

Conditions for Special Events

The City may place restrictions, conditions, and requirements on a special event permit to protect the health, safety, and welfare of the community. This will help mitigate unfavorable consequences of activities resulting from issuing the permit and to ensure compliance with State law and City ordinances. Examples of conditions for special events may include, ending time for the event, a restricted area for the event, and restrictions concerning amplified sound.

Basis for Denial of a Permit

The City can deny an application for a permit. Some of the items that may cause denial include false information given to staff, failure to submit all required items, failure to agree with conditions, a determination that the event may cause a public nuisance, or the event would interfere with access to businesses.

Issuance of a Special Event Permit

Within 10 days of administrative or City Council approval or denial of an application, the City shall provide a copy of the completed permit to the applicant. There will be an expiration date that will be established for the event. At any time the City may suspend or revoke a special event permit if the permit holder, owner, operator, tenant or user, fail to comply with the permit condition or fail to comply with State law.

Your Role as a Citizen

If you are planning an event on your property and are not sure what process you fall under, please feel free to contact City staff with questions. City staff are more than happy to help you as you plan for your special event. The full Special Event Permit ordinance can be found on the City website at www.ci.hugo.mn.us under City Code Section 90-37.2

Special Event Permits

The purpose of this brochure is to provide a brief overview of the regulations that apply to special event permits in the City of Hugo. Relevant code requirements are summarized within. Further information can be found in the City's Municipal Code on the City website at www.ci.hugo.mn.us or by calling City Hall at (651) 762-6300



What is the purpose of a Special Event Permit?

- To provide for the temporary use of land for special events in a manner consistent with its normal use and beneficial to the general welfare of the public.
- To protect nearby property owners, residents, and businesses from special events that may be disruptive, obnoxious, unsafe or inappropriate given the site conditions, traffic patterns, land use characteristics and the nature of the proposed event.
- To preserve the health, safety, and welfare of the community.

What requires a Special Event Permit?

Any individual or organization holding an event or temporary use of a property which includes erecting temporary structures, offering food/beverages, or affecting traffic or parking requires a special event permit. Outdoor events, tent sales, employment fairs, or similar special events are subject to this ordinance and require a special event permit.

Special Events that do not Require a Permit

Below are examples of events that do not require permits:

- Sales, promotions, and fundraising events that take place entirely within a building.
- Wedding ceremonies / receptions, funerals, and other similar events.
- Any event that is already regulated by the City through an interim or conditional use permit.
- Traditional public forums

Application Process

Generally, all permits should be applied for at least 30 days prior to the event to determine the process the application needs to go through for approval. Some events do not require permits, while others can be administratively approved by staff, or need City Council approval. The special event permit application can be found on the City website or at City Hall. There is a permit fee of \$75.00, if the permit needs to be reviewed by staff or Council.

Special Events Subject to Administrative Approval

When an application is submitted, the Community Development Department will review the application. If the event is deemed minor in nature and does not require City Council approval, the application can be administratively approved. The Community Development Director can make the determination to forward any special event to the City Council. No more than two special events on a property per calendar year can be administratively approved.

Special Events Subject to City Council Approval

The City Council shall review any special event that:

- Serves alcohol
- Expects over 200 people
- Includes live or amplified sound
- Extends after dusk
- Is proposed in the same calendar year as two preceding events on the same property