

City of Plymouth Run/Walk/Bike Event General Information



- Events should occur on sidewalks or trails and not impact roadways.
- All events require Site Map, Event Route Map, and Event Request Form filled out prior to approval. Please keep this in mind before advertising or finalizing your plans.
- A 45 day advance notice is required.

Public Property Requirements (If the event starts/ends on public property)

Parks and Recreation will be the main contact. They will approve routes on city-owned park trails, facility rental requests, set up service requests, and assist with process support. Contact Parks and Recreation at 763-509-5200 or recreation@plymouthmn.gov.

- City of Plymouth Parks and Recreation Special Events Permit Application
 - Special Event Non-refundable Permit Fee (100-500 participants) = \$53
 - Special Event Non-refundable Permit Fee (over 500 participants) = \$105
 - Damage Deposit = \$100-400
- Administrative Permit for Temp/Special Events = \$50
- Rental Fees = Vary
- Service and Equipment Fees = Vary
- Tent/Canopy Permit Fee = Varies
- Police Fees = Vary

Private Property Requirements (If the event starts/ends on private property)

Planning Division will be the main contact. They will approve events on private property. They will work in collaboration with Parks and Recreation and Police regarding routes. Contact the Planning Division at 763-509-5450 or planning@plymouthmn.gov.

- Non-refundable Administrative Permit Application \$50
- Tent/Canopy Permit Fee = Varies
- Police Fees = Vary

Police Requirements

They will have final approval on all routes, road/trail closures, determine need for assistance at intersections and coordinate North Memorial support.

Contact the Police Department at 763-509-5187 or mjreed@plymouthmn.gov.

- Route approval
- Determines intersections needing officer support
- Contracts officers/reserves for event day needs
 - Police Fees = _____

APPLICANT INFORMATION		
Host Organization:		
Main Contact:		
Primary Phone:	Secondary Phone:	
Mailing Address:		
City:	State:	Zip Code:
Email Address:		

EVENT INFORMATION			
Type of Event: (Please Circle)	RUN	WALK	BIKE
Event Will Use: (Please Circle)	TRAILS	SIDEWALK	STREETS
Event Date:	Event Time:	Event Distance:	
Start Location:		End Location:	
Anticipated Attendance:			

EVENT WILL INCLUDE AND/OR REQUIRE:					
<input type="checkbox"/>	Amplified Sound/Music	<input type="checkbox"/>	Catering/Food	<input type="checkbox"/>	Electricity
<input type="checkbox"/>	Inflatables	<input type="checkbox"/>	Trash/Recycling Receptacles	<input type="checkbox"/>	Portable Restrooms
<input type="checkbox"/>	Street Closures	<input type="checkbox"/>	Fireworks	<input type="checkbox"/>	Trail/Intersection Crossing
<input type="checkbox"/>	Tents/Canopies	<input type="checkbox"/>	Tents Over 200 Sq Feet	<input type="checkbox"/>	Canopies Over 400 Sq Ft

SIGNATURE + SUPPORTING DOCUMENTS	
<ul style="list-style-type: none"> Insurance will be required for all events. Additional applications, permits, and service fees may be required. Submit this application along with a site map and event route map to: Plymouth Park & Recreation Department, 3400 Plymouth Blvd, Plymouth, MN 55447 or recreation@plymouthmn.gov. 	
Signature:	Date:

CITY DEPARTMENT APPROVAL			
Parks & Recreation	Yes No NA	Reason:	Notes:
Public Safety	Yes No NA	Reason:	Notes:
Planning	Yes No NA	Reason:	Notes:
Three Rivers Park Dist.	Yes No NA	Reason:	Notes: