

CITY OF MEDINA

SPECIAL EVENT PERMIT APPLICATION

A Special Event permit application and \$25 application fee must be filed with the city at least 30 days in advance of the date in which the Special Event is to occur. Application materials should be sent to: City of Medina, Attn: Jodi Gallup, 2052 County Road 24, Medina, MN 55340.

Applicant Name: _____ **Date Applied:** _____

Applicant Phone Number: _____ **Applicant Fax:** _____

Applicant Address: _____

Applicant e-mail: _____

Description of Proposed Special Event, including a list of activities (may attached a separate sheet): _____

Address of Proposed Special Event: _____

Name of Property Owner (if different than applicant): _____

Signature of Property Owner: _____

The following conditions apply:

1. Hours of operation: _____

2. Days of operation: _____

3. Estimated number of persons to attend: _____

4. List all public health plans:

- Supply of water to the site _____
- Solid waste collection _____
- Collection of Recyclables _____
- Toilet facilities _____
- Other _____

5. Fire prevention and emergency medical services plan, if applicable: _____

6. Any security plans, if applicable: _____

7. Admission fee, donation or other charges requested for admission: _____

8. Food or alcohol that may be served or sold at the event: _____

9. Does the applicant request the city to restrict or alter parking, vehicular traffic or pedestrian traffic patterns? If yes, please describe: _____

10. Does the applicant request the city to provide any services, city personnel, or city equipment? If yes, please describe: _____

11. Will there be any sound amplification, public address system, playing of music or musical instruments? If yes, please describe: _____

By signing below, I, _____, affirm that the statements contained herein are true and correct to the best of my knowledge. I am duly authorized to make such agreements on behalf of the persons or organization sponsoring this Special Event. I agree to pay all fees and meet all other requirements of Section 230 of the Medina City Code.

 APPLICANT SIGNATURE

 DATE

Insurance Requirements. A certificate of insurance must be filed with the city prior to issuance of the Special Event permit. The certificate of insurance must name the city, its officials, employees and agents as additional insureds. Insurance coverage must be maintained for the duration of the Special Event.

Insurance coverage must be a commercial general liability policy. The minimum limits must be at least \$1,000,000. If alcoholic beverages are to be sold or distributed at the Special Event, the policy must also include an endorsement for liquor liability. The city may require additional endorsements depending upon the type of Special Event and the proposed activities.

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FOR STAFF USE ONLY:

NAME OF EVENT: _____

DATE OF EVENT: _____

COMMENTS AND/OR CONDITIONS:

APPROVED BY:

DATED: _____

CITY ADMINISTRATOR

POLICE CHIEF

PUBLIC WORKS SUPERINTENDENT