

Return to: City Administrator Office, 315 Main St. S. Suite 100, Pine City, MN 55063 (320)629-2575

Applicant and Sponsoring Organization Information

Sponsoring Organization (if any): _____

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Special Event Information

Type of event: Parade Run/Walk/Race Outdoor Party Concert/Show Fair/Carnival
 Festival Rally Filming of movie/video/show Motorcade Parking lot/Street Dance
 Bike-A-Thon Athletic Event Other (explain) _____

Event Title: _____

Activities to take place at event: _____
 (use back of this sheet if necessary)

Will this be an amplified event? Yes No Proposed Location: _____

of Event Staff: _____ Event Date(s): _____

Estimated Attendance: _____ Hours of event: _____ AM/PM to _____ AM/PM

Set up time: _____ AM/PM to _____ AM/PM Take Down: _____ AM/PM to _____ AM/PM

Will food be served? Yes No (must obtain food or health license)

Will beer be served? Yes No Will intoxicating or 3.2 beverages be served? Yes No (liquor license required)

Admission Fee or requested donation amount for attendees (if applicable): \$ _____

Please attach the following:

- ____ Map of proposed area to be used which shows any barricades, street route plans, perimeter/security fencing, and identifies where alcoholic beverages will be served and/or sold
- ____ Non-profits must include 501C3 Form
- ____ Any public health plans, including supplying water to the site, solid waste collection and provision of toilet facilities;
- ____ Any fire prevention, emergency medical service plans, and security plans
- ____ Certificate of Liability Insurance. The certificate of insurance must name the City, its officials, employees and agents as additional insureds. Insurance coverage must be maintained for the duration of the special event. Insurance coverage must be a commercial general liability policy. The minimum limits must be at least \$1,500,000. If alcoholic beverages are to be sold or distributed at the special event, the policy must also include an endorsement for liquor liability. The City Council may require additional endorsements depending upon the type of special event and proposed activities.
- ____ If event is planned within a residential area in which a street is closed, applicant must pay all costs for City to send a letter to the effected residents within 300ft of proposed location.

Applicants Signature **Date** **City Administrator**

Barricades/Safety Cones -

Organization may contact the Public Works Department to arrange using barricades/safety cones for street closures.

Sponsoring organization must pick up barricades and/or safety cones from the Public Works Department located at 1205 Airwaves Rd NE. Pine City, MN 55063.

Please contact the Public Works Department at least 48 hours prior to picking up barricades and/or safety cones. City equipment must be returned the next working day.

Sponsoring organizations will be responsible for any damage to City equipment and will be charged for the cost of replacement.

A copy of the approved application for special event must be presented at the time the equipment is picked up. The Public Works Department does not guarantee the availability of equipment unless the sponsoring organization has contacted the Public Works Department.