

CITY OF MOTLEY

SPECIAL EVENT PERMIT APPLICATION

Fill out this form completely, sign it, and include any/all required attachments. Submit to: Office of the City Clerk, 316 Highway 10 South, Motley, MN 56466, or cityofmotley@brainerd.net, at least 30 days prior to the event along with the **\$25 permit fee**. We recommend applying for a permit early in order to allow the proper amount of time to plan and advertise your event, as well as have the permit application reviewed and approved by the City Council. Incomplete applications will not be processed.

The City Council reserves the right to deny *any* application.

If your permit is denied, the **\$25 fee** will be refunded within 15 business days.

BASIC EVENT INFORMATION

Title/Name of Event: _____

Location (address) of Event: _____

****Please attach route map if for a parade, race, bicycle time trials, or other such event.**

Date/Time:

Set up: Date _____ Time: _____ to _____

Event: Date _____ Time: _____ to _____

Clean up: Date _____ Time: _____ to _____

Estimated Attendance (participants and/or spectators): _____

If there is a fee or donation required as a condition of attendance, please describe:

APPLICANT INFORMATION (Person/Group Responsible)

Sponsoring Organization Name: _____

Mailing Address: _____

City/State/Zip Code: _____

Primary Contact/Applicant Name: _____

Phone Number: _____ Alternate Number: _____

Email Address: _____

Website Address: _____

Name of contact person during event: _____ Cell #: _____

Alternate contact during event: _____ Cell #: _____

Note: Contact person must be the responsible party on the event day and have the authority to cancel or modify event plans if necessary.

Refer media or citizen inquiries to: _____ Phone #: _____

EVENT DETAILS

Entertainment: If there will be music, sound amplification or any other noise impact, please describe, including the intended hours as well as measures to be taken to ensure compliance with city noise ordinance

Sanitation/Drinking Water: Describe the toilet and handwashing facilities present on the site (type, number and location) as well as temporary/portable facilities to be provided. Describe the source of drinking water.

Parking and Traffic Control: Describe the location and number of parking spaces available. Describe arrangements that have been made for traffic control.

Emergency/Medical Services: Describe measures that will be taken to ensure emergency vehicle access (police, fire, ambulance) to the event area.

Security/Crowd Management: Describe your proposed procedures and staffing for the event operations and crowd control.

Trash/Recycling Event Clean-Up: Describe the number, type and location of trash/recycling containers to be provided. What provisions have been made for clean-up of the site and surrounding area after the event?

Name of trash/recycling hauler: _____

Fireworks or Pyrotechnics: Will any fireworks or pyrotechnics be used at the event?
Yes ____ No ____ **If yes, a separate fireworks permit application is required.**

Food and Beverages: Will alcoholic beverages be served? Yes ____ No ____
If yes, describe the type of beverages and the status of the liquor license.

Will food and/or non-alcoholic beverages be served? Yes ____ No ____
If yes, describe what will be served and any plans for cooking food in the event area, including fuel source to be used.

Other Concessions: Describe what vendors or concessionaires you will allow at the event and how you intend to regulate and monitor their activities.

Insurance Requirements: A certificate of insurance must be filed with the city prior to issuance of the Special Events Permit. 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 \$1,000,000. 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 may require additional endorsements depending upon the type of Special Event and the proposed activities.

Please note: The League of MN Cities Insurance Trust may be able to provide a low-cost option for insurance through their Tenant User Liability Insurance Program (TULIP). If you are interested in this coverage, please contact them directly. You can also find additional information about this coverage at: <http://www.lmc.org/page/1/Tenant-User-Liability-Insurance-Program.jsp>. This is not to be construed as an endorsement of their services.

I hereby affirm that the statements contained herein are true and correct to the best of my knowledge. By signing this document, I declare that I have received, read, understand and agree to all of the rules and regulations pertaining to Special Events in the City. I am duly authorized to make such agreements on behalf of the persons or organization sponsoring this Special Event. I agree to pay all associated fees and meet all other requirements of the Motley City Code.

Signature of Applicant

Date

FOR CITY USE ONLY

Application received by: _____

Date: _____

Application fee received: \$ _____

Date: _____

Anticipated Council Review date: _____