



City of Two Harbors
 522 1st Avenue
 Two Harbors, MN 55616
 218-834-5631

Special Events Permit Checklist

Please use the following as a guide to make sure your permit is complete. NOTE: This permit, along with insurance information and fees, must be returned to the City of Two Harbors a minimum of 30 calendar days prior to the event date. For large scale events involving 1,000 participants or more, application should be made 90-120 in advance of event. If shelter rental, city services or the like are required for the event, payment is due and payable prior to the event.

Applicant Checklist	
<input type="checkbox"/>	<p>1. City of Two Harbors Special Event Permit Application (For detailed information, review regulations and guidelines prior to completing the application. Incomplete applications and/or applications not submitted within timelines will not be processed.)</p> <p>\$50.00 event fee. In addition, fees for other City services are required at the time of approval.</p>
<input type="checkbox"/>	<p>2. Certificate of Liability Insurance & Liquor Liability Insurance A Certificate of Liability Insurance is required by the City for every event and MUST list the event and date and have the City listed as Additional Insured (not just certificate holder). To be furnished at least two weeks prior to the event. Liquor Liability Insurance required if alcohol is served. Guidelines for insurance coverage will be come from MN State requirements, City reserves the right to require additional insurance beyond state requirements.</p>
<input type="checkbox"/>	<p>3. Event Maps (Required for all applications) A Site Map should show the relative location of all sources of amplified sounds; tents/canopies with sizes, stages, promotional vehicles, inflatables, restrooms, refuse containers, fencing, barricades, and other structures; locations of alcohol, food and merchandise service/sale; and proposed street closures. All site maps are subject to approval.</p> <p>Route Map (Parades, Runs, Walks, Bike Rides) all activities in which participants will be following a course are required to attach a Route Map and a written document of the proposed event route. All proposed route maps are subject to approval.</p>
<input type="checkbox"/>	<p>4. Street Closure or Use of Public Right-of-Way Street Closure Consent/Objection forms with 75% in favor of event will need to be submitted prior to final approval but are not required until the event has been initially approved.</p>

Information that may Apply to Your Event
<p>Licenses: (As applicable, e.g., permit for alcohol, etc.)</p> <p>Fireworks permit: If you plan to have fireworks at your event, you must contact the Fire Chief at least 30 days prior to your event to apply for a permit.</p> <p>Food services: If your event is open to the public, contact Lake County Health Department at 218-834-8400 for more information.</p> <p>Services from the City of Two Harbors: Must be determined in advance and are to be applied to the cost with the permit.</p> <p>A SPECIAL EVENT PERMIT IS NOT VALID (MEANING YOU MAY NOT HAVE YOUR EVENT WITHOUT ALL THE NECESSARY APPROVAL SIGNATURES AND AN ACCURATE CERTIFICATE OF INSURANCE.</p> <p>Return completed permit with payment to: City of Two Harbors 522 1st Avenue Two Harbors, MN 55616 Questions? 218-834-5631</p>



City of Two Harbors Special Event Permit Application

For Office Use:

Date of Submission: _____

Amount Paid: \$_____

Approved

Denied

Event Information		
Name of Event:		
Type of Event (festival, parade, athletic, etc.):		
Event Location:		
Event Setup Date:	Start Time:	End Time:
Actual Event Date(s)	Start Time:	End Time:
Event Cleanup Date:	Start Time:	End Time:
Estimated Attendance:	Open to the Public:	Yes No
Brief Description of Event:		

Applicant Information			
Primary Contact Person:			
Address:	City:	State:	Zip:
Phone:	Email:		
Secondary Contact Person:			
Address:	City:	State:	Zip:
Phone:	Email:		

Event Features			
Will food or alcohol be served?	Food	<input type="checkbox"/> Yes	<input type="checkbox"/> No
NOTE: Additional permits may be necessary.	Alcohol	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Food: If your event is open to the public and you are serving food you must obtain a food and beverage license from Lake County Health and Human Services and provide a copy to the City of Two Harbors prior to your event. To obtain a food permit, contact Lake County Health and Human Services at 218-834-8400.</p> <p>The Minnesota Department of Agriculture regulates some categories of food, such as Cotton Candy, Popcorn, Caramel Corn, Caramel Apples, Candy Manufacturing, Bakery Manufacturing, Fruit Concessions, Ice Cream Bars (wrapped), Sno Cones, Retail Food Sales (prepackaged meats, fruit, etc.), and Cottage Food Industries (persons making non potentially hazardous food at home and selling at farmer's markets, bakes sales, craft fairs and the like). If you have questions</p>			

about those items or whether or not you need a permit or license, please contact the MN Department of Agriculture at 1-800-967-2474.

Alcohol: Catered event; licensee holding caterer's permit to provide food and liquor. Under caterer's permit, the caterer is responsible for ID/wristband, security and ensuring there is no second party transfer.

Indicate caterer being used: _____

Temporary 3.2 Percent Malt Liquor and Temporary Intoxicating Liquor Licenses; only issued to charitable, religious or nonprofit organizations in existence for at least three (3) years for events not to exceed four (4) consecutive days.

Application needs to be submitted with fee and requires City Council approval and Alcohol and Gambling Enforcement Division Approval. Must be submitted to the state 45-days prior to the event.

Tents and Canopies:

Yes No

If yes, they must be clearly identified on the Site Map, including the location and size and dimensions. The event organizer is liable for any damage caused to property/facility and must obtain approval prior to installation. In locations where staking of tents or canopies is prohibited, the use of weights for stabilization is subject to approval.

Food concessions/vendors are required to obtain a valid Public Market Stand Permit from the City of Two Harbors and are required to be licensed by the State of Minnesota.

Event Logistics

Refuse (Garbage & Recycling) and Public Restrooms:

Refuse: Event applicants/organizers must arrange for trash and recycling services. The number of garbage containers shall equal the number of recycling containers. Containers shall be placed next to one another throughout the event venue.

Please indicate how many will be provided: _____

Company/description(s): _____

Street, boulevard and adjacent property must be left clean. The applicant shall dispose of debris from the event. If the Street Department determines cleanup is inadequate, the cost for Public Works to cleanup will be charged to the applicant. Cleanup shall be completed within three (3) hours of the end of the event.

Public Restrooms: (required for events >100, or where beer is sold/distributed)

Number of restrooms provided: _____

Number of sinks provided: _____

Number of handicap accessible toilets: _____

Street Closures or use of Public Right-of-Way and No Parking

Are you requesting to close a Street Sidewalk Parking Lane Other _____

Applicant shall notify affected property owners 14 days prior to the closure. If businesses are affected applicant shall submit to the city the Consent/Objection Forms with 75% in favor of the event (form found at the end of this application). Information will be gathered and concerns evaluated prior to approval of any closure. Applicant must maintain a 20 feet clear fire lane. At no point is the street to be blocked with vehicles inside the fire lane area.

Applicant is to make arrangements with the Public Works Department for the purpose of No Parking signs.

Electrical Usage/Hookups

Electrical hookups: \$50 per day. Fees must be paid prior to electrical hookups.

Description of booth i.e. tent, trailer, tables:

Date(s) requested for electrical hookups:

Electricity is in limited areas and issued on a first come, first served basis. Please check with the City Electrical Department to verify power locations. Vendor is responsible for complianc with all state electrical codes beyond the point of connection.

Water Usage/Hookups

Water hookups: \$50 base fee in addition to the current rates for residential outside of city.

Description of water usage:

Date(s) requested for water hookups:

Water is in limited areas and issued on a first come, first served basis. Please check with the Gas, Water, Sewer Department to verify water locations.

Electrical Code Rules for Portable & Temporary Electrical Power Distribution

A summary of rules based on the National Electrical Code – refer to the NEC for additional rules

110.3 Electrical Equipment. All electrical equipment must be listed and labeled. Equipment must be installed and used in accordance with the listing. Damaged or defective electrical equipment must be repaired or replaced.

590.2. Approval. Temporary wiring methods shall be acceptable only if approved, based on the conditions of use.

525.21 Disconnecting Means. A means to disconnect each portable structure from all ungrounded conductors must be provided. The switch must consist of no more than six enclosed switches or circuit breakers and must be located within sight of and within 6 feet of the operator's station. Fuseholders with switches mounted on box covers and switch controlled multioutlet strips are not acceptable as the required disconnecting means. Enclosures for disconnect switches and circuit breakers installed outdoors must be rainproof unless otherwise protected from the weather by location. Where accessible to unqualified persons, the disconnecting means must be lockable.

525.20 Portable Cords. Portable cords must be size 12 AWG or larger Type G, PPE, S, SE, SEO, SEOO, SC, SCE, SCT, SO, SOO, ST, STO, STOO, W or other types identified for extra-hard usage and must be of the grounding type. The cord type is printed or embossed on approved cords. Two-wire cords are not allowed. Cables with a "J" in the type designation (such as Type SJT) are junior-hard-service rated and are **not** permitted to be used where subject to physical damage. When used outdoors, all cords must be listed for wet locations and be sunlight resistant, unless they are an integral part of listed portable equipment. All cords must be continuous and contain no splices. Temporary repair of a cord outer jacket must be made with listed repair kits and is subject to approval from the electrical inspector.

525.20 Mechanical Protection. Flexible cords and cables laid on the ground must be approved for extra-hard usage, routed and arranged to minimize the tripping hazard and be protected from accidental and physical damage. Where passing through doorways or other pinch points, protection must be provided. Cords and cables may be covered with approved non-conductive mats. Mats must be self-weighted to minimize movement and drape over cords and cables.

250.114 Equipment Connected by Cord- and Plug. Exposed metal parts of cord-and-plug-connected equipment must be connected to the equipment grounding conductor. Cords must have a grounding conductor and grounding type attachment plug. Listed double insulated equipment is permitted.

525.23 Ground-Fault Circuit-Interrupter Protection. In addition to the 210.8(B) requirements, GFCI protection shall be provided for 125-volt, single phase, 15- and 20-ampere receptacle outlets that are used by personnel for assembly and disassembly, or readily accessible to the general public. Manufactured cord sets incorporating listed ground-fault circuit-interrupter protection for personnel shall be permitted.

525.23 (D) Receptacles Supplied by Portable Cords. When GFCI protection is provided by 125-volt, 15- or 20-amp GFCI receptacles, and the branch circuits are supplied by a flexible cord, the GFCI protection must be listed, labeled and identified for portable use (open neutral sensing and protection). This does not apply to GFCI receptacles that are permanently installed in rides or structures even though the ride or structure is supplied by a flexible cord. This also does not apply to feeders that utilize flexible cord.

525.3, 680.1 Attractions Using Contained Volumes of Water. Electrical wiring for, and equipment in or adjacent to pools, fountains or contained volumes of water must be installed in accordance with NEC Article 680.

525.3, 640.1 Audio Signal and Amplification Equipment. Temporary wiring for public address systems, audio systems and electronic musical instruments must be installed in accordance with NEC Article 640.

525.21 Portable Wiring inside Tents. All lamps for general illumination must be protected from accidental contact or breakage by a suitable guard. Overhead lighting must be installed at least 10 feet above ground where it is accessible to the public.

404.4 Damp Locations. Switches used outdoors must have weatherproof covers.

406.9 Receptacles. Receptacles protected from the weather must have an enclosure that is weatherproof with the receptacle covers closed (in-use cover). An outlet box hood (cover) installed for this purpose must be listed and identified as "extra duty." All 15- and 20-ampere, 125- and 250-volt receptacles used outdoors must be listed as weather-resistant (WR).

445.14 Protection of Live Parts. Live parts of generators must not be exposed to accidental contact.

445.20 Ground-Fault Circuit-Interrupters. All 125-volt and 125/250-volt, single-phase, 15- and 20-ampere receptacle outlets that are part of a 15kW or smaller portable generator must have listed ground-fault circuit-interrupter protection for personnel.

250.30 Grounding Electrode. Generators that do not comply with 250.34 must have a grounding electrode system that complies with Part 3 of Article 250. However, for transient installations it is acceptable to install three ground rods driven at least six feet apart and driven more than four feet into the earth.

525.11 Multiple Sources of Supply. Where multiple separately derived systems or services or both supply rides, games, attractions or other structures that are separated by less than 12 feet, all sources must be bonded to the same grounding electrode system.

525.5 Overhead Clearances. A clearance of 15 feet in any direction must be maintained from overhead conductors operating at 600 volts or less and any portion of an amusement ride or attraction. No portion of an amusement ride or attraction may be located under or within 15 feet horizontally of conductors operating at over 600 volts.

240.20 and 240.22 Overcurrent Protective Devices. Motors and lighting circuits must have separate fuses or circuit breakers. Lighting circuits must be protected at no more than 20 amperes. Motors must be protected at not over 125% of full load current or must be thermally protected. All cords, cables and equipment must be protected from overcurrent by properly sized fuses or circuit breakers.

525.31 Equipment Grounding. Equipment grounding conductors must be installed with all feeders and branch circuits. Exposed metal parts of electrical equipment must be bonded, and if cord connected, the cord must have an equipment grounding conductor and grounding type attachment plug. Equipment that is listed and labeled as double insulated is permitted. All grounding conductors in an enclosure must terminate in a common grounding bus or lugs. The equipment grounding bar or lug(s) must be secured to the electrical enclosure with screws or bolts used for no other purpose. Approved means must be used to connect equipment grounding conductors to enclosures.

250.34 Portable Generators. Generators that supply only loads connected directly to receptacle outlets mounted on the generator and where the equipment grounding terminals of the receptacles are bonded to the generator frame shall not be required to be connected to a grounding electrode system. Marking by the manufacturer must indicate whether or not the generator neutral is bonded to the generator frame.

250.142 Isolated Neutral or Grounded Conductor. (*White Conductor*) The neutral conductor must be isolated from the equipment grounding conductor and all metal noncurrent carrying parts beyond the service disconnect or the system bonding jumper at the generator or other separately derived system.

CAUTION: THIS INFORMATION IS NOT INTENDED TO BE YOUR ONLY ELECTRICAL INFORMATION RESOURCE. ADDITIONAL INFORMATION AND KNOWLEDGE ARE NECESSARY FOR AN ELECTRICAL INSTALLATION THAT COMPLIES WITH THE NATIONAL ELECTRICAL CODE (NEC) AND IS FREE FROM FIRE AND ELECTRIC SHOCK HAZARDS.

Examples of temporary portable electrical distribution equipment

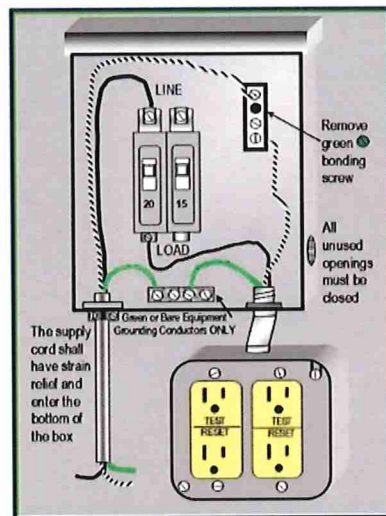
NEC 525.23(D) GFCI Protection for Receptacles Supplied by Portable Cords

Is listed open neutral protection required?

The diagram shows several scenarios where listed open neutral protection is not required:

- Feeder Cord connected to a generator.
- Feeder Cord connected to a branch circuit cord.
- Feeder Cord connected to a branch circuit cord that is plugged into a GFCI receptacle (with a note: "GFCI receptacles in do-it-yourself quad box not allowed!").
- Feeder Cord connected to a branch circuit cord that is plugged into a permanent branch circuit wiring.

DEPARTMENT OF LABOR AND INDUSTRY



National Electrical Code Article

Disconnecting Means

Every concession, game, or similar attraction or unit must have an enclosed fusible disconnect switch or circuit breaker in or adjacent to each exhibitor's space which will disconnect all power

NEC 525.23(D) Concession Cables and Hanging Straps

Disconnecting Means

- Must be readily accessible, within sight of, and within 6 feet of the operator's station
- Fuse-holders with switches mounted on box covers and switch controlled multi-outlet strips are **NOT ACCEPTABLE**
- Enclosures for disconnects installed outdoors must be rainproof, unless otherwise protected from the weather

NEC 525.23(D) Concession Cables and Hanging Straps

