

**RENVILLE COUNTY ORDINANCE**  
**SPECIAL EVENT/MASS GATHERINGS**

***SECTION 1. INTENT AND PURPOSE***

The purpose of this Ordinance is to provide suitable and adequate sanitary accommodations and all other reasonable and necessary precautions to protect and insure the health, welfare, comfort, and safety of the County and those in attendance at Special Event/Mass Gatherings in Renville County. The general objectives include the following:

1. Correct and prevent conditions that may adversely affect persons attending Special Event/Mass Gatherings.
2. Provide minimum standards for the design and operation of Special Event/Mass Gatherings.
3. To ensure that Special Event/Mass Gatherings of persons held for musical, racing, entertainment, or other communal activities are conducted in accordance with proper and acceptable sanitary, law enforcement, fire, and other health and safety considerations.
4. Establish inspection requirements and associated procedures involved with administering and enforcing this Ordinance.

***SECTION 2. DEFINITIONS***

**Applicant** – Any individual, partnership, corporation, association, society, or group seeking and/or receiving a Special Event/Mass Gathering license from Renville County.

**Assembly Area** – The area within which the Special Event/Mass Gathering activities are to take place.

**Board** – The Renville County Board of County Commissioners.

**Department** – The Renville County Division of Environment and Community Development and all staff duly authorized to carry out the duties of the Department.

**Director** – The Director of the Renville County Division of Environment and Community Development.

**Licensed Premises** – The entire area to be used by the Applicant to conduct a Special Event/Mass Gathering including, but not limited to, the Assembly Area, vehicle parking areas, camping areas, and visitor waiting areas.

**Permanent Place of Worship** – A consistently and regularly scheduled permanent gathering location for any type of generally recognized and organized religious service.

**Special Event/Mass Gathering** – Any public gathering of 1,000 or more persons at any location at any single time for the purpose of musical, racing, political, promotional, or social entertainment or other similar type of activity, but shall not apply to:

1. Any permanent place of worship, stadium, athletic field, arena, auditorium, coliseum, or government-sponsored fairs held on regularly established fairgrounds.
2. Gatherings or activities permitted or licensed by other state laws or regulations of the County of Renville including the state parks system.
3. Family celebratory gathering taking place entirely upon the premises of a family member.
4. Gatherings held within the incorporated limits of a city.
5. An event that may be held on water or ice as defined under Minnesota Statutes Section 86B.121, or successor statutes, and permitted by the County Sheriff.

### ***SECTION 3. LICENSING***

It shall be unlawful for any person, firm, or corporation to establish, maintain, expand, or operate a Special Event/Mass Gathering within Renville County without first obtaining a valid license approved by the Board. Only a person who complies with the requirements of this Ordinance shall be entitled to receive and retain such a license. Licenses shall not be transferable from one person to another person. Any person who operates a Special Event/Mass Gathering without submitting an application shall be deemed to have violated this Ordinance and shall be subject to prosecution as provided herein. Applications shall be made in writing to the Department at least 60 days in advance of such Special Event/Mass Gathering.

A license shall be required for each event or series of events and for each location persons assemble or can reasonably be anticipated to assemble.

1. Application for License. The application for a license to operate a Special Event/Mass Gathering shall be made to the Department in a manner as may be prescribed by the Department. The Applicant for a license shall submit an application in writing upon forms provided by the Department and shall include:
  - A. The full names and address of the Applicant or Applicants; or the names and addresses of any partners if the Applicant is a partnership; or the names and addresses of the officers if the Applicant is a corporation; and

the full names and addresses of the persons owning the land where the Special Event/Mass Gathering is going to be held.

- B. The signature of the Applicant or Applicants.
- C. The social security number of the Applicants.
- D. The Minnesota Business Tax I.D. Number.
- E. A copy of the deed of the site, lot, field, or tract of land upon which the Special Event/Mass Gathering is proposed.
- F. The source of all water supplies, sewage treatment methods, and disposal methods of garbage and refuse.
- G. A written statement as to the nature and purpose of the Special Event/Mass Gathering including the proposed beginning and ending dates and hours of operation during which the Special Event/Mass Gathering will be conducted.
- H. The Applicant shall provide proof of ownership of all property upon which the Special Event/Mass Gathering is to be held or provide a notarized statement made upon oath or affirmation by the record owner(s) of all such property that the Applicant has permission to use such property for the purpose of holding a Special Event/Mass Gathering.
- I. An approved Zoning Permit or a written statement from the Department stating that a permit is not required shall also accompany the license application.
- J. A statement indicating whether or not beer, wine, or liquor will be sold or allowed to be consumed on the Licensed Premises during the Special Event/Mass Gathering.
- K. A complete description of all activities anticipated to be part of the Special Event/Mass Gathering.
- L. A list of all vendors who will be allowed to sell their products at the Special Event/Mass Gathering and a description of those products.
- M. A statement indicating whether or not any gambling activities will be allowed as part of the Special Event/Mass Gathering.
- N. A written plan shall be submitted to the Department with the license application. The plan shall address all the general requirements set forth in Section 4 of this Ordinance.

- O. An application shall be considered complete only when the Department has approved the plans required under the terms of this Ordinance.

#### ***SECTION 4. GENERAL REQUIREMENTS***

The Applicant shall submit, together with the license application, a detailed plan addressing each requirement set forth in this section detailing how the Applicant shall comply with each of these requirements:

1. **Number of Persons.** Determine the maximum number of people which will be assembled or admitted to the location of the Special Event/Mass Gathering, provided that the maximum number shall not exceed the maximum number which can reasonably assemble at the Licensed Premises in consideration of the nature of the Special Event/Mass Gathering.
2. **Fencing.** A fence or barrier (sufficient to prevent ingress/exit except at established gates) completely enclosing the proposed Assembly Area. The fence shall be of sufficient height and strength to prevent people in excess of the maximum permissible number from gaining access to the Assembly Area. The fence shall also have sufficient entrances and exits to allow easy movement into and out of the Assembly Area and provide traffic control onto established public road systems. Such plans shall be approved by the County Sheriff. Plans shall set forth the manner of fencing, the location of the Special Event/Mass Gathering, and the type and place of gates contained in such fence.
3. **Drinking Water.** Provide potable water, meeting all federal and state requirements for sanitary quality, sufficient to provide drinking water for the maximum number of people to be assembled at the rate of at least one gallon per person per day. Where the Special Event/Mass Gathering is to continue for more than 24 consecutive hours, the minimum needs for water for bathing purposes shall be determined. The plans for supplying potable water shall include the source, amount available, and location of outlets.
4. **Toilets.** Provide separate enclosed toilets for males and females, meeting all state and County specifications, conveniently located throughout the grounds, sufficient to provide facilities for the maximum number of people to be assembled. Plans for providing toilet and lavatory facilities shall detail the source, number and location, type, and means of disposing of waste deposited. If alcoholic beverages are served, additional toilets are required.
5. **Waste Disposal.** Provide a sanitary method of disposing of solid waste, in compliance with state and County laws and regulations, sufficient to dispose of the solid waste production of the maximum number of people to be assembled at the rate of at least 2.5 pounds of solid waste per person per day, together with a plan for holding and collecting all such waste at least once each day of the Special

Event/Mass Gathering. Provide sufficient trash containers and personnel to perform tasks. Plans shall detail the number and types of facilities for holding, collecting, and disposing of solid waste material.

6. Medical Care. The County Sheriff is the medical authority and will include recommendations for the provision of emergency medical services in coordinating the public safety requirements for Special Event/Mass Gatherings. The following guidelines shall be considered as minimum standards for planning purposes. The County may deviate from these standards based upon the submittal of a professional medical assessment by the Applicant, either increasing or decreasing the requirements:

1,000 to 1,500 people	Two full-time, on-site persons trained as a first responder/EMT according to standards as set forth by the Minnesota Emergency Medical Services Regulatory Board.
1,500 to 3,000 people	One additional full-time, on-site certified EMT.
3,000 to 5,000 people	One fully staffed ambulance on-site, licensed by the Minnesota Emergency Medical Services Regulatory Board.
5,000 or more people	One fully staffed ambulance on-site and a first aid station staffed according to the medical authority of designee.

An enclosed, covered structure shall be provided where medical treatment may be rendered when the Special Event/Mass Gathering is for more than 5,000 people. Plans for providing medical services shall include the location and type of any on-site facilities and names and addresses of the emergency medical services provider.

7. Lighting. If the Special Event/Mass Gathering is to continue during hours of darkness, provide illumination sufficient to light the entire area of the Special Event/Mass Gathering at the rate of at least five footcandles but not to shine unreasonably beyond the boundaries of the enclosed location of the Special Event/Mass Gathering. Plans for illumination shall detail the location of the lighting including the source and amount of power.
8. Parking. Provide a parking area sufficient to provide parking space for the maximum number of people to be assembled at the rate of at least one parking space for every three persons. Plans for parking vehicles shall include the size and location of lots; points of highway access; interior roads including routes between highway access and parking lots; and number, location, and size of individual parking spaces.

9. Emergency Communications Center. Provide an emergency communications center with either one telephone line or a mobile telephone unit to provide service for maintaining communication for receiving and transmitting emergency messages. If, in the opinion of the County, the nature, the size, or any other factors which might be present for a particular Special Event/Mass Gathering is such as to require more than the minimum service, the Applicant shall provide additional communications services. Plans for such communications service shall include the source, number, and location of the communications available. Additionally, one operational weather emergency radio shall be provided on site.
10. Security. Provisions for security, traffic, and drugs/alcohol control are required sufficient to meet the requirements of Renville County and any requirements of the Minnesota Department of Public Safety. Regularly employed, off-duty, state-licensed law enforcement officers licensed in the state or other individuals deemed qualified by the County Sheriff, working directly under the supervision of the licensed law enforcement officers, sufficient to provide adequate security for the maximum number of people to be assembled, shall be physically present, radio-equipped, and in radio contact with the County Sheriff's Department as follows:

1,000 to 2,000 people	Four officers.
2,000 or more people	Additional officer for each 500 people over 2,000.

Plans for security shall detail the number of officers to be provided, their credentials, and hours of availability. The County Sheriff may recommend deviation from these standards based on a professional assessment of security needs due to the specific event factors mentioned in this section.

11. Fire Protection. Satisfactory fire protection shall be provided by the Applicant that may include, but is not be limited to, the following: fire alarms, extinguishing devices, and fire lanes. Such fire protection shall be sufficient to meet all applicable state laws and local regulations which are in effect or may be set forth by the County. Sufficient emergency personnel to efficiently operate the required equipment will be provided by the Applicant. The Applicant shall provide written notice to the applicable fire department and the state fire marshal of the license application at least five days before the date the application is considered by the Board. Plans for providing fire protection shall detail the number of fire alarms, extinguishing devices, fire lanes, their location, and the name and address of the person in charge of providing fire protection.
12. Noise Restrictions. All reasonably necessary precautions shall be taken to ensure that noise will not carry unreasonably beyond the Licensed Premises of the Special Event/Mass Gathering. Operation after 9:00 p.m. shall be conducted in a manner so as to not unreasonably disturb the sleep of neighboring residents. Sound levels shall not exceed Minnesota Rules regarding noise standards. Plans

for sound control shall detail the manner and method to be used for sound amplification, if any, including number, location, and power of amplifiers and speakers.

13. License Availability. Provision shall be made that the Applicant or a representative of the Applicant shall be in a position to be contacted by the Department and County Sheriff personnel inside the Special Event/Mass Gathering at any time during the time of the Special Event/Mass Gathering. Plans shall detail the method by which the Department and County Sheriff may remain in contact with the Applicant or Applicant's representative during the time of the Special Event/Mass Gathering including a period of at least two hours before and two hours after the event.
14. Food. If food is to be sold or distributed during the Special Event/Mass Gathering, provision shall be required to ensure that the methods of and the facilities for the storage, refrigeration, cooking, service, and trash disposal of food are adequate and in compliance with any rules and regulations of the Minnesota Department of Health and Renville County Public Health Services. Plans for food concessions shall set forth the names and addresses of all concessionaires, together with their license or permit numbers; location of food concessions on the grounds; and method for storage, refrigeration, cooking, service, and trash disposal.
15. Camping. If camping is to be permitted on the grounds of the Special Event/Mass Gathering, provisions shall be made for adequate camping facilities. Plans for camping facilities, if any, shall include the number and type of facilities available and their location, together with any other pertinent information regarding camping facilities.
16. Advertising. The Applicant shall not place advertising within the right-of-way of any public roadway. All advertising signage, including directional signage, must be removed within 24 hours of the end of the Special Event/Mass Gathering.
17. Alcoholic Beverages. The Applicant must obtain applicable licenses if serving alcoholic beverages. Only 3.2 percent malt liquor, wine, or equivalents may be served. No intoxicating liquor may be served.
18. Speed Limit. It shall be unlawful for any type of vehicle except authorized emergency vehicles to travel at a rate in excess of 10 miles per hour while within the Licensed Premises where a Special Event/Mass Gathering is going to be held. Plans shall include signs at all entrances and throughout the Licensed Premises.
19. Cleanup Plan. A plan for the removal and disposal of litter, garbage, staging, fixtures, sewage, and other paraphernalia located within or upon the Licensed Premises shall be provided by the Applicant.

20. Evacuation Plan. A plan for the evacuation of the Licensed Premises in the event of inclement weather or other danger including arrangements for space for the safety of all persons assembled or admitted at the Special Event/Mass Gathering.
21. Americans with Disabilities Act Plan. A plan for compliance with those provisions of the Americans with Disabilities Act that pertain to parking and provision of drinking water and sanitary facilities.
22. Site Plan. A map of the Licensed Premises, drawn to scale, shall include:
  - A. Tents – detail description of size; state if tent is fully or partially enclosed; number of tents; must show location of all tents.
  - B. Grandstands – size and capacity.
  - C. Bandstands – including electrical hookups.
  - D. Vendor booths – size and description of booths.
  - E. Refreshment stands.
  - F. Restrooms – include number of handicap available and shower facilities.
  - G. Portable toilets – number.
  - H. Drinking water locations.
  - I. Tables.
  - J. Location of signs – including public safety signage.
  - K. Parking areas – including handicap spaces available and number of spaces provided.
  - L. All electrical hookups.
  - M. Speakers – hookup locations.
  - N. Support vehicle locations and number of vehicles.
  - O. Fences.
  - P. Trash and waste disposal facilities.
  - Q. Exterior lighting.

- R. Property lines and dimensions.
  - S. Building locations, building dimensions, and setbacks from property lines.
  - T. Location of all roads including access.
  - U. Camping areas including number of camping sites.
  - V. Medical facilities.
  - W. Emergency communications center.
23. **Liability Insurance.** Provide a liability insurance policy from an insurance company licensed to do business in the state, providing liability coverage in the minimum amount of \$1,000,000.00, in the name of the Applicant or owner of the premises for any injuries or damages suffered by anyone as a consequence of the negligence arising out of the operation of the Special Event/Mass Gathering of the Applicant, its agents, employees, concessionaires, or other parties involved in the Special Event/Mass Gathering. Such policy shall contain a clause indemnifying and holding harmless the County and any of its agents, officials, servants, and employees from any liability or causes of action which might arise by reason of the granting of this license.
  24. **Bond.** A bond filed with the County Administrator, either in cash or underwritten by a surety company licensed to do business in the state, in the minimum amount of \$10,000.00 which shall indemnify and hold harmless the County and any of its agents, officials, servants, and employees from any liability or causes of action which might arise by reason of the granting of this license, payment of employees for services rendered by the County, and from any costs incurred in cleaning up any waste material produced or left by Special Event/Mass Gathering. The Board may require an increase in the amount of the bond if by the nature or the size of the event an increased risk to the County is presented.

***SECTION 5. LICENSE PROCESSING***

1. **Special Event/Mass Gathering Review Committee.** A Special Event/Mass Gathering Review Committee is hereby established for the purpose of reviewing applications for Special Event/Mass Gatherings. It shall be the responsibility of the Review Committee to propose conditions and safeguards for licenses that may be issued for Special Event/Mass Gatherings. The Review Committee shall consider the location of proposed Special Event/Mass Gatherings, their duration, available road accesses, whether or not alcohol may be present, the intended audience, surrounding land uses, the types of activities being proposed, the distance from available medical, fire, and safety facilities, the availability and type of sanitation facilities, and any other factors determined by the Review Committee to be an issue of concern to the health, safety, and welfare of the

County and the attendants at a Special Event/Mass Gathering. The Special Event/Mass Gathering Review Committee shall consist of the following or their designees:

- A. County Administrator.
  - B. Public Health Services Director.
  - C. County Sheriff.
  - D. Emergency Management Director.
  - E. Public Works Director.
  - F. Environment and Community Development Director.
2. Processing of License Applications. Within 30 days of receiving a completed application for a Special Event/Mass Gathering, the Board shall conduct a public hearing to receive testimony from the Applicant and the public and recommendations from the Special Event/Mass Gathering Review Committee and appropriate staff. In approving the issuance of a license, the Board shall, in addition to the minimum requirements of this Ordinance, impose any such conditions it deems necessary to protect public health, safety, and welfare. If the Board approves the issuance of a license, the license shall be issued by the County Sheriff.
3. Grounds for License Denial. To the extent provided by law, the Board may deny a license application on any of the following grounds, stating in writing its reasons for denial:
- A. The Applicant has on prior occasions made material misrepresentations regarding the nature or scope of an event or activity previously permitted or has violated the terms of prior permits issued to or on behalf of the Applicant.
  - B. The Applicant has not submitted the required application fee with the application or has not submitted the required proof of insurance or bond within the terms of this Ordinance.
  - C. The application contains a material falsehood or misrepresentation.
  - D. The application does not comply with the minimum requirements of this Ordinance.

- E. The proposed use or activity is prohibited in the zoning district in which the use is proposed or is inconsistent with adjacent uses in the zoning district in which the use is proposed.
- F. The use or activity intended by the Applicant would present an unreasonable danger to the health, safety, or welfare of the Applicant, attendees at the Special Event/Mass Gathering, the residents of the County, or the public.
- G. The use or activity intended by the Applicant is prohibited by law including any township or County Ordinance.
- H. The Applicant is legally incompetent to contract or to sue or be sued.
- I. The use or activity would conflict with previously planned Special Event/Mass Gatherings and would tax available resources for security personnel, medical personnel, County staff, fire response personnel and other resources necessary to create a safe environment for the Applicant, attendees at the Special Event/Mass Gathering, the residents of the County, and the public.
- J. The Applicant has not complied with or cannot comply with any applicable County Ordinance or state law regarding the sale or offering for sale of any goods or services.

#### ***SECTION 6. LICENSE FEES***

The Board, by resolution, may establish reasonable fees for the administration of this Ordinance. Fees may be changed by resolution of the Board from time to time as deemed appropriate.

#### ***SECTION 7. INSPECTIONS***

Any person operating a Special Event/Mass Gathering shall, upon request of the Department and after proper identification, permit access to all parts of the property at any reasonable time for the purpose of inspection and shall exhibit and allow copying of any records necessary to ascertain compliance with this Ordinance. If violations are found, correction shall be accomplished within a reasonable period of time specified by the Department.

#### ***SECTION 8. REVOCATION***

The license may be revoked by the Board if any of the conditions necessary for the issuance of or contained in the license are not complied with or if any condition previously met ceases to be complied with.

***SECTION 9. APPEALS***

Any person who has been refused a license to operate a Special Event/Mass Gathering, whose license has been suspended or revoked, or who has received an emergency order or a notice that a license is to be suspended or revoked unless existing conditions are corrected, may appeal that decision to the Renville County District Court within 30 days.

***SECTION 10. ENFORCEMENT***

The provisions of this Ordinance may be enforced by injunction in any court of competent jurisdiction by any person. The holding of a Special Event/Mass Gathering in Renville County, whether on public or private land, in violation of any provision or condition contained herein, shall be deemed a public nuisance and may be abated as such.

***SECTION 11. PENALTIES***

1. Any person, firm, or corporation who violates any of the provisions of this Ordinance or who fails, neglects, or refuses to comply with the provisions of this Ordinance, including violations of conditions and safeguards, or who knowingly makes any material false statement or knowing omission in any document required to be submitted under the provisions hereof, shall be guilty of a misdemeanor and upon conviction thereof, shall be punished by a fine not to exceed \$1,000.00 or by imprisonment not to exceed 90 days, or both. Each day that a violation exists shall constitute a separate offense.
2. In the event of a violation or threatened violation of this Ordinance, the Board may, in addition to other remedies, initiate appropriate civil action and proceedings to prevent, prosecute, restrain, correct, or abate such violations or threatened violations. It shall be the duty of the County Attorney to commence such action.

***SECTION 12. EFFECTIVE DATE***

This Ordinance shall be in full force and effect after its passage and publication as provided by law.