

OUTDOOR SPECIAL EVENT PERMIT APPLICATION

Complete this application in accordance with the City of Albertville Outdoor Special Event ordinance and returned to the City Clerk's office no less than 4 weeks before the starting date of the event. Please be aware there is a \$50 application fee, and additional fees may be charged based on the type of event.

By submitting a Special Event Permit Application, you and your organization agree to the terms outlined in the Special Event Ordinance and all other ordinances, laws and City requirements that may apply to this special event.

Event Title		Name of Organization	
Nature or purpose of event			
Main Contact for Event:			
Name		Daytime Phone	
Address	City	State	Zip
Email address			
Contact person during event		Cell phone number during event	
Property Owner Information:			
Name		Daytime Phone	
Address	City	State	Zip
Email address			
Event Information:			
Event type: <input type="checkbox"/> Parade <input type="checkbox"/> Run/walk <input type="checkbox"/> Festival <input type="checkbox"/> Other _____		Event date(s)	
Starting time(s)		Ending time(s)	
Estimate event attendance		Location of event	
Provide a detailed description of all activities that will take place			
Location(s) of event parking			
Impacted properties: <input type="checkbox"/> Private Property <input type="checkbox"/> City Park <input type="checkbox"/> City sidewalk/trail <input type="checkbox"/> City street			
Public safety provisions (traffic control, signage, safety personnel, etc.)			
Is the event in coordination with another event: <input type="checkbox"/> No <input type="checkbox"/> Yes Event name: _____			

Event Information (continued)

Restrooms provided ☐ No ☐ Yes
How many? _____

Company contracted for restrooms

Trash disposal? ☐ No ☐ Yes

Company contracted for trash disposal

Amplified Sound? ☐ No ☐ Yes *Provide a description of any recording and sound amplification equipment to be used at the event and the time: (An Outdoor Music permit may be required)*

Event Planning

Public Safety measures for event (law enforcement, fire, fencing, signage)

Street closures and traffic circulation. Indicate barricades, needed if any.

Description of Neighborhood notification (door tags or flyers) alerting residents affected of the event (within 350 ft).

Park Use

Central Park? ☐ No ☐ Yes

Shelter to be used? ☐ No ☐ Yes

Required Attachments *Must be attached to the Special Event Permit Application when submitted.*

- ☐ **Certificate of Liability Insurance** *City of Albertville must be the Certificate Holder & named "additionally insured" on the policy.*
- ☐ **Site Plan or Event Map** is required. If event will use streets and/or sidewalks (parades, runs, etc.) or will use multiple locations, attached a complete map showing assembly and dispersal locations, route plan, and any streets of parking lots you are requesting be blocked.
- ☐ **Temporary Liquor License application** is required for the sale of alcoholic beverages.
- ☐ **Mobile Food Unit application** is required for operation of each mobile food truck.
- ☐ **Temporary Outdoor Music application** is required for outdoor music events.
- ☐ **Outdoor Seasonal Sales application** is required for temporary outdoor seasonal sales.
- ☐ **Fireworks display application** is available upon request.

Fees:

☐ Application Fee: \$50

☐ Staff Review: \$25 (Engineering, Inspections, Fire Dept.)

☐ Additional Fees *(dependent upon activities at special event):*
 \$25 (Mailings – staff time, postage, materials if applicable) *Please discuss with staff if this is needed.*
 \$35 Temporary Sign Permit
 \$50 Outdoor Music
 \$75 Mobile Food Unit Annual
 \$20 Mobile Food Unit Temporary (1-3 days)
 Varied Liquor License fees

Total Due:

SIGNATURE OF APPLICANT AND PROPERTY OWNER REQUIRED

By signing below, the applicant/property owner for the submitted event being held on the property named in this application agree(s) to defend, indemnify, and hold harmless the City of Albertville, Minnesota, its employees, agents, representatives, elected City Officials, appointed City Officials, and City Council members from and against any claims, demands, suits, losses, costs, expenses (including attorney fees), or any other type of damages which may be asserted, claimed, sought, awarded, or recovered against or from the City of Albertville, Minnesota, its employees agents, representatives, elected City Officials, appointed City Officials, and City Councilmembers, as a result of the event by reason of any damage to the property, personal injury or bodily injury including death, sustained by any person whomsoever in which such damage, injury or death arises out of, is incidental to, or is in any way connected whatsoever with the performance of this contract, the temporary special event referenced herein, or anything connected thereto, and regardless of whether the claim, demand, damage, loss, cost, or expense is caused in whole or in part, by the event organizer and/or promoter, or any of its employees, agents, representative, the negligence of the City of Albertville, Minnesota, its employees, agents, representatives, elected City Officials, appointed City Officials, or City Councilmembers, or by any third parties or their agents, servants or employees.

Applicant's Signature: _____

Date: _____

Printed Name: _____

Property Owner's Signature: _____

(If different than applicant.)

Date: _____

Printed Name: _____

Neighborhood Signatures needed for Street Closure

<i>Address</i>	<i>Printed Name</i>	<i>Signature</i>

OFFICE USE ONLY

Date Received:			
Reviewed By:	_____ City Planner	_____ Fire Department	
	_____ City Admin-PWD	_____ City Clerk	_____ Bldg. Department
City Council approved on: (if applicable)			
Notes:			