

# City of Jackson Special Event Application Policy

## 1. Purpose

The purpose of this policy is to establish consistent procedures for the permitting, planning, and management of special events conducted within the city limits of the City of Jackson. The goal is to ensure public safety, minimize community disruption, and support well-organized events that enhance the community.

## 2. Definitions

**Special Event:** Any organized activity that involves the use of public streets, rights-of-way, parks, or other public property and/or that may require city services, or create an impact on business and property owners including but not limited to:

- Parades
- Races (walks, runs, bike rides)
- Festivals or fairs
- Farmer's markets or outdoor markets
- Concerts or outdoor performances
- Public rallies or marches
- Cultural events

## 3. Application Process

### 3.1 Submission Requirements

All event organizers must submit a completed **Special Event Permit Application** no fewer than **30 days** prior to the event date. Incomplete or late applications may be denied.

Applications must include:

- Applicant and event contact information
- Event description and type
- Event date(s), time(s), and location
- Estimated attendance
- Site and/or route maps
- Proof of liability insurance (if required)
- Any necessary supporting documents (e.g., 501(c)(3) status, vendor lists)

### 3.2 Fees

Event organizers may be subject to:

- Fees associated with the need for city services to include but not limited, to public works, public safety, or refuse management.

Fee schedules will be reviewed annually and published by the city.

## **4. Event Features**

### **4.1 Alcohol**

Events intending to serve alcohol must meet one of the following:

- Be catered by a licensed vendor with a valid permit
- Obtain a temporary alcohol license if the host is a qualifying non-profit organization  
Applications for alcohol service must be submitted with adequate notice and meet local/state requirements.

### **4.2 Security**

Security personnel may be required depending on the event's size and nature. Organizers must coordinate with local law enforcement to determine needs.

### **4.3 Sound Amplification**

Amplified sound is restricted to:

- Between 8:00 a.m. and 10:00 p.m. (Unless a variance is issued by the City Council)
- Volumes that minimize disruption to surrounding areas  
Complaints can result in the termination of the event.

### **4.4 Tents, Stages, and Temporary Structures**

All temporary structures (tents, canopies, stages, inflatables, etc.) must:

- Be noted in the application
- Be shown on the site map with dimensions
- Receive city approval before installation
- Required to meet at State of Minnesota Fire Marshal requirements is used for cooking

## **5. Sanitation and Facilities**

### **5.1 Waste Management**

Organizers must provide equal numbers of trash and recycling containers throughout the venue. Containers must be emptied and the area cleaned within 3 hours of the event's conclusion.

### **5.2 Restrooms**

Events with over 100 attendees or where alcohol is served must provide portable restrooms. Quantities shall reflect event size and duration, and at least one accessible restroom is required.

## **6. Street and Public Right-of-Way Use**

### **6.1 Street Closures**

Requests to close public streets or alleys must:

- Be indicated in the application

- Include consent forms showing support from 75% of affected property owners
- Maintain a 20-foot clear fire lane at all times
- Include proper posting of "No Parking" signage 24 hours in advance

## **6.2 Signage**

"No Parking" signs must be:

- Laminated or plastic manufactured sign
- Red-lettered
- Affixed to traffic cones using wood lath

## **7. Indemnification and Liability**

Event organizers must agree to:

- Defend, indemnify, and hold harmless the City of Jackson from any claims or liabilities arising from the event
- Assume responsibility for any damage to city property

## **8. Enforcement and Revocation**

Failure to comply with this policy or permit conditions may result in:

- Revocation of the event permit
- Disqualification from future permits

## **9. Contact and Submission**

All applications, inquiries, and payments should be submitted to:

### **City of Jackson**

Attention Planning & Zoning  
80 West Ashley Street  
Jackson, MN 56143  
(507) 847-4410