



For Office Use Only
Application/Fee Received By: _____
Fee Amount Paid: _____
Date Received: _____

Block Party Event Permit Application

Special Event Permit Application must be filed with the City of Big Lake at least sixty (60) days in advance of the date that the special event is to occur. Application materials and payment of the **\$25.00 Event Permit Fee** should be sent to:

City of Big Lake
 Attention: Corrie Scott
 160 Lake St North
 Big Lake, MN 55309
 cscott@biglakemn.org

Title, Purpose, and Description of Event: (include map) _____

Event Date: _____ New Event Returning Event Returning Event with changes

Event Start Time: _____ Event End Time: _____

Event Location and Address: _____

Applicant Name: _____ Title: _____

Applicant Address: _____ Date Applied: _____

Applicant Phone: _____ Applicant Cell: _____

Applicant Email: _____ Applicant Fax: _____

Organization Name: _____

Are you an authorized applicant for this organization? _____ Yes _____ No

Is organization a 501(c)(3)? _____ Yes _____ No

[If yes, please attach copy of current verification of 501(c)(3) status]

Anticipated number of: Participants - _____ Spectators - _____ Vehicles - _____

Will there be any tents, canopies, stages, platforms, stages, bleachers? _____ Yes _____ No

If yes, please describe, including number and sizes.(include map) _____

Are you requesting any City services and/or equipment for this event? _____ Yes _____ No

[i.e., barricades, cones, signs, tables, personnel]

If yes, please describe. _____

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

-- If yes, please describe.

(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