutes or longer – an obstruction permit through Public Works will be required
- No – if no, please skip the remainder of this section and jump to subsection D

When a street is to be closed for over 15 minutes, a detour is to be established and signed to provide a designated route around the event. A detailed layout of the route and arrangements for traffic control must be done by a certified vendor using the Manual of Uniform Traffic Control Devices standards. Law Enforcement Officers must be utilized at all traffic controlled intersections. Public Works time for temporary traffic signal modifications, additional signage, or other City costs may be charged.

In addition all events with street closures must include an emergency plan detailing access for emergency vehicles. Road closures are not allowed for locations where there are no other access options for the businesses or residents

56. Attach a detailed diagram of any proposed closure, and explain here exactly what is pictured in the diagram and intended in terms of the closure

57. If you intend to block the street, here are two vendors currently approved in the City of Rochester to provide a traffic control plan. Please attach your plan and indicate which vendor you are utilizing:

Warning Lites of Minnesota
3120 East Prow Ln NW Rochester, MN 55901
507-282-1105 (Office)
507-282-1130 (Fax)
507-208-1335(Cell)
rhart@warninglitesmn.com

Safety Signs, Inc.
Mail: 4612 8th St SW, Rochester, MN 55902
Yard: 4484 East River Rd, Rochester, MN 55906
507-254-9720 (business)
Safetysigns.roch@gmail.com

58. Are you proposing a street closure that will impact residential properties?

- Yes – if yes, you must notify all properties at least 7-days in advance of the event of the closure

No

59. Are you proposing a street closure that will impact commercial properties?

Yes

No

If yes, it is your responsibility as the event sponsor to notify all businesses impacted by the closure, AND to provide a consent/non-consent form for each business as part of your application packet. Your application cannot be considered until these forms are received.

D. Information about any Alcohol as part of the event

60. Are you planning to serve alcoholic beverages as part of this event?

Yes – if yes, please answer the following questions

No – if no, please skip the remainder of this section and jump to Section 4 of the application

61. Which of the following are you requesting as part of serving alcoholic beverages?

Temporary Liquor License (requires a separate application)

Designation of the special event as a Community Festival to allow on-sale licensee(s) to provide service

Service by licensed on-sale licensee(s) on Municipal Facilities

Use of licensed caterer(s) who will be providing alcohol service incidental to the service of food

Other

If you indicated other, please explain how alcoholic beverages will be provided as part of this event, by whom, and under what authority

62. If you intend to apply for a temporary liquor license, is the same entity applying for the liquor license as the special event permit?

Yes

No – Name of the organization/entity applying for a temporary liquor license also serving as an event sponsor:

Indicate what type of organization will be applying for the liquor license:

Club

Charitable Organization

Religious Organization

Non-Profit Organization

Political Committee Registered Under Minn. Stat. Section 10A.14

State University

Brewer or Microdistillery

*If the organization is not one of the above, it is not eligible to apply for a temporary liquor license

If the organization is a club or a charitable, religious or non-profit organization, has it been in existence for at least 3 years?

Yes

No – the organization is not eligible for a temporary liquor license

Note: A temporary liquor application must be received by the Clerk's Office NO LATER 45 DAYS BEFORE THE EVENT. There is no ability to make any exceptions to this requirement. You can also apply online through [ACCELA CITIZEN ACCESS](#)

63. If you intend to apply for designation as a community festival, please explain how this event meets the requirements of RCO 5-19-5:

The term "Community Festival" refers to a community event celebrating the people, history, food, culture, music or events of the city as declared by resolution of the common council.

Please list all on-sale licensees who will be providing liquor service as part of this event under this designation. Certificates of insurance specifically covering this event must also be provided for all vendors.

64. If a licensed caterer will be used as part of the event, indicate the name and state license number of the caterer

65. List who will be carrying liquor liability insurance for this event

66. Indicate the specific area(s) liquor will be dispensed and consumed, and what measures will be followed to ensure liquor is only dispensed to event attendees who are of legal age, and that no liquor leaves the authorized area

67. Do you plan to hire off-duty officers to provide security during the event (required with alcohol service)?

Yes

No

\$70.00 per hour with a 4-hour minimum for Police Officers if liquor present at event. Minimum of 2 officers must be present. Holidays - \$90 per hour per officer with a 4-hour minimum. Police Department determines the number of officers to be present.

Section 4. APPLICATION VERIFICATION AND ACCEPTANCE OF RESPONSIBILITY

Notice of Collection of Private Data

The information collected and required as part of a license application will be used to determine eligibility for a City of Rochester License or Permit. Disclosure of this information is voluntary. It is not legally required to provide requested data, however, failure to do so may mean the City of Rochester is unable to process this application.

Social Security Numbers and Birth Dates are classified as private data, and are not available to the public. Access to this data is limited to staff with a business need in order to determine license eligibility, and to administer and manage the licensing program.

Disclosure of a Minnesota Tax ID Number is required by Minnesota Statutes 270C.72, and this information may be requested by and released to the Minnesota Commissioner of Revenue.

All other information contained in this application is public information upon submission pursuant to the Government Data Practices Act, Minnesota Statutes Chapter 13. Individuals have the right to see and obtain copies of the data maintained on them, including private data, and also have the right to be told the contents and meaning of the data, and to contest the accuracy and completeness of the data.

Notice of Ability to Sign up for Electronic Notifications of Proposed City Ordinances

As an applicant for a business license, you are also hereby notified that the City of Rochester distributes general city information and notices through an electronic notification system, and you may sign up to receive notices through this electronic notification system on the City's website at <http://www.rochestermn.gov/i-want-to/sign-up-for/email-updates> This includes notice of proposed ordinances at least 10 days prior to final adoption by the City Council in accordance with Minn. Stat. 415.19.

A SIGNATURE VERIFYING THE OVERALL ACCURACY AND COMPLETENESS OF THIS APPLICATION BY THE OWNER, PARTNER, OR OFFICER OF THE ENTITY APPLYING IS REQUIRED IN ORDER TO PROCESS THIS LICENSE APPLICATION

I, (print name) _____, agree to strictly comply with all the laws of the State of Minnesota governing the taxation of business and all ordinances of the City of Rochester, including the regulations of Rochester Code of Ordinances Chapter 8-11 relating to special events, and that I intend to comply with the regulations found in RCO 8-11 as well as any conditions of approval that may be placed on the permit if granted. I understand I can review all City ordinances on the City website or in the City Clerk's Office.

I affirm I have no intention or agreement to transfer the permit being applied for to another person or entity, or to allow any other person or entity to operate under the authority of the permit. I understand that by submitting this application, I hereby consent to allow the appropriate City personnel, or any authorized representative or agents, to inspect the event premises for the purpose of ensuring compliance with the law and any permit conditions at any time the permit is active. I also understand that a denial of permission for such a lawful inspection of the premises is a violation of the permit provisions.

I hereby certify that I have read and understand every question in this application and that the answer to every question is true to my knowledge, information and belief. I further understand that the giving of false information as part of this application, regardless of when it is discovered, and/or failure to give required pertinent information can constitute cause for denial, suspension, or revocation of any permit issued.

Signature of Applicant _____ Date _____