



Date Filled: _____
Date Complete: _____
Received By: _____

SPECIAL EVENT APPLICATION

Instructions: Written application for special event permits must be made at least thirty (30) days in advance of the event's proposed date. This application period shall not begin to run until a complete application has been filed with the City. A fee, in the amount set by the City's fee schedule, shall be paid to the City along with the completed application form. Failure to provide a complete application or to pay the fee, as herein required, is sufficient reason to deny the special event permit.

Property Information

Property Identification Number (PID#): _____

Street Address: _____

Applicant Information

Name: _____ Business Name: _____

Address: _____

City: _____ State: _____ Zip Code : _____

Telephone: _____ Fax: _____ e-mail: _____

Property Owner Information (If other than applicant):

Name: _____ Business Name: _____

Address: _____

City: _____ State: _____ Zip Code : _____

Telephone: _____ Fax: _____ e-mail: _____

Description of Event: On separate pages, please respond to the items below to describe the event in reference to Section 7-5-5 of the City Code:

- A. Details regarding the location of the event including a site plan.
- B. Identify the days and hours during which the event may be held.

- C. Detail provisions made for availability of potable water and restroom facilities and trash containers.
- D. Describe measures to be taken for security and crowd management including use of barricades and/of fencing.
- F. Identify available off-street parking and describe traffic control measures.
- G. Verify that the following emergency services have been notified of the special event:
 - a. Wright County Sheriff (a separate special event application required).
 - b. Fire Department.
 - c. Ambulance.
- H. State whether alcohol is to be served or sold at the event, provide documentation of required licenses and describe measures to ensure no sale or consumption occurs by people under 21 years of age.
- I. Provide documentation of adequate insurance, including liability and/or Dram insurance as may be applicable.
- J. Identify use of any signs, banners or other advertising or promotional materials.
- K. Identify use of any additional or temporary outdoor lighting sources.
- L. Identify any sources of outdoor noise and use of equipment to amplify sound.
- M. Describe any temporary construction including but not limited to stages, shelters, fences, stairs, ramps or other structures.
- N. Provide a plan for post event clean-up of the site and surrounding area, removal of advertising or promotional materials and trash disposal.
- O. Submit documentation of adequate insurance, including liability and/or Dram insurance as may be applicable.
- P. The City Council and/or City staff may request any additional information deemed necessary to consider the special event permit application.

Signature of Applicant and Property Owner:

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements and are complete to the best of my knowledge. I understand that this application will be processed in accordance with established City review procedures at such time as it is determined to be complete

Applicant: _____ Date: _____

Property Owner: _____ Date: _____