

Saint Paul Event Permitting Process

Step 1:

Public event requests come into the city in one of three main ways: by contacting the Mayor's office, the Parks Department or the Police Department. Once they are received, the Citywide Special Event Coordinator, Harriet Island Event Coordinator, Mayor's Office, Parks Permit Office or Police Community Services reviews the general parameters of the event and a specific lead, usually either Parks or the Police department, assumes leadership for guiding the event through the following steps.

Step 2:

The event producer is referred to the appropriate city staff person(s) depending on the park site, street and/or public space they are requesting use of. This could include the Harriet Island Event Coordinator, the Parks Department Citywide Events Coordinator, Police Community Services, the Parks Permit Office or any combination.

Step 3:

The appropriate city staff person(s) communicate requirements and expectations to the event producer related to details applicable to the event that may include:

- Permit Requirements
- Insurance Requirements
- Traffic Plans
- Parking Restrictions
- Police/Security Plans
- Rules/Regulations of Park Space
- Block Permit Information
- Community Notifications
- Sound Variance Rules
- Alcohol
- Food
- Pyrotechnics
- Bonfires
- Electrical
- Generators
- Tents
- Propane
- Stages/Structures
- Trash/Recycling Plans
- Parking/Shuttle Plans
- First Aid/Emergency Plans
- Portable Toilet Numbers
- Additional Details as Needed

The event producer is also given a copy of the City Event Planners Guide, which has all the contact information for the various departments they will need to apply for permits (see attached).

*For new events on park land the event producer is first emailed an 'Event Proposal Form' (see attached) and asked to include as much detail as possible.

Once the form is complete, the event producer returns it to the appropriate parks event coordinator.

The Citywide/Harriet Island Event Coordinator then puts together information regarding the event including: name of event, activities at the event (including music, food, alcohol, etc.), park site

requested, date(s) of event, time of event, etc. The information also includes a recommendation regarding the event by the Citywide/Harriet Island Event Coordinator.

This information is then forwarded to the Parks Operations Manager for review. Note: If the event involves street closures or special security needs, Police Community Services is also asked to review. If the event is very large or would have a large impact on the community, it is also reviewed by the Mayor's office staff.

The Parks Operations Manager then reviews the information with the Parks Director, who makes the final decision on whether or not the event will be given a permit. If the new event proposal is accepted, the event producer is contacted by the Citywide/Harriet Island Event Coordinator to begin the process detailed above in Step 3.

Note: If the new event proposal is not accepted (site already booked, site not large enough for event, too many events close to the requested date, etc.), depending on the event, sometimes alternative dates/sites are suggested. Sometimes, the event is not a good fit and a permit is not able to be issued.

Step 4:

The appropriate city staff person(s) work closely with the event producer, as well as representatives from other city/state departments to follow up on the details listed under Step 3. Producers of large events or those with significant community impacts are also required to present event details to the citywide large event/block permit committee.

Step 5:

Once the event producer provides all needed information and details to the appropriate city staff person(s), the event applications, permits and variances may be approved so that the event may move forward.

Step 6:

The appropriate city staff person(s) may be present during the event itself, as well as any load in/load out days. City staff monitors event details such as crowd size, traffic flow, weather conditions, site and participant safety, sound levels, site maintenance such as trash /recycling, etc.

Step 7:

After the event, city staff may conduct an after-action review of the event for use in future years.