

CITY OF LANESBORO, MN
STREET/PARKING CLOSURE POLICY INFORMATION



Purpose: This policy is intended to assist the City Council in making sound street and parking 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.

Street/Parking Closure permits from the City of Lanesboro will be reviewed by the Public Works Supervisor, please advise 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. Please complete **ALL** items below. Incomplete applications **WILL NOT** be processed.

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

Email: mpeterson@lanesboro-mn.gov

Mail: PO Box 333, Lanesboro, MN 55949

Drop off: City Office, 202 Parkway Avenue South, Lanesboro, MN 55949

Applicant Fees: \$100 per barricade and \$20 per cone damage deposit;

The Damage Deposit is refundable if the area used is left clean and in good condition and there is no damage to a barricade or cone. No staking of tents or other holes in the Streets or Right of Ways (ROW - area adjacent to a street including sidewalks). A \$500.00 per hole fine will be imposed if found. *Please make checks payable to The City of Lanesboro.

No disruption to City Streets or Sidewalks by Tent Stakes, signage, etc.

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 approved Street/Parking Closure or failure to clean up from the event; applicant will be found in violation of the policy and this may result in denial of future permits for a period of one year from date of violation.

Indemnification.

The City shall not be liable to Applicant, its agents, servants, guests, employees, or invitees for any damage to person or property caused by any act, omission, or neglect (including the service and consumption of alcohol) of Applicant, its agents, servants, guests, employees, or invitees. Without limiting or being limited by any other indemnity in this Agreement, but rather in confirmation and furtherance thereof, Applicant agrees to indemnify, defend, and hold City harmless of, from, and against any and all losses, damages, liabilities, claims, actions, causes of action, demands, liens, costs, or expenses (including, but not limited to, court costs, reasonable attorney's fees, and litigation expenses) in connection with any injury to or death of any person or damage to or theft, loss, or loss of the use of any property occurring on or about the Permit Area arising from Applicant's

CITY OF LANESBORO, MN
STREET/PARKING CLOSURE POLICY INFORMATION



occupancy or use of the Permit Area, or from any activity, work, or thing done, permitted or suffered by Applicant, in or about the Permit Area, or from any breach or default on the part of Applicant in the performance of any covenant, or agreement on the part of Applicant to be performed pursuant to the terms of this Agreement, or due to any other act of omission or willful misconduct of Applicant or any of its agents, servants, guests, employees or invitees. It is further explicitly understood by Applicant that Applicant accepts sole responsibility for its actions, and the actions of their agents, servants, guests, employees or invitees, regarding the service or consumption of alcohol on or within the Permit Area. This indemnification provision is a material term of this Permit Application and Agreement.

Waiver and Assumption of Risk.

The Applicant knows, understands, and acknowledges the risks and hazards associated with using the Permit Area and hereby assumes any and all risks and hazards associated therewith. Applicant hereby irrevocably waives any and all claims against the City or any of its officials, employees, or agents for any bodily injury (including death), loss or property damage incurred by the Applicant as a result of using the Permit Area, and hereby irrevocably releases and discharges the City and any of its officials, employees or agents from any and all claims of liability. This Waiver and Assumption of Risk provision is a material term of this Permit Application and Agreement.

Applications must be submitted 60 days prior to the event date. 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 the chair of the event deems your activity appropriate.

No Assignment.

This Agreement shall not be assigned by Applicant unless agreed to in a separate signed writing by City.

Amendments.

Any modification or amendment to this Agreement shall require a written agreement signed by both Parties.

**CITY OF LANESBORO, MN
STREET/PARKING CLOSURE POLICY INFORMATION**



CITY OF LANESBORO APPLICATION FOR EVENT/PERMIT TO CLOSE STREET OR PARKING SPACE

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

Applicant Information:

Applicant/Organization _____

Applicants Address _____

Applicant Email: _____

Provide two contact numbers for individuals that can be reached during the event:

Contact Person _____ Contact Phone _____

Contact Person _____ Contact Phone _____

DESCRIPTION OF PURPOSE/EVENT

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

Please provide name and a signature from the property owners within the proposed area to be closed noting they are in agreement with the closure. Please include additional information if necessary on a separate document:

Name	Address	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CITY OF LANESBORO, MN
STREET/PARKING CLOSURE POLICY INFORMATION



LOCATION _____

BETWEEN _____ &/TO _____
CROSS STREET CROSS STREET

DATE _____ TIME _____
START DATE START TIME

DATE _____ TIME _____
END DATE END TIME

*This will generally be referred to as the "Permit Area."

A certificate of General Liability Insurance in the amount of \$1,000,000 naming the City as an additional insured for the event must be provided to the City Office. The policy should provide that it cannot be canceled upon ten (10) days written notice filed with the City Office. Insurance may be available through the League of Minnesota Cities GatherGuard program. <https://www.lmc.org/insurance-trust/coverages/gatherguard/>

Applicant Signature Date

To request use of City-owned barricades and or cones, please complete the following, you will be responsible for setting up and moving the barricades and cones for the event.

of Cones needed: _____

of Barricades needed: _____

Pick up Date: _____ Pick up Time: _____

Return Date: _____ Return Time: _____

**CITY OF LANESBORO, MN
STREET/PARKING CLOSURE POLICY INFORMATION**



CITY OF LANESBORO - OFFICE USE ONLY

Date Deposit Paid: _____

Special Conditions:

Detour and Barricade signage conditions:

Date Issued: _____ Permit Expires: _____

Authorized By: _____