

## 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					
<b>Main Contact for Event:</b>					
Name			Daytime Phone		
Address		City	State	Zip	
Email address					
Contact person during event			Cell phone number during event		
<b>Property Owner Information:</b>					
Name			Daytime Phone		
Address		City	State	Zip	
Email address					
<b>Event Information:</b>					
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 <input type="checkbox"/> No <input type="checkbox"/> Yes How many? _____	Company contracted for restrooms
Trash disposal? <input type="checkbox"/> No <input type="checkbox"/> Yes	Company contracted for trash disposal
Amplified Sound? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>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)</i>	
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? <input type="checkbox"/> No <input type="checkbox"/> Yes	Shelter to be used? <input type="checkbox"/> No <input type="checkbox"/> Yes
Required Attachments <i>Must be attached to the Special Event Permit Application when submitted.</i>	
<input type="checkbox"/> <b>Certificate of Liability Insurance</b> <i>City of Albertville must be the Certificate Holder &amp; named "additionally insured" on the policy.</i> <input type="checkbox"/> <b>Site Plan or Event Map</b> 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. <input type="checkbox"/> <b>Temporary Liquor License application</b> is required for the sale of alcoholic beverages. <input type="checkbox"/> <b>Mobile Food Unit application</b> is required for operation of each mobile food truck. <input type="checkbox"/> <b>Temporary Outdoor Music application</b> is required for outdoor music events. <input type="checkbox"/> <b>Outdoor Seasonal Sales application</b> is required for temporary outdoor seasonal sales. <input type="checkbox"/> <b>Fireworks display application</b> is available upon request.	
Fees:	
<input type="checkbox"/>	Application Fee: \$50
<input type="checkbox"/>	Staff Review: \$25 (Engineering, Inspections, Fire Dept.)
<input type="checkbox"/>	Additional Fees <i>(dependent upon activities at special event):</i> \$25 (Mailings – staff time, postage, materials if applicable) <i>Please discuss with staff if this is needed.</i> \$35 Temporary Sign Permit \$50 Outdoor Music \$75 Mobile Food Unit Annual \$20 Mobile Food Unit Temporary (1-3 days) Varied Liquor License fees
	<b>Total Due:</b>

**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: \_\_\_\_\_

Date: \_\_\_\_\_

*(If different than applicant.)*

Printed Name: \_\_\_\_\_

**Neighborhood Signatures needed for Street Closure**

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

<b>OFFICE USE ONLY</b>	
Date Received:	
Reviewed By:	_____ City Planner      _____ Fire Department _____ City Admin-PWD      _____ City Clerk      _____ Bldg. Department
City Council approved on: (if applicable)	
Notes:	