SPECIAL EVENT PERMIT APPLICATION

SPECIAL EVENT. Any festival, street dance, sports event, or other attended outdoor gathering, entertainment, or celebration that is to be held in whole or in part upon publicly owned property or public right-of-way, or, if held wholly upon private property, will affect or impact the ordinary and normal use by the general public of public property or public rights-of-way and/or will create excessive noise or disruptions in a residential area within the vicinity of the event.

City of Pelican Rapids
315 N Broadway, PO Box 350
Pelican Rapids, MN 56572
218-863-7076
Email:
citypr1@pelicanrapids.com
www.pelicanrapids.com

Name of Event: Is this a new Event? ☐ Yes ☐ No

Date of Event: **Time of Event:**

Estimated Attendance (If applicable)

Type of Event (Picnic, Concert, 5K, Food Vendor, etc) List all activities -
use additional paper if necessary

Location of Event:

Contact: **Organization:**

Address:

City, State, Zip:

Phone: **Cell Phone:**

e-mail address:

Street closures requested:

Type of Assistance Requested from (be specific):

Street/Park Department staff-

Police Department -

If you need help from the Fire or Rescue Department, contact them directly: Fire Dept: prfd@pelicanrapids.com

Are you serving as a Sponsor (Umbrella Organization) for the whole event? ☐ **Yes** ☐ **No**

ARE YOU SERVING ALCOHOL AT YOUR EVENT? ☐ YES ☐ NO

Liability insurance information: **Agency (contact name and phone #)**

Dates of coverage:

Must provide insurance certificate with City of Pelican Rapids listed as additional insured if event is held on public property. Proof of insurance is required for an event on private property.

Council approval date:

***New Events may be required to meet with City staff prior to presenting the application to the City Council if they have specific questions or concerns.**

Next Page - sign Hold Harmless Agreement

SPECIAL EVENT PERMIT HOLD HARMLESS FORM

Permitee agrees to defend, indemnify, and save harmless the City from any and all liens, claims, suits, demands, liability, judgement costs, damages, and expenses which may accrue against or be charged or may be recovered from the City by reason of or account of any claim for damage arising from Permitee's use or occupancy of the premises whether or not person or persons including Permitee, its members, Permitee's employees, agents, volunteers, invitees, or tenants, whomsoever occasioned or caused by the contact, acts, or omission of Permitee, its members, volunteers, invitees, or tenants or by reason of the use, development, operation, or maintenance of said premises by Permittee under this agreement. Upon ten (10) days written notice, Permittee will appear and defend all claims and lawsuits against the City growing out of any such injury or damage resulting from any defect in the construction condition of all the interior and exterior premises of the site. The City does not waive its immunities under state or federal law. Permittee agrees to provide a certificate of insurance with the City of Pelican Rapids listed as an additional insured.

You will be responsible for the cost to replace any damaged items.

_____
Permitee Signature

_____
Name of Organization Permittee is Representing

_____
Date

_____
City Signature

PELICAN RAPIDS

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