

City of Minneapolis
**TAP MINNEAPOLIS – PORTABLE DRINKING WATER
 FOUNTAINS PERMIT AND EQUIPMENT APPLICATION**

Season: April 15 – October 15



PROCESS

1. Please submit application a minimum of 21 days prior to the event via email at TapMplsWTDS@minneapolismn.gov or via USPS at Public Works Water Department – Attn: Tomi, 350 S. 5th St #203, Minneapolis, MN 55415
2. Notification of application disposition and conditions (if any) will be sent to the applicant with additional instructions.
3. For further information call: Tomi Bean/ 612-673-2418

Memorial Day or Labor Day weekend requests will not be accepted.

CONTACT INFORMATION

Primary Contact Name:			
Company/Organization Name:			
Street Address:			Suite#
City:		State:	ZIP:
Daytime Phone:		Evening Phone:	
E-Mail Address:			
Type of Organization:	Non-Profit <input type="checkbox"/>	Corporation <input type="checkbox"/>	Neighborhood Association <input type="checkbox"/>
	School/University <input type="checkbox"/>	Other <input type="checkbox"/> Please explain:	

EVENT INFORMATION

Event Name:					
Event Location/Address:					
Event Start Date:			Event End Date:		
Hours of Operation:					
Event Description:					
Estimated Number of Attendees:	Less than 499 <input type="checkbox"/>	500 – 749 <input type="checkbox"/>	750 – 999 <input type="checkbox"/>	1,000 – 1,499 <input type="checkbox"/>	1,500 – 2,499 <input type="checkbox"/>
	2,500 – 4,999 <input type="checkbox"/>	5,000 – 7,499 <input type="checkbox"/>	7,500 – 9,999 <input type="checkbox"/>	10,000+ <input type="checkbox"/>	
Type of Event:	Race <input type="checkbox"/>	Parade <input type="checkbox"/>	Festival/Celebration <input type="checkbox"/>	Street Fair/Farmers Market <input type="checkbox"/>	
	Art Show <input type="checkbox"/>	Concert <input type="checkbox"/>	Cultural Event <input type="checkbox"/>	Youth Outreach/Event <input type="checkbox"/>	
	Community Outreach/Awareness <input type="checkbox"/>		Other <input type="checkbox"/> Please explain:		

VENDOR MARKETING OPTIONS

Application fee may be reduced or waived in exchange for in-kind donation of marketing opportunities. Please indicate the estimated value any in-kind contribution to be provided below.

Type of Marketing Opportunities:	TV, Radio, & Print Media <input type="checkbox"/>	Festival/Program Booklet <input type="checkbox"/>	Billboard (Electronic/Print) <input type="checkbox"/>
	Facebook, Twitter & Instagram <input type="checkbox"/>	Event Mobile Applications <input type="checkbox"/>	Signage & Banners <input type="checkbox"/>
	Flyers/Postcards <input type="checkbox"/>	Event Website <input type="checkbox"/>	Email/Newsletter <input type="checkbox"/>

FEE

If your application is approved, an account will be created in the City of Minneapolis billing system and a fee will be applied as determined by the fee schedule shown below. When you are notified of your application approval, you will be provided with payment instructions. Please note that all fees must be paid at least 3 business days prior to the start date of the event. If payment is not made by this deadline, your permit will be revoked and the portable drinking water station will not be installed.

Please do not send cash or credit card information via email.

PORTABLE DRINKING WATER FOUNTAIN RULES

1. Portable drinking water fountains are to be installed by Public Works Water Treatment and Distribution Services Division personnel and shall not be tampered with or moved without permission.
2. If a Portable Water Drinking Fountain is out of order, it must be reported immediately to the City (612-673-5600).
3. The hydrant shall only be operated using the equipment issued by the City of Minneapolis. Unless a new application is approved and a new permit is obtained, all equipment must be returned to the City on the end date of the event as noted on this application. Non-compliance may result in additional fees for equipment replacement.
4. The applicant is required to secure the Portable Water Drinking Fountains if they are left on-site overnight.
5. Upon application approval, event organizers shall pay a fee based on the following schedule to reimburse the City for the installation, removal and maintenance of the portable drinking water fountain(s) and the cost of water.

Fee Schedule: Drinking Fountains (DF) /by Day(s) and Water Sources

Water Supply – Tap Water				Water Supply - Hydrant Water			
1 Day Event	Fee	Multi Day Events	Fee	1 Day Event	Fee	Multi Day Events	Fee
1 DF/ 1 Day	\$475	1 DF/ 2 Day	\$685	1 DF/ 1 Day	\$580	1 DF/ 2 Day	\$795
2 DF/ 1 Day	\$475	2 DF/ 2 Day	\$685	2 DF/ 1 Day	\$635	2 DF/ 2 Day	\$845
3 DF/ 1 Day	\$635	3 DF/ 2 Day	\$845	3 DF/ 1 Day	\$845	3 DF/ 2 Day	\$1,060
4 DF/ 1 Day	\$740	4 DF/ 2 Day	\$950	4 DF/ 1 Day	\$1,000	4 DF/ 2 Day	\$1,220

6. If the hydrant or City issued equipment is altered, misused, or damaged, the equipment will be confiscated by the City, the permit will be cancelled, and the approved application will be voided. An unauthorized water usage penalty may also be charged if applicable.
7. The City reserves the rights to terminate this permit at any time.
8. The City is not responsible for any damages that may result from the use of fire hydrant.
9. **The individual who signs this permit agrees to accept responsibility for amounts due to the City at least 3 business days prior to the start of the event date listed on this application. Nonpayment may result in services not being rendered.**

DISCLAIMER AND SIGNATURE

I, the undersigned, have read and agree to the above stated stipulations for this service. I certify that my answers are true and complete to the best of my knowledge. If this application leads to approval, I understand that false or misleading information in my application may result in my permit application being denied.

Signature:

Date:

FOR OFFICIAL USE ONLY

Approval: YES NO

Date Approved:

Signature:

Date Signed:

Signature:

Date Signed: