

**Download materials  
featured in this session:  
[LMC.ORG/ACMATERIALS](https://LMC.ORG/ACMATERIALS)**





**CONNECTING  
LEADERS**  
.....  
**CELEBRATING  
COMMUNITY**



**JUNE 25-27  
DULUTH**

.....  
**DULUTH ENTERTAINMENT  
CONVENTION CENTER**  
.....

**LMC.ORG/AC25**



# Willmar Fests

June 21 - 25, 2023 | Willmar, MN





Welcome  
TO  
**WILLMAR**  
HOME OF THE

**Kaffe  
Fest**

Ellen  
McGowan

Melissa  
McGowan

Madison  
McGowan

Willmar  
McGowan

Willmar  
McGowan

Willmar  
McGowan

Willmar  
McGowan

Garcia

MinnWest  
McGowan

Person

Prim





























Willmar Fests

Beach Party



ENCORE

Willmar

See You  
in Willmar!

RADIO  
NATION

2005











# ROCKIN' ROBBINS

2025

ROBBINS ISLAND • WILLMAR

JUL  
15

KANDIYOHI COUNTY HEALTHY COMMUNITIES  
**BOOGIE WONDERLAND**

JUL  
22

MINNWEST TECHNOLOGY CAMPUS / NOVATECH  
**PERFECT STORM & GOOD FOR GARY**  
DUO HEADLINER NIGHT!

JUL  
29

WILLMAR AREA COMMUNITY FOUNDATION  
**PARROTHEAD PARADISE**  
MILITARY APPRECIATION NIGHT!

AUG  
5

MILLS AUTOMOTIVE GROUP  
**FABULOUS ARMADILLOS**

























# DELANO CITY FESTIVALS



























































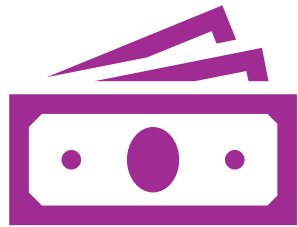




A nighttime photograph of Duluth, Minnesota. The Aerial Lift Bridge is illuminated and spans the Duluth Harbor. The city lights are visible in the background, and a highway with light trails is in the foreground. The text "City of Duluth" is overlaid in the center.

# City of Duluth





## **Duluth Visitor Statistics**

6.7 million visitors a year

\$780 million in revenue



**Duluth hosts approximately 75  
Special Events every year**





# Bentleyville

300,000 Visitors





- Tall Ships Festival
- 300,000 Visitors





Grandmas Marathon 50,000  
Visitors

(14<sup>th</sup> Largest Marathon in the United States)





# Duluth Air Expo

50,000 Visitors





# Bayfront Festival Park

10 acres Park which hosts  
concerts and festivals



## Special Event Process:



```
graph TD; A[Special Event Process:] --> B[Permit is submitted to the city clerks officer.]; B --> C[A Traffic Control Plan is submitted with the permit]; C --> D[Permit is distributed to stakeholders throughout the city]; D --> E[Police]; D --> F[Parks and Rec]; D --> G[Fire Department]; D --> H[City Traffic Engineering]; D --> I[Transit Authority];
```

Permit is submitted to the city clerks officer.

A Traffic Control Plan is submitted with the permit

Permit is distributed to stakeholders throughout the city

Police

Parks and  
Rec

Fire  
Department

City Traffic  
Engineering

Transit  
Authority





City Clerk's Office  
Room 318  
411 West First Street  
Duluth, Minnesota 55802-1189

218-730-5500  
218-730-5923 Fax

## APPLICATION

**GOVERNMENT DATA PRACTICES ACT - CLASSIFICATION WARNING:** The data you supply on this form will be used to process the license for which you are applying. You are not legally required to provide this data, but we will not be able to process your license application without it. Some of the data will be classified as public data if and when the license is granted. Private financial information including a tax identification number and social security number are classified as private data and will be available to governmental personnel and other governmental agencies whose access is necessary to perform their official duties.

### Special Event Permit - Community Festivals, Public Assemblies, Parades, and Races

Special Event Permit Application Fee (Timely Submission)*	\$ 200.00
Special Event Permit Application Fee (Late Submission)*	\$ 800.00

NAME OF EVENT: \_\_\_\_\_

PERMITTEE (EVENT SPONSOR) LEGAL NAME & ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EVENT CONTACT PERSON: \_\_\_\_\_

CONTACT PHONE NO: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

MAILING ADDRESS (IF DIFFERENT FROM ABOVE):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_

ESTIMATED DURATION OF EVENT: \_\_\_\_\_

RAIN DATE? \_\_\_\_\_

I HEREBY STATE THAT ALL INFORMATION HERE IS TRUE AND CORRECT AND THAT I SHALL COMPLY WITH ALL PROVISIONS OF THE ORDINANCES OF THE CITY OF DULUTH AND APPLICABLE LAWS OF THE STATE OF MINNESOTA.

\_\_\_\_\_  
APPLICANT NAME (PRINT)

\_\_\_\_\_  
APPLICANT SIGNATURE

<b>*</b>	
Number of Participants/Spectators	Application Deadline
500 or more	90 days in advance
50 to 500	30 days in advance
Fewer than 50	14 days in advance



**CITY OF DULUTH  
SPECIAL EVENT PERMIT REQUEST**

**PLEASE PRINT (Black Ink) OR TYPE**

NAME OF EVENT: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

STARTING TIME: \_\_\_\_\_ APPROXIMATE FINISH TIME: \_\_\_\_\_

STARTING LOCATION: \_\_\_\_\_

FINISH LOCATION: \_\_\_\_\_

ROUTE: USE OF SIDEWALK ☐ STREET ☐ OR BOTH ☐ (PROVIDE A SEPARATE MAP OR USE THE ATTACHED DIAGRAM)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SOUND AMPLIFICATION? YES ☐ NO ☐ LOCATION: \_\_\_\_\_

ALCOHOL EXPANSION APPLIED FOR: YES ☐ NO ☐ ELECTRICAL PERMIT REQUIRED: \_\_\_\_\_ (SEE ATTACHED CHECKLIST)

APPROXIMATE NUMBER OF PARTICIPANTS: \_\_\_\_\_ APPROXIMATE NUMBER OF SPECTATORS: \_\_\_\_\_

-----

EVENT DIRECTOR NAME (PRINT): \_\_\_\_\_ EVENT DIRECTOR SIGNATURE: \_\_\_\_\_

EVENT DIRECTOR CONTACT PHONE: \_\_\_\_\_ EVENT DIRECTOR CONTACT EMAIL: \_\_\_\_\_

-----

***PERSON(S) WHO CAN BE CONTACTED ON THE DAY OF THE EVENT IF OTHER THAN THE EVENT DIRECTOR:***

NAME: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_



# FEES:

Block Party (Fewer than 50 Participants) - <b>Application Submitted 30 or More Days in Advance</b>	\$25.00	Nonprofit-Sponsored Community Festivals, Public Assemblies, Parades, and Races - <b>Application submitted 30 or more days in Advance</b>	\$100.00
Block Party (Fewer than 50 Participants) - <b>Application Submitted 14-29 Days in Advance</b>	\$100.00	Nonprofit-Sponsored Community Festivals, Public Assemblies, Parades, and Races - <b>Application Submitted fewer than 30 days in Advance</b>	\$400.00
Block Party (Fewer than 50 Participants) - <b>Application Submitted fewer than 14 Days in Advance</b>	\$400.00	Commercial Film Permit - Low Impact	\$100.00
		Commercial Film Permit - High Impact	\$200.00
Timely Submission - All Other Events (use Special Event Application)			\$200.00
Late Submission - All Other Events (use Special Event Application)			\$800.00



# SIDEWALK CLOSURES



NOTE: ANY SCHEDULING OF EQUIPMENT MUST BE DONE  
THROUGH WARNING LITES OF MN, INC- FRONT OFFICE 612-521-4200

**CITY OF DULUTH**

AUTHOR: JOHN GUZMAN

**WARNING**

Legend



**Liability Insurance.** You must submit a Certificate of Insurance that conforms to the following:

- Must contain a provision requiring ten days' written notice to the City prior to cancellation;
- Must list the City of Duluth as an additional insured and certificate holder;
- Must cover the full duration of the event



# SPECIAL EVENT SAFETY AND SECURITY CONSIDERATIONS





### **Risk Assessment**

- What potential threats or vulnerabilities exist at the venue, and how are those risks being mitigated?

### **Evacuation Plans**

- What are the plans to evacuate in case of an emergency? Is there a central rally point outside the venue? Where are all the emergency exits and stairwells located?

### **Crowd management**

- For large-scale events, what crowd control measures are in place? If evacuation is necessary, how and where should event attendees exit?

### **Access points**

- What are the various ways to enter the venue, including delivery doors, loading docks, and storage areas? In the case of an emergency, is there a designated location for EMS and first responders to enter?





### Contingency plans

- What is the backup or “what if” plan in case something doesn’t go as expected—whether it’s an inconvenience like a power outage or a more serious concern. After all, when it comes to security, you’re planning for “just in case.”

### Medical service plan

- What are the protocols for an unexpected medical emergency? How and where will emergency responders maintain privacy and keep disruption to a minimum?

### Event credentials

- What identification is needed to access the event venue? What is the policy if attendees don’t have the correct credentials?



BF-Bayfront All



Export



Setup





Bayfront Stage NW - 360 (10.89.80.50) - Camera 3 - 6/21/2025 9:40:51.956 PM







# Barricades











# CITY

# FEST

2025 ANNUAL  
CONFERENCE

CONNECTING  
LEADERS  
.....  
CELEBRATING  
COMMUNITY



JUNE 25-27  
DULUTH

.....  
DULUTH ENTERTAINMENT  
CONVENTION CENTER  
.....

[LMC.ORG/AC25](https://LMC.ORG/AC25)