



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 - _____

Is there a fee or donation required as a condition of attendance or participation in this event? _____ Yes _____ No

-- If yes, describe the amount to be collected and explain the purpose of the collected fee/donation.

Will alcoholic beverages be served? _____ Yes _____ No

(Please note that a separate license is required to sell or serve alcoholic beverages)

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

-- If yes, describe nature of the food, non-alcoholic beverages, sanitation measures, and food handling procedures.

Have you obtained the necessary permits from the Department of Health, the Department of Agriculture, and Sherburne County? _____ Yes _____ No

-- If yes, please attach copies of permits.

Will there be any merchandise sold or given away? _____ Yes _____ No

-- If yes, please describe.

Will there be any structures, tents, canopies, bleachers, scaffolding, grandstands, reviewing stands, stages, or platforms? _____ Yes _____ No

-- If yes, please describe, including number and sizes.

Describe plans for proposed security and crowd control.

Describe plans to provide first aid.

Describe plans for animal control.

Describe plans for parking control.

Describe plans for temporary closing of streets; provide specific locations and times of closing (please attach map).

Describe plans for fencing, gates, and location of signs (please attach map).

Describe plans for clean-up; include number, type, and location of trash containers, dumpsters and portable toilets.

Will there be any sound amplification, playing of music or musical instruments?

_____ Yes _____ No

-- If yes, please describe.

Describe any City services and/or equipment being requested for this event (i.e., barricades, cones, signs, tables, personnel).

Does the applicant request the City to restrict or alter parking, vehicular traffic, or pedestrian traffic patterns?

_____ Yes _____ No

-- If yes, please describe.

Does the applicant request the use of City parks or shelters?

_____ Yes _____ No

-- If yes, please complete a Park/Facility Rental Agreement (attached) and submit the documentation and \$30 fee with this application.

Will your event take place on public waters?

_____ Yes _____ No

-- If yes, please contact the Sherburne County Water Patrol to see if you are required to have a Special Event Permit and/or a Temporary Structure Permit through their offices. To find more information about these permits visit www.co.sherburne.mn.us/392/Water-Patrol.

Sherburne County Water Patrol:

Deputy Cole Petroske #3537
cole.petroske@co.sherburne.mn.us
763-765-3500

Does your event make direct contact with wildlife in the area? (i.e. fishing tournament)

_____ Yes _____ No

-- If yes, please contact the Department of Natural Resources to see if you are required to have any specific permits through their office. To find more information about these permits visit www.dnr.state.mn.us/fishing/tournaments/index.html.

Minnesota Department of Natural Resources (DNR)

Rosa Garner - Regional Fisheries Manager
rosa.garner@state.mn.us
763-259-5769

INSURANCE REQUIREMENTS:

Important Rules:

1. To secure a park reservation, a **\$50.00 clean-up deposit** must be received with the application. Make checks payable to: City of Big Lake.
2. Event organizers are responsible for cleaning up and disposing of garbage at the event's conclusions.

3. City of Big Lake personnel will inspect the areas after the event. Any costs for repair or clean-up in excess of the \$50.00 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. Facility use for all events is on a first come, first served basis.
5. Decorations and signage must be approved by City of Big Lake Public Works and Planning and Zoning.

The sponsoring group must take all reasonable safety precautions during the event. If canceling or postponing your event, please notify the City of Big Lake at least forty-eight (48) hours in advance of the original event date.

The event organizers are responsible for enforcing and following all City Ordinances and Park Regulations.

The event organizer is responsible for acquiring all needed permits (i.e., zoning, temporary use, building, Department of Health, etc.); please include copies of all permits with this application.

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



CITY OF BIG LAKE

Park Facility Rental Agreement

****Contact Public Works for open reservation dates****

City of Big Lake

Public Works Department
160 Lake Street North
Big Lake, MN 55309
763-263-2268
mgoebel@biglakemn.org
www.biglakemn.org

CITY HALL OFFICE HOURS

Mon–Fri: 8:00 a.m. to 4:30 p.m.

APPLICANT INFORMATION

Date of Application _____

Person Responsible _____

Organization (if applicable) _____

Address _____

Home Phone _____ Work Phone _____

Cell Phone _____

Email _____

PARK LOCATION INFORMATION

Park Shelter Location Being Reserved _____

If Lakeside Park: Upper Shelter Lower Shelter

Reservation Date _____ Time In: _____ Time Out: _____

****Contact Public Works for open dates**** Approximate Attendance No. _____

Purpose _____

Will you need electricity? Yes No

Type of Activity _____

Applicant Signature: _____ Date _____

Signature indicates applicant has reviewed and agrees to the terms and conditions on the backside of this form.



*****for office use only*****

Staff person accepting application: _____ Date application submitted: _____

Date Application sent to Public Works _____ \$30.00 Registration Fee Paid

Payment Type [circle one] : CC / CHECK (# _____) / CASH

Payment Made [circle one]: At City Hall -or- Online

Public Works Director Signature (or designee) _____ Date: _____

(APPLICATION IS NOT APPROVED UNTIL SIGNED BY PUBLIC WORKS DIRECTOR OR DESIGNEE)

Rules and Regulations listed on backside of application form ➡

FACILITY RENTAL AGREEMENT RULES AND REGULATIONS FOR USE OF CITY PROPERTY

- The City reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activities on City property. The City shall not be responsible for interruptions of the use of facilities listed in this Agreement for reasons beyond its control, and reserves the right to cancel this permit for reasons of public safety or convenience.
- The applicant represents and agrees that they have read and understand the information regarding the use of this City of Big Lake facility, including cancellation procedures, liabilities and responsibilities assumed, times, and curfews.
- 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.
- The individual signing this request must be a competent adult (21 years of age or older) and agree to abide by all City codes and policies.
- Rental fee must be paid at the time of request. Rental form must be signed and submitted to the City.
- A Facility Rental Agreement will be sent to the applicant confirming approval of request.
- No refunds will be issued.
- Set up and Clean up are the full responsibility of the individual or organization renting the facility.
- Agreement is only for rental of Shelter areas. The rest of the park area shall remain open to the public.
- Every group must be under competent and adequate adult (21 and older) leadership. Adult supervisors are required to remain with the group at all times and are responsible for the group's conduct.
- **DISORDERLY CONDUCT OF ANY KIND IS STRICTLY PROHIBITED.**
- The individual signing the use request assumes full responsibility for any damages to the shelter/equipment.
- The City will not be held liable for loss, damage, injury, illness, or expense incurred in connection with the use of the City facility under this agreement.

AVAILABLE SHELTER INFORMATION

LAKESIDE PARK FACILITIES

Address: 101 Lakeshore Drive
 Hours Open: 5:00 a.m. to 10:00 p.m.
 Parking Fee's at Lakeside Park will apply.
 Park Regulations Apply.

Facilities:

- 12.4 acres
- Picnic area
- Beach
- Playground structure
- 3 volleyball courts
- Skate Park
- Basketball court
- Boat launch
- Fishing pier
- 2 Shelters
- Parking lot
- Picnic tables
- Restrooms
- Grills
- Dock
- Water fountain
- Horseshoe Pits
- No pets allowed



WRIGHT'S CROSSING PARK FACILITIES

Address: 514 Forest Road
 Hours Open: 5:00 a.m. to 10:00 p.m.
 Parking is limited.
 Park Regulations Apply.

Facilities:

- 3.1 acres
- Playground structure
- Swings
- Volleyball court
- Gazebo
- Picnic tables
- Parking lot
- Satellite rest room
- Benches

