



CITY OF WHITE BEAR LAKE
4701 Highway 61 White Bear Lake, MN 55110
Tel: 651-429-8508 Fax: 651-429-8500
clerk@whitebearlake.org

SPECIAL EVENTS APPLICATION

This application must be completed and approved by the City for any event that involves the use of a public facility or park/open space that is being used beyond its intended purpose, or impacts a neighborhood, business or the community as a whole. Submit special events applications to the city clerk at least 30 days prior to the event: clerk@whitebearlake.org.

Some examples of special events requiring an application include, but are not limited to:

- Block parties
- Bike / run / walk
- Tournaments
- Outdoor music events
- Parades
- Events using City services
- Events impacting parking
- Events impacting traffic flow
- Events with amplified sounds

Signage: Please do not attach signs to trees with nails or staples or stake into the ground. No use of paint or other permanent marking of the curb or pathways is permitted. Use freestanding or cardboard signs instead. For events that need to mark pavement or any hard surface, only chalk, cones or flags may be used. Paint/spray paint of any kind is prohibited. Use of paint will result in a \$250 fine.

Physical activity or liability challenging events require insurance

Provide Comprehensive General Liability in the minimum amount of \$1,500,000 per occurrence and name the “City of White Bear Lake, 4701 Highway 61, White Bear Lake, MN 55110, its officials, agents, employees and volunteers as additional insured.”

Alcohol: Prohibited for private events on public property, but a caterer may service a public event (in restricted areas with prior city approval). Nonprofits intending to sell or give away alcohol may apply for a [temporary liquor license](#). Please allow at least 30 days for proper permitting.

Public Safety: If your event requires a police officer for security or traffic control, please make these arrangements directly with the Police Department by calling: 651-429-8550. If your event requires EMS standby, ambulance standby or fire fighters on standby, please make these arrangements directly with the Fire Department by calling: 651-429-8568. Charges apply for these additional Public Safety services.

Public Works: Make park reservations online at: <https://www.whitebearlake.org/parksrec>

PARK RENTALS:	Resident	Non-residents	Corp & For profit
Bossard, Ramaley, Rotary, Spruce and Jack Yost Parks	\$50.00	\$100.00	\$125.00
Podvin Park (pavilion only)	\$ 50.00	\$110.00	\$ 175.00
Podvin Park (kitchen & mtg rm)	\$100.00	\$ 150.00	\$ 250.00
Podvin Park (full facility)	\$ 125.00	\$ 225.00	\$ 325.00
Lakewood Hills (pavilion only)	\$ 50.00	\$110.00	\$ 175.00
Lakewood Hills (kitchen & pavilion)	\$100.00	\$ 150.00	\$ 250.00
Lakewood Hills (ballfields)	\$100.00	\$150.00	\$ 250.00
Matoska Park	\$50.00 for two hours maximum		
Stellmacher Park	\$ 50.00	\$ 110.00	\$ 175.00
West Park	\$ 50.00	\$110.00	\$ 175.00
 REFUSE AND RECYCLING:	Community & Non-Profit		Corp & For profit
Events over 100 people			\$ 50.00
Events over 250 – 500 ppl	\$ 50.00 flat fee		\$ 75.00
Every additional 250 ppl			+ \$ 25.00

Date Submitted: _____

APPLICANT INFORMATION (Please print or type on application)

Organization: _____

Type of Organization: _____ For profit _____ Civic or service _____ 501 (c)3

Contact Person(s): _____

E-mail Address: _____

Full Address: _____

Daytime Phone: _____ Alternate Number: _____

EVENT INFORMATION

Date(s) of event: _____ Hour(s) of event: _____

(Events after 10:00 p.m. require Council approval)

Type of event: _____

Physically active events require liability insurance. Run/race/walk/bike events must submit detailed route map

Event description: _____

_____ Estimated number of people to attend: _____

Location of event: _____

(For use of a public park, you must book park reservations online: <https://www.whitebearlake.org/parksrec>)

Entertainment (describe): _____

Arrangements for parking: _____

(Driving and parking vehicles on the grass is prohibited and may destroy in-ground irrigation)

Street closures: _____

(Also, include the number of barricades, cones and/or no parking signs you wish to pick-up and return)

Tents/structures: _____

(Tents larger than 400 square feet (greater 20' x 20') require a [tent permit application](#) and inspection)

We plan to pick up _____ additional recycling containers and _____ additional compost containers for free at City Hall, M-F between 8:00 a.m. – 4:30 p.m. We will pick up on: _____ and return them on _____

(Group is responsible for disposal of collected items and containers should be cleaned before returning)

Cooking operations? Propane _____ Deep fat frying _____ Other _____

Open flame or burning (describe): _____

Email completed form and any required attachments to: clerk@whitebearlake.org. Expect a response from the City within 10 days. Questions? Please contact the city clerk: 651-429-8508.