



City of Big Lake Special Event Permit

A Special Event Permit is required to hold certain events within the City of Big Lake and receive services or resources from the City of Big Lake. Descriptions of events and services, and application details are provided below. Contact the Recreation and Communication Coordinator with questions regarding the application process.

Special Event refers to any concert, parade, fair, show, festival, carnival, rally, party, filming of movie, video or television show, motorcade, run, fishing, swimming, or other lake activities, street dance, bike-a-thon, race, walk or athletic event or other attended 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 require the use of special services.

Special Services are the exclusive allocation of City resources, including, but not limited to, City personnel, equipment, right-of-way, property or facilities for use in conjunction with a specific event or activity, as requested by the host or sponsor of the event, or as requested by or on behalf of any person attending the event, or deemed necessary by City staff in order to maintain public safety. Special Services include, but are not limited to, any of the following:

- Street closures requiring police officers to stop or reroute traffic
- Special police protection
- Stationary emergency vehicles at or in the immediate vicinity of the event
- Exclusive use of City streets as a staging area or for event parking
- Additional street cleaning and garbage removal
- Special signage such as temporary no parking signs
- Use of City buildings, equipment or other property for any purpose other than the normal daily operations of the City

Application Materials and Fees Required:

- Application Fee:
 - \$25 fee
 - If organization provides current verification of 501(c)(3) status, this fee is waived
- Cleanup Deposit:
 - Public Works staff may require a cleanup deposit prior to an event occurring on public property
- Park Facility Rental Application:
 - If you are requesting the reservation of a park shelter at Lakeside Park or Wrights Crossing Park, please complete the Park Facility Rental Application found via the link below and submit a \$30 application fee per shelter per day
 - <http://www.biglakemn.org/489/Park-Facility-Rental>
- Certificate of Insurance:
 - A Certificate of Insurance with the City listed as additionally insured is required if your event occurs on public property
- Additional Permits:
 - Provide copies of all additional permits required from the City, State, and County



City of Big Lake Special Event Permit Application

Name of Event: _____ Date of Application: _____

Date(s) of Event: _____ Beginning and Ending Time: _____

Event Location and Address: _____

Description of Event (include proposed site plan): _____

Organization Name: _____ Anticipated number of Attendees: _____

Address: _____

Primary Contact Name: _____ Phone: _____

Applicant E-Mail: _____

Will alcoholic beverages be served? _____ Yes _____ No

-- If yes, please contact the City Clerk to obtain necessary licensing.

Will food and/or non-alcoholic beverages be served? _____ Yes _____ No

-- If yes, please attach copies of necessary permits from the Department of Health, the Department of Agriculture, and Sherburne County.

Will gambling activities occur at the event? _____ Yes _____ No

-- If yes, please contact the City Clerk to obtain necessary licensing.

Will there be any sound amplification, playing of loud music or musical instruments? _____ Yes _____ No

-- If yes, please explain and list hours _____

Describe any City services and/or equipment being requested for this event (i.e., barricades, cones, signs, tables, personnel, parking restrictions, alteration of vehicular or pedestrian traffic).

Will your event take place on public waters or make direct contact with wildlife in the area? _____ Yes _____ No

-- If yes, please contact the Minnesota Department of Natural Resources and Sherburne County Water Patrol to see if you are required to have any specific permits through their offices. To find more information about these permits visit:

--www.dnr.state.mn.us/fishing/tournaments/index.html

--www.co.sherburne.mn.us/392/Recreational-Enforcement

Requirements:

1. Event organizers must take all reasonable safety precautions during the event. If canceling or postponing your event, please notify the City of Big Lake in advance of the original event date.
2. Event organizers are responsible for enforcing and following all City Ordinances and Park Regulations.
3. Event organizers are responsible for cleaning up and disposing of garbage at the event's conclusion. City of Big Lake personnel will inspect the areas after the event. Any costs for repair or clean-up in excess of your deposit will be billed to the individual and/or group who reserved the facility. The sponsoring group and/or applicant are responsible for any damage or accidents that may occur in connection with the event. Deposit is refundable only by recommendation of City Staff.
4. Decorations and signage must be approved by the Planning and Zoning Department prior to the event.

Certificate of Insurance:

The applicant shall provide insurance which will indemnifies the City of Big Lake and its elected and/or appointed officials, agents, and authorized volunteers from and against any and all claims, actions, suits, proceedings, costs, expenses, damages, obligations, penalties, injuries, and liabilities (including, without limitation, reasonable court costs, attorney's fees, and the cost of appellate proceedings) arising in connection with the proposed uses in amounts of at least \$500,000 per injury and \$1,500,000 per occurrence. The policy shall name the City of Big Lake as an additional insured "as their interest may appear". The name, date and location of event shall be listed under "Description of Operations".

Insurance Company: _____ **Policy #:** _____

(I) (We) the undersigned, hereby apply to use facilities owned or operated by the City of Big Lake for the above event. The applicant shall comply with all applicable laws and ordinances, codes, and regulations of other governmental agencies. As the sponsor or authorized representative, I certify that the information provided is true to the best of my knowledge and agree to pay the application fee for this event based upon the information provided in this application. I realize my submission of this application constitutes a contract between myself and the City of Big Lake and is a release of liability.

Specifically, and without limiting the generality of the foregoing, the holder of this permit agrees to save, defend and hold harmless the City of Big Lake for damages to City personnel, facilities, equipment or other City property, or to the property and/or person of any third party resulting from the use authorized hereby. The City shall not be liable for death or injury of any such person occurring as a result of the use of the facilities authorized hereby.

Signature of Applicant: _____ **Date:** _____