



## SPECIAL EVENT PERMIT APPLICATION

Permit #:

SEP \_\_\_\_\_

Date Rec'd:

Routing Date:

### FOR OFFICE USE:

City Council Meeting Date: \_\_\_\_\_

Approved (\_\_\_\_) Denied (\_\_\_\_)

Requesting party notified: Yes (\_\_\_\_) No (\_\_\_\_)

Date: \_\_\_\_\_ Email: \_\_\_\_\_ Mail: \_\_\_\_\_

Please PRINT legibly when filling out this application.

\_\_\_\_\_  
Sponsoring Organization

\_\_\_\_\_  
Name of Applicant or Contact Person

\_\_\_\_\_  
Address (Street, City, State, Zip)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

### Type of Event:

Run/Walk  
Block Party  
Parade  
Street Fair

Dance  
Planned Demonstration  
Ceremony  
Concert

Fundraiser  
Celebration  
Other \_\_\_\_\_  
Is Alcohol Served?  
See attached supplemental form

\_\_\_\_\_  
Date(s) of Event

\_\_\_\_\_  
Anticipated Attendance

\_\_\_\_\_  
Event Hours (include set up and take down)

\_\_\_\_\_  
Name of Event

\_\_\_\_\_  
Time of Event

Location and Description of Event: (List any City parks, streets, trails or facilities to be used and/or blocked-off during the event, and/or how long the street(s) will be blocked off)

**NOTE:** No permanent markings of route allowed on any streets, sidewalks, or trails in the City of Alexandria.

- 1) Are police officers or other city personnel needed to provide services at the event (traffic control, security, barricading streets, set up and use of equipment, etc.) Yes \_\_\_\_ No \_\_\_\_
  - a. Police Security \_\_\_\_\_  
Police Traffic Control \_\_\_\_\_  
Barricades \_\_\_\_\_  
Cones \_\_\_\_\_  
Barricades \_\_\_\_\_  
Picnic Tables \_\_\_\_\_
  - b. Please note that the applicant is responsible for the cost of any police services (two hour per officer minimum). The applicant must also contact the Police Department directly to coordinate. Police overtime for security/traffic control is \$57 hr minimum 2 hours. This will be billed to the Sponsoring organization and address listed above.

- 2) A map or diagram of the event must be provided (routes, direction of travel, locations of restrooms, serving areas (food,alcohol), stages, fencing, barricades.)
- 3) If alcohol is being served must provide copy of current on-sale liquor license and the supplemental form for alcohol.
- 4) All the appropriate City Departments on the second page will be contacted for their review and comment of this application.

## **Insurance (Sample Attached) Required:**

**The City of Alexandria requires certain events to obtain insurance prior to approval.** The following events include parades and/or other mobile events utilizing City of Alexandria streets events open to the public with the expectation of a large number of attendees, City-owned properties or facilities, City staff, or any other events deemed necessary by the City of Alexandria.

As a condition of the permit the applicant shall:

- ☐ Procure and maintain insurance, **which includes the City of Alexandria as named insured or additional named insured.** **Note:** Listing the City as the Certificate Holder does not mean the City is an additional insured. It must state in the description box the City (or if listed as Certificate Holder) is an additional insured.
  - ☐ If alcohol is being served, the entity serving the alcohol must provide a Certificate of Liability Insurance with liquor liability and listing the City of Alexandria as an additional insured.
  - ☐ The Certificate of Liability Insurance must be submitted with this application.
  - ☐ This insurance will need to provide the level of coverage that the City of Alexandria determines to be necessary and adequate under the circumstances (\$500,000 per claim)
- ~~~~~

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Return this form to: City of Alexandria  
704 Broadway  
Alexandria, MN 56308

***\*If you would like to post your event on the Community Calendar, the website is [www.alexmncalendar.com](http://www.alexmncalendar.com).***

**ALL REQUESTS ARE REQUIRED TO BE REVIEWED BY THE FOLLOWING DEPARTMENTS PRIOR TO SUBMITTING TO CITY COUNCIL:**

| <b><u>Event Location/Use</u></b> | <b><u>Contact/Department/Phone Number</u></b>             | <b><u>Dept. Initial</u></b> | <b><u>Review/Approval</u></b>   |
|----------------------------------|---|-----------------------------|---|
| <b><u>City Streets:</u></b>      | Alexandria Public Works: 320-760-2928 (cell)<br>Comments: | _____                       | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
|                                  | Alexandria Police Department: 320-763-6631<br>Comments:   | _____                       | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
|                                  | Alexandria Fire Department: 320-763-6489<br>Comments:     | _____                       | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
|                                  | Alexandria Light & Power: 320-763-6501<br>Comments:       | _____                       | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| <b><u>City Parks:</u></b>        | Park Department: 320-760-2928 (cell)<br>Comments:         | _____                       | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| <b><u>RCC Facility:</u></b>      | RCC: 320-763-6678<br>Comments:                            | _____                       | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| <b><u>Airport:</u></b>           | Alexandria Aviation: 320-762-2111<br>Comments:            | _____                       | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| <b><u>Legal:</u></b>             | City Attorney: 320-763-3141 (Liquor only)<br>Comments:    | _____                       | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| <b><u>County Roads:</u></b>      | Douglas County Public Works: 320-762-2999<br>Comments:    | _____                       | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| <b><u>State Highway:</u></b>     | MnDOT @ Detroit Lakes: 218-847-1500<br>Comments:          | _____                       | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |