



City of Hoyt Lakes

Special Event Permit Application

Fee: \$25.00

Contact Information

Group / Organization: _____

Contact Person: _____ Phone: _____

Address: _____

Email: _____

Secondary Contact Person: _____ Phone: _____

Event Day on-site Contact _____ Phone: _____

Event Information

Type of Event: _____

Event Name/Title: _____

Description of Event: _____

Proposed Location: _____ ***Estimated attendance: _____

*** Large Events may be subject to a damage deposit of no more than \$500*

Event Date and Times

Set Up Date and Time _____ Actual Event Time: _____

Clean Up Date and Time _____

Event Features

Will any signs / banners be put up? Yes No if yes, number and size: _____

Will there be any inflatables? Yes No if yes, provide insurance certificates from rental provider

Will there be any entertainment? Yes No if yes, what type and time: _____

Will sound amplification be used? Yes No if yes, hours and type: _____

Will a stage or tent be set up? Yes No if yes, dimensions: _____

Will Merchandise be sold? Yes No if yes, provide a list to City Hall

Will Food be prepared or sold? Yes No if yes, provide a list & the MN Health Licenses to City Hall

Will there be a Fireworks display? Yes No if yes, obtain permit from company to be approved by Council

Services

Will the Event Use, close, or block any of the following:

City Streets or Right-of-ways: Yes No If yes, Streets: _____

City Sidewalks or Trails: Yes No If yes, Location: _____

Public Parking Lots or Spaces: Yes No If yes, location: _____

County Streets (Kennedy Memorial Drive) require County approval for closure.

***** answering yes to any of the above, police services may be required for the event, and you must contact the East Range Police Department to have a planning meeting no less than 30 days prior to the event.*****

Will the event need barricades? Yes No If so, how many are needed: _____

Will Alcohol be served? Yes No If so, who is serving it (approval to transfer liquor licenses required by Council; provide license with application): _____

Will portable restrooms be used? Yes No if yes, how many: _____

Will extra trash receptacles be needed? Yes No if yes, how many are needed: _____

Describe trash removal and cleanup after the event: _____

Will the event need traffic control? Yes No

Will the event need additional police presences for the event? Yes No (the city may determine additional police presence is required for the event)

Describe crowd control procedure to ensure safety of participants and spectators: _____

Will "No Parking Signs" be needed? Yes No If yes, how many: _____

Will the event need EMS / Fire Department? Yes No (the city may determine EMS / Fire Department presence is required for the event)

Describe plans to provide first aid, if needed: _____

Describe the emergency action plan if severe weather should arrive: _____

How does the event benefit the residents and/or businesses in the City of Hoyt Lakes? _____

List any other pertinent information (animals, etc.) _____

Possible costs of items that may be requested:

Firefighters / EMT	\$30 per hour per person
Police – Special Events – Police Officer.....	\$60 per hour per person
Extra Trash Removal.....	\$100/dumpster pickup
Public Works – Special Events Assistance	\$90 per hour per person
Barricades.....	\$1 each per day

TOTAL _____

Attachments required

(Please attach additional sheets as needed)

- Site Plan (This is mandatory for all events. Include any tables, stages, tents, fencing, portable restrooms, vendor booths, trash containers, barricades, etc. If the event includes a parade, race or walk, attach a route map with directional arrows, rest stops, crossings, signage, etc.)
- Certificate of Insurance (Include: Policy Number, Amount and Provisions that the City of Hoyt Lakes is included as additional insured. The insurance requirements depend on the risk level of the event and are determined by the City.)
- Permits / List of Solicitors, and Food Vendors with the necessary Department of Health Certificates
- Signatures of Business Owners / Managers of all properties that the City deems as affected by the event, the City will provide a list of all signatures needed for approval.
- Proof of Non- Profit Status

Hold Harmless Agreement

The sponsor(s) of this event hereby agrees to save and hold harmless the City of Hoyt Lakes, its officers, agents, employees, and members from all claims, suits, or actions of whatsoever nature resulting or arising from this activity. As the sponsor or authorized representative, I certify that the information is provided as accurate and true to the best of my knowledge and agree to pay the permit fee for this event based upon the information provided in this application. I realize my submittal of this application request constitutes a contract between myself and the City of Hoyt Lakes and is a release of Liability.

Signature

Date

To be completed by City Hall

Fees may be waived by at the discretion of the City Council

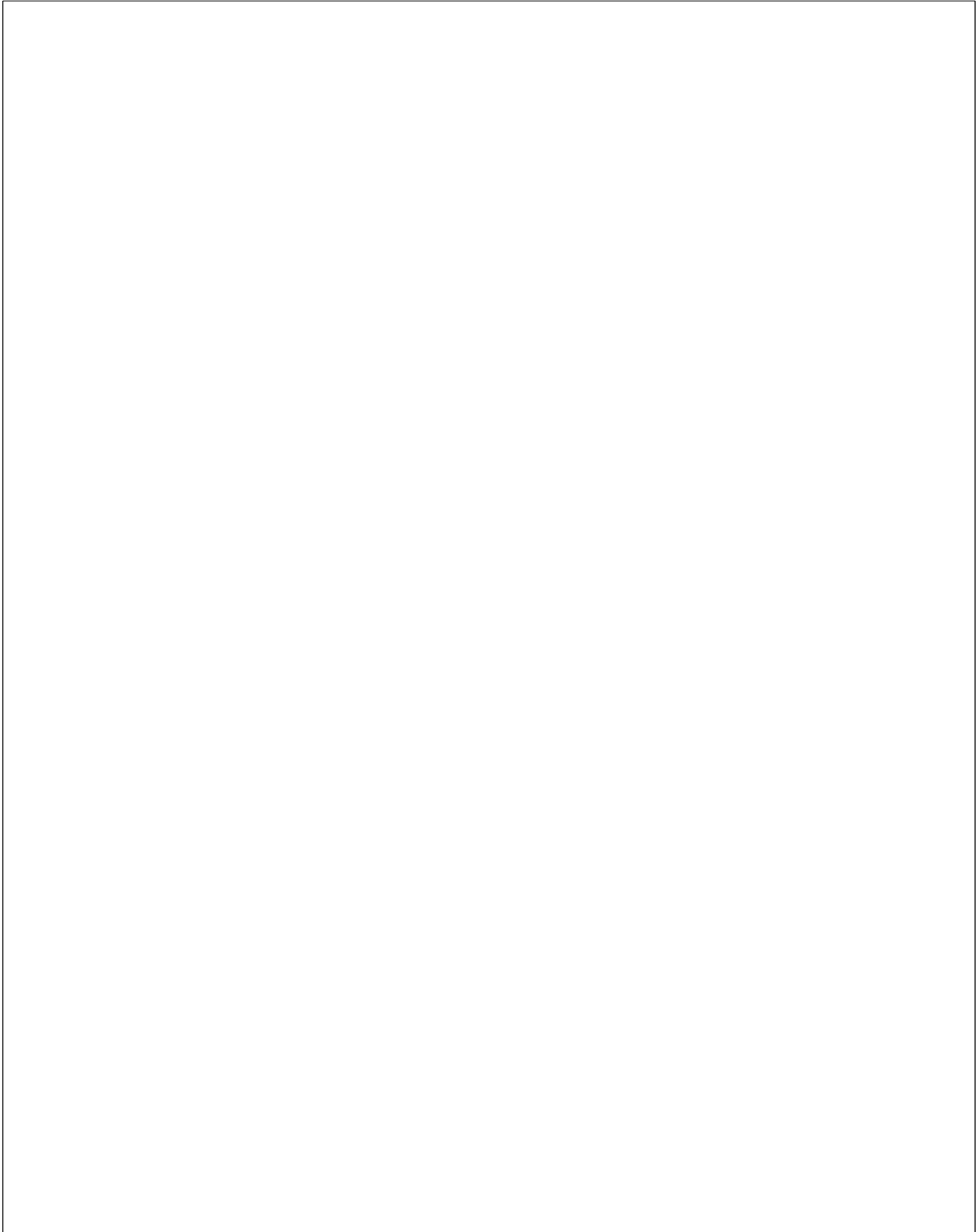
<u>Department</u>	<u>Approval Signature</u>	<u>Date</u>
City Hall	_____	_____
Public Works	_____	_____
Recreation	_____	_____
Police Department	_____	_____
Fire/EMS Department	_____	_____
Application Fee	\$25	\$25.00
Firefighters/ EMT	Qty Requested _____ @ \$30 person/hr	Total _____
Police Officer	Qty Requested _____ @ \$60 person/hr	Total _____
Extra Trash Removal	Qty Requested _____ @ \$100/dumpster	Total _____
Public Works	Qty Requested _____ @ \$90 person/hr	Total _____
Barricades	Qty Requested _____ @ \$1 each/day	Total _____

TOTAL FEES: _____

Site Plan _____ Certificate of Insurance _____ Permits / vendor lists _____ Non-profit status _____

Site Plan:

Include any tables, stages, tents, fencing, portable restrooms, vendor booths, trash containers, barricades, etc. If the event includes a parade, race or walk, attach a route map with directional arrows, rest stops, crossings, signage, etc.

A large, empty rectangular box with a thin black border, intended for drawing a site plan. The box is currently blank.