



SPECIAL EVENT PERMIT APPLICATION

CITY OF DEEPHAVEN
20225 COTTAGEWOOD ROAD
DEEPHAVEN, MN 55331
952-474-4755

Filing Fee
\$50.00

Name of Sponsoring Entity: _____

Contact Person: _____ Phone Number: _____

Address: _____ Email: _____

Date and Time of the Special Event: _____

Describe and List all Activities at the Special Event: _____

Proposed Location of the Special Event, please attach a map of the proposed area to be used which shows any barricades, street route plans or perimeter/security fencing.

Estimated number of: Staff _____ Participants _____ Spectators _____

List All Special Considerations: Parking, Security Plans, Fire & Emergency Medical Services, Safety Provisions, Traffic Control, Pedestrian Access, Garbage Collection, Water Service, Electric Service, Public Restrooms: (Please list on separate sheet, if necessary)

Please list the admission fee, donation or other consideration to be charged or requested for admission to the special event, if applicable: _____

Will food or alcohol be served or sold at the special event: _____

Applicant's Signature: _____ Date: _____

SPECIAL EVENT REQUIREMENTS

Special Event - means any concert, parade, fair, show, festival, carnival, rally, party, filming of a movie, video or television show, motorcade, run, street dance, bike-a-thon, race, walk, athletic event or other attended outdoor entertainment or celebration that is to be held in whole or in part upon publicly owned property or public right-of-way.

Permit Application - Any person or organization desiring to conduct or sponsor a special event in the City shall first obtain a special event permit from the City and must submit a fully completed Permit Application for review and approval by the Deeplaven City Council. The application must be submitted twenty (20) days prior to the next available Council meeting. The Council may approve, deny, or amend the application.

Indemnification Agreement - If the event, or any portion of the event is to be held on City property or right-of-way, prior to the issuance of a special event permit, the permit applicant and authorizing officer of the sponsoring organization, if any, have agreed by signing the Permit Application to indemnify, defend and hold the City, its officials, employees and agents harmless from any claim that arises in whole or in part out of the special event, except any claims arising solely out of the negligent acts or omissions of the City, its officials, employees and agents.

Liability Insurance Required - The applicant or sponsor of a special event must possess or obtain liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury or property damage arising from the special event. 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 of Deeplaven 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 Council may require additional endorsements depending upon the type of special event and proposed activities. The City may waive or reduce the insurance requirements if the City Council determines that the insurance requirements are in excess of the reasonable risk presented by the proposed special event.

Cleanup Deposit - The applicant or sponsor of the special event involving the sale of food or beverages for immediate consumption, erection of structures, horses or other large animals, water aid stations or another activity likely to create a substantial need for cleanup may be required by the City to provide a cleanup deposit prior to issuance of the special event permit. The cleanup deposit shall be in an amount set by the City Council. The cleanup deposit will be returned to the applicant/sponsor if the area used for the special event has been cleaned and restored to the same condition as it existed prior to the event. If the property used for the event has not been properly cleaned or restored, the applicant/sponsor will be billed for the actual cost by the City for the cleanup and restoration. The cleanup deposit will be applied toward payment of the bill.