



CITY OF WALKER-MINNESOTA

EVENT/STREET CLOSURE POLICY INFORMATION

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City of Walker
Public Works Department
205 Minnesota Avenue W
PO Box 207
Walker, MN 56484
218-547-5504 or 218-536-0353
mridlon@ci.walker.mn.us

Purpose: This policy is intended to assist the City Council in making sound street, parking and or side-walk closure decisions, while maintaining the best interest of all residents and businesses of the city, with the least disruption to the community as a whole.

Special event permits are required for use of any city right-of-way, street or trail activity, including but not limited to city-sponsored, non-profits, school, commercial groups and individual business owners.

Event Street Closure permits from the City of Walker will be reviewed by the Public Works Director, and you will be advised as to the type of safety warning and barrier devices that will be needed for your project.

The Event/Street Closure permit application is attached on the following pages. Please read the instructions completely and include the required diagram in your application.

You can submit your Event/Street Closure permit application by the following:

Email: mridlon@ci.walker.mn.us

Mail: City of Walker
PO Box 207
Walker, MN 56484

Drop off: Walker City Hall
205 Minnesota Avenue W
Walker, MN 56484

Applicant Fees:

Commercial Fee: \$200 plus \$100 damage deposit; MUST BE TWO SEPARATE CHECKS

“Commercial” refers to all individuals, groups or businesses who charge admissions, class fees, sell tickets, food or other items, solicit funds or donations, offer other money making activities or promote a commercial business. Examples: bazaar, craft fairs, fundraisers, concerts or performances where admission is charged or any event that includes food or merchandise vendors.

Non-Profit Fee: \$0 plus \$100 damage deposit

“Reduced Commercial” refers to non-profit organizations with 501c or other tax exempt status. A copy of the status letter from the IRS must be on file at the City of Walker.

The Damage Deposit is refundable if the area used is left clean and in good condition. If your organization is a 501C3 your application will be exempt from fee. Please attach proof of exemption. No staking of tents or other holes in the Streets or ROW a **\$100.00 per hole fine** will be imposed if found.

***Please make checks payable to The City of Walker. Cash, check or debit/credit card is an acceptable form of payment.**



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EVENT/STREET CLOSURE CONDITIONS/POLICY:

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No disruption to City Streets or Sidewalks by Tent Stakes, signage, etc. FINAL CONDITIONS will be sent to the applicant with the approved permit. The applicant agrees to comply with all of the terms and conditions and stipulations of this permit, all ordinances of the city and statues of the state and all other applicable laws and understands that failure to comply will result in immediate revocation of this permit. If the applicant does not adhere within the constraints of the conditions set forth on their final approved Street Closure or failure to clean up from the event; applicant will be found in violation of the policy and will result in denial of future permits for a period of one year from date of violation.

The City has no liability for bodily injury or property damage arising from this event. Any liability arising from the event shall be the sole responsibility of the applicant and participants. The City's insurance does not cover the applicant.

General Policies:

Consider the following:

1. Does this event benefit the City as a whole?
2. Consider the positive effect the requested closure has on the area surrounding the request.
3. What effect does this request will have on parking, pedestrian and traffic flow.
4. What day of the week and time (morning, afternoon verse evening)
5. What time of year (summer verse fall, winter and spring)
6. Consider other events that may otherwise impact the request.
7. Applications will be authorized on a first come basis. If the requested event coincides with an approved or established event within the city, the application will be denied, you may be able to work within the scope of the existing event if chair of event deems your activity appropriate.

Procedures:

1. Fill out application in its entirety and return to the city administrator
2. Include a certificate of general liability insurance naming the city as an additional insured for the event
3. Obtain signatures from adjacent businesses that support your requested closure
4. File your request 90 days prior to event date; along with payment of the appropriate fee (if commercial fee must be in the form of two separate checks)
5. Your event request will be reviewed at the next Public Works meeting and a recommendation will be forwarded to the full Council for a final decision.



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*****NO STAKING OF TENTS OR OTHER HOLES IN THE STREETS OR ROW A \$100.00 PER HOLE FINE
WILL BE IMPOSED IF FOUND*****

CITY OF WALKER APPLICATION FOR EVENT/PERMIT TO CLOSE STREET

The following application is submitted to the City of Walker as a request to hold an event and/or for a street closing on a public right-of-way.

Applicant Information:

Applicant/Organization _____

Applicants Address _____

You must provide two contact numbers for individuals that can be reached during the event:

Contact Person _____ Contact Phone _____

Contact Person _____ Contact Phone _____

Applicant Email: _____

DESCRIPTION OF PURPOSE/EVENT _____

***Please attach a sketch of proposed layout *and traffic control* for event to this application.**

Does this request include allowing alcohol on the public right-of-way? Yes No

If YES, please work with the City Clerk in this regard.

LOCATION _____

BETWEEN _____ &/TO _____
CROSS STREET CROSS STREET

DATE _____ TIME _____
START DATE START TIME

DATE _____ TIME _____
END DATE END TIME



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A certificate of General Liability Insurance naming the City as an additional insured for the event must be provided to the City Clerk. The policy should provide that it cannot be cancelled upon ten (10) days written notice filed with the City Clerk.

Applicant Signature

Date

To request use of City-owned barricades, please complete and return the attached "Request to Use City Property" form as soon as possible so proper arrangements can be made, you will be responsible for setting up and moving the barricades for the event.

CITY OF WALKER ~OFFICE USE ONLY

Non-Profit \$0.00, plus \$100.00 damage deposit Check _____ Cash _____

Commercial \$200.00, plus \$100.00 damage deposit Check _____ Cash _____

Date Paid: _____

Special Conditions: _____

Detour and Barricade signage conditions: _____

Date Issued: _____

Permit Expires: _____

Authorized By: _____
