



## Application for Street Closure, Special Event and Festival Permit

Instructions: Request for community events to be held on City owned property, require City authorization and involvement from City Departments. Please complete the application below, and submit with required fees at least 30-days before the event. Once the application has been submitted, City staff will review the application and contact the organizers for a meeting.

### Applicant Information

Name of Applicant:

Organization:

Phone Number:

Address:

Event Contact:

Cell Phone Number:

Event Sponsor (if different than organization):

Is the organization or Event Sponsor a 501 (c) (3)?

Yes

No

If yes, please attach verification of 501 (c) (3) status.

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### Event Information

Event Name:

1 st Choice Location

Date (s):

2 nd Choice Location

Date (s):

Requesting the use of a Park Shelter for your event? A Park Shelter application will need to be completed. Please contact Vicki at 507-625-4141 to complete the application and submit the \$100.00 park shelter reservation fee. Below are the shelters available for rental.

Spring Lake Park Shelter #1

Spring Lake Park Shelter #2 (includes Gazebo)

Wheeler Park Shelter.

Event Start Time:

Event End Time:

Setup Date (s) Time (s):

Tear Down Date (s)/Time(s):

Expected Number of Attendees:

Event Description: Please check the type of event (check all that apply) and write a brief description of your event, in the space provided.

Walk/Fun Run/Race (Please include Parade Permit Application, fee, and Map)

Parade (Please include Parade Permit Application, fee, and map)

Art Fair/Festival

Bike Ride

Cultural Event

Other event

Brief Description of Event:

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## Event Features

### Alcohol (Select One)

Catered event, licensee holding caterer's permit to provide food and liquor. Under caterer's permit, the caterer is responsible for ID/wristband, security and ensuring there is no second party transfer. Please indicate caterer:

Temporary 3.2 Percent Malt Liquor License, only issued to charitable, religious or nonprofit organizations for events not to exceed four (4) consecutive days. Application needs to be submitted with fee and requires City Council approval.

Temporary Intoxicating liquor license, only issued to charitable, religious or nonprofit organizations in existence for at least three (3) years for events not to exceed four (4) consecutive days. Application needs to be submitted with fee and requires City Council approval and Alcohol and Gambling Enforcement Division approval. Needs to be submitted to the state 30-days prior to the event.

No alcohol.

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### Security

Please indicate if security is being provided. If yes, who and how many?

No security provided. If no security is provided, the city reserves the right to require safety based on the review of the event.

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### Natural Disaster Preparedness

Describe how you will monitor weather conditions; how you plan to evacuate people in the event of dangerous conditions; and the name and contact information of the person responsible for making the decision to halt the event because of the weather.

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### Concessions and Vendors

Food & Beverages

Yes

No

All food vendors, regardless of their status must have a valid Food and Beverage License issued by the Minnesota Department of Health. You, as the applicant, are responsible for verifying that all vendors providing food or beverage during your event have obtained the proper license.

Vendors Concession or vendor permits may only be approved for non-profit group events. A separate permit application must be completed and submitted along with a \$25.00 fee per day. A park cleanup deposit of \$100.00 is also required.

Yes  
No

A list of all vendors and their contact information must be submitted before the event.

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### **Amplified Sound (if applicable)**

Loud Speakers, Public Address System, or Amplifying Equipment. Requires Audio Permit and a \$25.00 fee.

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### **Animals**

Will animals be included and if so, provide specifics as to type of animals and how the animals will be accessible by the public (pony rides, petting zoo, etc...)

Yes  
No

Please note... the owners of the animals will be required to provide a certificate of insurance in an amount not less than \$1.5 million per occurrence naming the City of North Mankato as an additional insured prior to the event.

Please provide the name and address of animal owners.

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### **Tents and Canopies (if applicable)**

Are you planning to use tents or canopies? If yes, they must be clearly identified on the Site Map including the location and size/dimensions. The event organizer is liable for any damage caused to property/facility and must obtain approval prior to installation. A gopher one call must be made before the event.

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## **Event Logistics**

If you are planning to erect, install, or use any of these structures, please identify the location of all structures on your Site Map. Include size and quantities. The event organizer is liable for any damages caused to property/facility and must obtain approval prior to installation of items below. NOTE: Items are provided by the event; not the City.

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### **Stages and Platforms**

How many stages? Please describe the stage/platform.

Yes  
No

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### **Public Restrooms**

Yes

Will your event include the use of portable toilets/sinks? If yes, how many?

It is the responsibility of the event coordinator to contract with a provider for portable toilets/sinks.

Temporary restrooms can be placed 24 hours prior to the event and need to be removed within 24 hours following the event. All portable toilets must be located on a hard surface, which may include asphalt, concrete, or plywood.

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## Picnic Tables

Do you want any additional picnic tables?

Yes

No

How many and location (s).

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## Refuse (Garbage and Recycling)

The event is responsible for cleaning up after an event. The applicant shall properly dispose of debris from the event. If the street or park department determines cleanup is inadequate, the cost for the public works to cleanup will be charged to the applicant. Cleanup shall be completed within three (3) hours of the end of the event.

The City will provide refuse containers for events. The number and placement will be determined by number of participants.

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## Road Closures or use of Public Right-of-Way

Are you requesting to close a :

Street

Parking Lane

Sidewalk

Alley

Other

All requests must be submitted at least 30 days before the event. Some closures may require review by the Traffic and Safety Committee.

Applicants must contact affected property owners, 14 days prior to the closure. City staff will review the event and ensure proper barricades/cones are used to manage the event.

Applicant must maintain a 20 feet clear fire lane. At no point is the street to be blocked with vehicles inside the fire lane area.

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## Traffic Control

Yes

No

Do you Require Cones or Barricades?

Cones

Barricades

Please indicate the number of cones and barricades and indicate on the map the location of all cones and barricades.

Are you requesting assistance from City staff to set up or man the intersections? If you are requesting assistance, please indicate the number of Police Reserve or City staff and the location you would like to have the assistance. Please be aware that the City may not be able to provide assistance and reserves the right to deny assistance.

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## No Parking

Requesting no parking? Please indicate the streets/blocks.

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## EVENT MAP

### Site Map (Required)

Please attach a site map clearly indicating the setup of the event. The site map should indicate the relative location of the following: all sources of amplified sound and direction of sound; tents/canopies with sizes, stages, promotional vehicles, inflatables, portable toilets, refuse containers, fencing, barricades, and other structures; location of alcohol (in a fenced off area), food and merchandise service/sale; and proposed street closures. All site maps are subject to approval.

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### HOLD HARMLESS AGREEMENT AND INSURANCE INFORMATION

The applicant covenants to save, defend, hold harmless, and indemnify the City of North Mankato and all its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant's event herein described.

The City, in its discretion, may require the Applicant to obtain liability insurance for any special event. If liability insurance is required, the following requirements apply:

1. Minimum of \$1,000,000 in commercial general liability insurance.
  2. Applicant's insurance shall be primary.
  3. Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims, if alcohol will be served.
  4. The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
  5. The City must be named as an additional insured on the policy.
  6. At least ten (10) days prior to the event, the applicant must give to the City a Certificate of Insurance showing the required coverage.
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### APPLICANT SIGNATURE

I attest that the above information is true and accurate and I have signed this application on behalf of the applicant. I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.

SIGNATURE

PRINTED NAME:

Date Submitted to the City

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Street Superintendent Signature and Approval

Date:

Police Chief Signature and Approval

Date: