



Special Event Permit Application

Procedures for processing special event permits are found in Hugo City Code Chapter 90, Section 90-37.2.

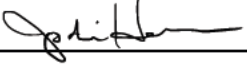
Any individual or organization holding an event or temporary use of a property which includes erecting temporary structures, offering food/beverages, or affecting traffic or parking requires a special event permit. Outdoor events, tent sales, employment fairs, celebrations, or similar special events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

Applicant (Applicant will receive all correspondence from the City):

Contact Person: Jodi Hemann

Address [REDACTED] City White Bear Lake State MN Zip 55110

Phone [REDACTED] Cell [REDACTED] Email [REDACTED]

Signature of Applicant  Date 3/30/26

Event Information

Type of Event Musical Event

Address: [REDACTED], White Bear Lake, MN 55110 Date: July 24, 2026

Property Owner/Manager:

Contact Person: Jodi Hemann

Address [REDACTED] City White Bear Lake State MN Zip 55110

Phone [REDACTED] Cell [REDACTED] Email [REDACTED]

Description of Event-Please review the items on the check list on the back of the application for information that is required to make this application complete. If there is not enough room below to describe the event please submit on a separate sheet of paper.

This is an outdoor musical event featuring Christian musical artist Mitch McVicker (a one man band/singer). The event would take place on our 5-acre property which provides ample parking for attendee's. We are guessing we'll have 75-100 attendees, a Hugo-based food truck by Drool Worthy, and a porto-potty. Doors open at 6:00pm, music from 7:00-8:30pm, location wraps by 9:30pm. Amplifiers will be used since this is a musical event, but the style of music is not particularly wild or loud. We would like to charge for tickets, \$20-25/ticket, through my for-profit LLC called Kingdom Women Coaching & Collective or our other for-profit LLC called Ebenezer Acres (TBD which company we'll use). We will likely set up sandwich boards around the block and in the driveway, along with balloons, to help people find their way. We can provide a parting plan on our property in one riding arena on the north side and add'l parking on the south side and in the front yard. Street

For Office Use Only

Fee Paid \$75 Date 4-2-2026

Yes No Yes with conditions

City Council Meeting Date _____ Clerk Signature _____

As described in the application in addition to:

- Conditions:**
- Food trucks must be licensed by Washington County unless holding MN Dept of Agricultural License.
 - 3 X 3 recreational fire permitted unless there is a fire ban.
 - Must comply with Hugo City Code on signs.
 - Litter will be disposed of properly.

ALL THE FOLLOWING INFORMATION **MUST BE SUBMITTED.**

_____ Description of the Special Event and a list of all activities to take place at the Special Event. The written description shall include all of the following information:

- Estimated number of persons to attend.
- Duration of the special event, including beginning and ending times.
- Any public health plans, including supplying water to the site, solid waste collections and provisions of toilet facilities, if applicable.
- Any fire prevention and emergency medical services plans, if applicable.
- Any security plans, if applicable.
- The admission fee, donation or other consideration to be charged or requested for admission, if applicable.
- Whether food or alcohol will be served or sold at the event.
- A detailed description of all public right-of-way and private streets for which the applicant requests the city to restrict or alter normal parking, vehicular traffic or pedestrian traffic patterns, the nature of such restrictions or alterations, parking and traffic management plan will be required if applicable.
- A description of any services, city personnel, city equipment and city property which the applicant requests the city to provide, including the applicant's estimate of the number and type needed, and the basis on which the estimate is made.
- Whether any sound amplification or public address system will be used or if there will be any playing of any music or musical instruments.
- Whether any tents or structures will be used.
- Whether signs, banners, or balloons will be used.

_____ A statement signed by the applicant either agreeing to pay all fees and meet all other requirements of this section, or representing to the city that the applicant is duly authorized to make such agreement on behalf of the person or organization holding or sponsoring the Special Event

_____ Applicant signature and property owner's signature, if different from applicant

_____ Any other information requested by the City deemed reasonably necessary in order to determine the nature of the Special Event and the extent of any Special Services required.

_____ The applicant shall sign a hold harmless agreement for the City for any accidents or damages caused by the event.

Events subject to City Council approval:

1. Any event that serves alcohol.
2. Any event that expects over 200 people in attendance.
3. Any event that will include live or amplified music or sound
4. Any event that will extend after dusk.
5. Any event proposed in the same calendar year as two preceding events on the same property.