City of
TWIN VALLEY

SPECIAL EVENT PERMIT APPLICATION

Addendum to Business License Application

OFFICE OF THE CLERK
107 2nd Street SW
P.O. Box 307
Twin Valley, MN 56584-0307
Office 218.584.5254
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www.TwinValley.govoffice.com

§118.21 A Special Event is defined as an outdoor gathering of a least 25 individuals, whether on public or private property, assembled with a common purpose for a period of one hour or longer. Special events include—concerts, fairs, carnivals, circuses, parades, flea markets, marathons, walkathons, festivals, races, bicycles events, celebrations or any other gathering or events of similar nature. This does not include noncommercial events held on private property.

§118.22 No person shall hold, conduct or participate in a special event within the city, unless a permit has been issued for such event upon timely written application made to the city.

EVENT INFORMATION	
CONTACT PERSON (If different than applicant)	
CONTACT PHONE (If different than applicant)	
ADDRESS OF EVENT **TWIN VALLEY, MINNESOTA**	
DATE OF EVENT	TIME OF EVENT
TYPE OF EVENT ☐ CONCERT ☐ CARNIVAL ☐ PARADE ☐ FLEA MARKET ☐ MARATHON ☐ FESTIVAL ☐ RACES ☐ OTHER _____ *please describe.*	
SCHEDULE OF ACTIVITIES ATTACHED? ☐ YES ☐ NO	SITE PLAN ATTACHED? ☐ YES ☐ NO
LIST ANY NECESSARY ROAD CLOSURES AND DURATION *If using a County Road, proof of approval from Norman County Required.*	
IS THIS EVENT OPEN TO THE PUBLIC? ☐ YES ☐ NO	ESTIMATED ATTENDANCE
WILL ADMISSION BE CHARGED? ☐ YES ☐ NO	AMOUNT PER PERSON $
WILL ALCOHOL BE SERVED AT THIS EVENT? ☐ YES ☐ NO	
LIQUOR LICENSE HOLDER	CONTACT PHONE
WILL FOOD BE SERVED AT THIS EVENT? ☐ YES ☐ NO	
FOOD VENDOR(S) *All food vendors must have a permit from the City as well as a license from the Minnesota Department of Health.*	CONTACT PHONE
WILL SOUND AMPLIFICATION BE USED? ☐ YES ☐ NO *No amplified sound is allowed between 10:00PM and 7:00AM*	
HAS EVENT INSURANCE BEEN PURHCASED? ☐ YES ☐ NO	
INSURANCE COMPANY	POLICY NUMBER
SPECIAL SERVICES REQUESTED ☐ FIRE DEPARTMENT ☐ RESCUE SQUAD ☐ UTILITY SERVICES *Applicant shall pay all additional costs incurred by the city as a direct result of this special event.*	

This permit is not transferable, not refundable, and is not valid for any other date or purpose than specified above. An approved copy of this permit must be available for inspection during the period of use. By signing below, I agree to abide by all applicable City Ordinances regulating special events. I agree to indemnify and hold the City of Twin Valley harmless for any personal injury claims resulting from our use of public property or organized public event. I agree to pay for any damage done to public property as a direct result of our special event.

SIGNATURE	DATE

OFFICE USE		
Date Received	Fee	Paid ☐
PUBLIC WORKS APPROVAL ☐	FIRE/RESCUE APPROVAL ☐	COUNCIL APPROVAL ☐
APPROVAL DATE	PERMIT NUMBER	