



## **SPECIAL EVENT PERMIT**

A Special Event Permit is required to hold certain special events or receive special services within the City of Big Lake.

**“SPECIAL EVENT”** means 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”** means 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 shall include, but not be 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 services, special signage such as temporary no parking signs, the use of any City buildings, equipment or other property for any purpose other than the normal daily operations of the City, or the City otherwise providing exclusive services.

A **Park/Facility Rental Agreement** is attached to this application packet. This is only required to be filled out if you are requesting exclusive use of a park structure such as a pavilion area during your event. The fee for the exclusive use of a park structure during your event is **\$30** and requires approval from the City of Big Lake Public Works Director or their designee.



**For Office Use Only**

Application/Fee Received By: \_\_\_\_\_

Fee Amount Paid: \_\_\_\_\_

Date Received: \_\_\_\_\_

**SPECIAL EVENT PERMIT APPLICATION**

Special Event Permit Applications 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 Street 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 E-Mail: \_\_\_\_\_ 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]*

*[\$25 event permit fee waived]*

Anticipated number of: Participants - \_\_\_\_\_ Spectators - \_\_\_\_\_ Vehicles - \_\_\_\_\_

**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