

Special Event Application



**City of Alexandria
City Hall
704 Broadway
Alexandria, MN 56308**



Special Event Application

Checklist and Guidelines

Please submit at least 4 weeks prior to the event

For Office Use Only		
Date of Submission:		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
Special Conditions:		
Staff Signature:		
Staff Title:		

Applicant Information

Name of Applicant: _____ Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Phone Number: _____

Event Contact: _____ Phone Number: _____

Email Address: _____

The Event Contact is the primary contact and must be able to communicate and coordinate with other members of the event.

Event Information

Event Name (Mandatory): _____

Date of Event: _____ Event Time Start: _____ Event Time End: _____

Type of Event (Please check the type of event (check all that apply) and write a brief description of your event):

☐ Celebration ☐ Parade ☐ Street Fair ☐ Walk/Run/Race
☐ Ceremony ☐ Public Rally/March ☐ Other: _____

Brief Description of Event: _____

**Document(s) with event information or other materials describing the event may be attached.*

Location of the Event: List full address: _____

Estimated # of Vehicles at Event: _____ Estimated # of Participants: _____

Is a map attached? ☐ Yes ☐ No

ROUTE MAP (Parades, Runs, Walks, Bike Rides) All events that include a run, walk, or other activity in which participants will be following a course will be required to attach a Route Map and a written document of the proposed route of the event. All proposed Route Maps are subject to approval. The use of any roads is subject to approval. Please include the route/area, starting point, ending point, assembly areas, and stations designated for traffic control.

Will any portion of the event be held at City Park? ☐ Yes ☐ No

If yes, has a reservation been made? ☐ Yes ☐ No (If no, contact City Hall at 320.763.6678 for reservation)

Event Features

Security (select one):

- ☐ 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 security based on the review of event.

Road Closures or use of Public Right-of-Way (select one):

Important: Street closures require a press release, community notification by the applicant, and insurance requirement.

See page 8 for insurance requirements.

- ☐ No road closure or use of public right-of-way. Proceed to page 4.
- ☐ Are you requesting to close a: ☐ Street ☐ Parking Lane ☐ Sidewalk ☐ Alley
- ☐ Other: _____

Date: _____ Start Set-Up Time: _____ End Set-Up Time: _____

Date: _____ Start Clean-Up Time: _____ End Clean-Up Time: _____

Please indicate any dates/times for necessary setup or cleanup before and/or after the event date:

Please indicate the location(s) all event participants will assemble prior to the event and/or after the event:

Describe intersections/streets in need of traffic control and whether they will occupy all or a portion of the street:

Describe how traffic control will be conducted (number and quality of paid/volunteer staff to manage the event):

Describe how the safety and security of event participants and spectators will be prioritized:

Provide the type and number of traffic control devices to be used:

List any businesses providing traffic control devices:

Describe the methods that will be used to provide notice to residents and businesses along the proposed area/route:

Event Logistics

- ☐ Yes ☐ No Will electrical usage be needed?
If yes, describe the equipment of power supply: _____
- ☐ Yes ☐ No Will additional picnic tables be needed for the event?
If yes, how many will be needed: _____
- ☐ Yes ☐ No Will your event include the use of portable toilets/sinks? If yes, how many? _____
Company that will be used: _____
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.
- ☐ Yes ☐ No Will your event include the use of refuse containers and/or recycling and/or organics recycling receptacles?
Company that will be used: _____
The event is responsible for providing refuse containers from a rental company and must indicate the company contracted for services. Street, boulevard, and adjacent property must be left clean. The applicant shall properly dispose of debris from the event. The applicant must contact Pope/Douglas Solid Waste Management for setting up recycling and/or organics recycling receptacles. Information can be found by calling 320-763-9340 or at <https://popedouglasrecycle.com/program/events-recycling-assistance-program>.
- ☐ Yes ☐ No Will you have any rental equipment?
If yes, describe the equipment to be used. _____
- ☐ Yes ☐ No Will there be food/merchandise sales at the event? See page 11 for details.
If yes, has a permit been obtained through Horizon Public Health for food? ☐ Yes ☐ No

Tents and Canopies (select one):

- ☐ No tents or canopies.
- ☐ Yes. You must clearly identify 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. Locates are required through Gopher One if stakes will be 12 inches or longer.

Sound Amplification (select one):

- ☐ No amplified sound. Proceed to page 5.
- ☐ Yes. Start Time: _____ AM / PM End Time: _____ AM / PM
List type of Amplified Sound: _____

*The actual permit granted will set forth the time limits, the location, and other relevant conditions of the permit. No event will be allowed to start before 9:00 am (8:00 am for sporting events) and all events must end by 10:00 pm on weeknights, and 11:00 pm on weekends. The permit will not be for a period to exceed six hours. When and where warranted, the permit conditions may further restrict the times in order to protect surrounding neighborhoods. If the permit does not fit within the guidelines, the City Council will need to act on the permit.

Alcohol (select one):

- ☐ No alcohol. Proceed to page 8.
- ☐ Temporary Off-Premise Community Festival Liquor License: licensee holding On-Sale Liquor License to provide liquor. The licensee is responsible for ID/wristband, security, and ensuring there is no second party transfer. Complete supplemental form and application on pages 5 and 6. (\$100.00 Fee)
- ☐ 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 \$35.00 per day fee for beer or \$100.00 per day fee for on-sale liquor and requires approval from the Alcohol and Gambling Enforcement Division. Needs to be submitted to the state 30-days prior to the event.** The licensee is responsible for ID/wristband, security, and ensuring there is no second party transfer. Complete supplemental form on page 5.

* City of Alexandria Policy: The consumption of alcoholic beverages on Park property will not disrupt any park users and/or programs and/or use of the facilities with the Alexandria Parks Department.

The undersigned Applicant has applied for a Possession/Consumption Permit of alcohol on Alexandria Park property defined above and by signing below; the City of Alexandria issues the permit on behalf of the applicant. This permit requires that the possession/consumption of alcoholic beverages be in compliance with the laws of the state of Minnesota and the ordinances of the City of Alexandria.

This permit allows the Applicant/Applicant's Group to consume the following beverages purchased elsewhere, at the location selected above: single serving plastic bottles or cans of beer, wine coolers, wine, and premixed alcoholic products such as hard lemonade. Other alcoholic beverages are NOT permitted such as hard liquor. GLASS BEVERAGE CONTAINERS AND KEGS ARE FORBIDDEN ON PARK PROPERTY.

This permit allows only the possession/consumption of alcoholic beverages by adults 21 years of age and older who is part of the estimated attendance listed above. This permit IS NOT a license to sell alcoholic beverages.

The bearer of this permit shall be held responsible for the actions and conduct of all persons in their group and at their event, and must assure that all laws and ordinances are followed. The Applicant will indemnify and hold the City of Alexandria harmless for any failures to comply with State, City, and Park laws, ordinances, and policies. The City of Alexandria retains the authority to revoke this permit at any time should a violation arise.

SPECIAL EVENT PERMIT APPLICATION – ALCOHOL SUPPLEMENTAL FORM

These questions pertain to events that wish to sell/provide alcohol at their requested special event.

A detailed map/diagram of the event shall be attached to permit along with a copy of the catering or alcohol permit that the event will be operating under.

- 1- Is this a 21 and older event? _____
- 2- How many security personnel will you have on site during the event and what hours are they scheduled?

- 3- Will customers be carded, and wrist banded at the door for everything they purchase?

- 4- Does the event have secured boundaries and how are the exits and entrances monitored and secured?

- 5- Will you need police on site and how many officers at what times?

- 6- What is being served? (beer, wine, liquor ,food)- Is this an exclusive event, certain type or size of beverage? For example: only Miller products served, only 16 oz cans served, only keg beer in clear 12 oz cups.

- 7- What type of liquor license do you have and will be serving under? Please note that if you plan on serving liquor under a caterer's permit, you must also serve food at the event.

- 8- What type of liquor license will you be requesting? The City may issue Temporary Off-Premise Community Festival Liquor License for certain events on public property.

- 9- What is the plan for restrooms? _____
- 10- Will smoking be allowed in or during event/venue? _____
- 11- Is there music, band, DJ, entertainment? What are the hours of the entertainment?

- 12- Parking – is there enough parking to accommodate the event and what is the backup plan if you have more people attend that expected? Have you made arrangements with surrounding businesses or homeowners if your event will possibly affect or disrupt their business or lives?



**TEMPORARY OFF-PREMISE
COMMUNITY FESTIVAL LIQUOR LICENSE APPLICATION**

TYPE OR PRINT INFORMATION

NAME OF EVENT				
STREET ADDRESS		CITY	STATE	ZIP CODE
NAME OF ON-SALE LIQUOR LICENSE HOLDER MAKING APPLICATION:		BUSINESS PHONE	HOME PHONE	
DATES LIQUOR WILL BE DISPENSED:	EVENT SPONSOR TYPE OF ORGANIZATION: CLUB CHARITABLE RELIGIOUS OTHER NONPROFIT			
TIMES LIQUOR WILL BE DISPENSED:				
DESCIRBE PLAN FOR EVENT SANITATION AND SECURITY, INCLUDING PROCESS TO BE USED TO VERIFY AGE FOR ALCOHOL CONSUMPTION:				
PROVIDE A SITE PLAN SHOWING LOCATION ALCOHOL WILL BE SOLD AND CONSUMED FOR THE OUTDOOR AREA:				

APPROVAL

APPLICATION MUST BE APPROVED BY CITY COUNCIL

CITY FEE AMOUNT: \$100

DATE FEE PAID: _____

DATE APPROVED: _____

SIGNATURE OF CITY ADMINISTRATOR

NOTE: THE ON-SALE LIQUOR LICENSE HOLDER IS REQUIRED TO PROVIDE A CERTIFICATE OF LIABILITY INSURANCE LISTING THE CITY OF ALEXANDRIA AS AN ADDITIONAL INSURED FOR THE EVENT INCLUDING THE DATE(S) OF THE EVENT.

Insurance – Requirements

Is insurance required for my event?

If you answer 'yes' to any of the following questions, then you will be required to provide insurance at the time the application is made.

- ☐ Yes ☐ No – Is my event within the City right-of-way (streets/trails/parking lots)?
- ☐ Yes ☐ No – Will I have inflatable structures/pony rides/sleigh rides/etc.?
- ☐ Yes ☐ No – Am I having alcohol at my event?
- ☐ Yes ☐ No – Will there be more than 100 people at my event?

Insurance Requirements:

Insurance limits are set by the League of Minnesota Cities Risk Manager Attorneys recommendation.

The applicant will agree to indemnify, defend and hold harmless the City of Alexandria from any and all liability that may arise by virtue of the event.

- The applicant shall provide and maintain a certificate of insurance for comprehensive general liability in a minimum amount of \$1,000,000 per occurrence.
- The City must be named as an “additional insured” on the policy.
- The maximum deductible for the comprehensive general liability insurance coverage shall be no greater than \$10,000.00
- The certificate must be submitted to the City with the application.

Indemnify and Hold Harmless:

The Applicant agrees to indemnify the City of Alexandria, its officers, agents, trustees, employees and assigns, and hold them harmless from and against any and all liability damage, expense, cause of action, suits, claims or judgments arising from or in any way related to injury to person or property occurring out of the use of the City of Alexandria's park facility or from any action or omission of the Applicant, the Applicant's agents, employees, guests, or licensees, or from any cause whatsoever. The Applicant agrees to hold the City of Alexandria harmless from any liability or loss, including reasonable attorney fees arising out of or related to the use of Alexandria park facilities under this permit.

Incident Notification:

Should there be any injuries, accidents, or other health incidents at an event that require medical attention, applicant must notify the City Clerk's Office within 24 hours of the incident.

Signature Page

_____ (Initials) I agree that all of the information in this application is correct.

Ensure Application Includes:

- ☐ Initialed each page acknowledging policy
- ☐ Map of a walk, run, or race event
- ☐ Map of canopies and/or tents (location, size/demensions)
- ☐ Certificate of Insurance, if required (page 7)
- ☐ Temporary Liquor License, if applicaable

_____ (Initials) I have read and agreed to the attached Special Event Policy. (Pages 10 – 14)

By signing below, I affirm that I have read and understood the City of Alexandria Special Event Policy and acknowledge that all information provided in the application is true and correct.

Signature: _____

Printed Name: _____

Date: _____

OFFICE USE ONLY: Fees payable to the City of Alexandria

☐ _____ Park Reservation Fee(s)

☐ _____ Alcohol

PAYMENT TYPE: ☐ Cash ☐ Check # _____ ☐ Credit Card ☐ Other _____

PAYMENT DATE: _____ / _____ / _____ RECEIVED BY: _____

SPECIAL EVENT POLICY

You must be 18 years of age to rent facilities from the City of Alexandria.

The following information sets forth the guidelines for the conduct of a street closing for the purposes of a parade, walk/run/ride, assembly, or other special event.

Street Closing Permit Required:

A permit is required by the City of Alexandria for any event that requires closure of a road, is likely to impede traffic, or does not comply with normal traffic regulations.

Application for Permit: It is strongly encouraged that event organizers submit applications as early as possible in order for City staff to review the application and provide sufficient time for applicants to fulfill all conditions of the permit. Applications for a permit must be submitted at least 4 weeks in advance of the event.

The City may request event modifications or restrictions to protect public peace and safety, including event or route area, hours of operation, security provisions, fencing and barricades, public notification, indemnification, sanitary facilities, waste collection, or sound amplification restrictions. If deemed necessary by the City event security, emergency medical services, and/or traffic control measures will be incorporated into the event at the expense of the applicant.

Review of Application: Representatives from City departments including Police, Fire, Parks, Public Works, and Engineering will consider the following factors in reviewing an application for a street closing:

- Meets the requirements of the permit application.
- Extent to which the event may create traffic, crowd control, safety, or other concerns.
- Extent to which the applicant is able to provide assurance that sufficient numbers and quality of paid or volunteer staff will be available to manage the event.
- The inconvenience that may be experienced by the public or local business entities.
- The interference with emergency or other public safety equipment or operations that may be caused by the event and the extent to which such inconvenience or expense may be outweighed by the benefit to the community by holding the event.
- The extent to which the event will tax the resources of the city or other public entities.
- Whether the event is to benefit a nonprofit community service organization or constitutes a community service.
- The extent to which previous similar events have succeeded in complying with the appropriate requirements and applicable law.
- Whether or not the applicant has supplied truthful, accurate information during the application process.
- Applicants must be in good standing with the City of Alexandria.

Issuance of Permit: As a condition for issuing a permit the City requires that the following conditions be met:

- Hours of Operation: Applicants are strongly discouraged to schedule street closures beyond two hours as they may cause significant hardship to residents and businesses. Applicants may request a waiver if the closure will extend longer than two hours; however, the City may require the applicant to contract a City staff member to regulate certain intersections/streets to allow local traffic to access their residence or business.
- Security Provisions: The appropriate level of police, fire, and emergency medical services will be determined by the City based on crowd size and type of event. Fees for these services will be assessed to the applicant.
- Fencing and Barricades: Traffic control device placement will be done by the Public Works Division-Streets. All street closures require the use and placement of proper traffic control devices according to the U.S. Department of Transportation, Federal Highway Administration Manual on Uniform Traffic Control Devices (MUTCD).
- Clean-up: The applicant may incur fees associated with clean-up if the event area is not maintained in the same condition it was prior to the event. A cleanup fee for these services may be assessed to the applicant if cleanup is required.
- Public Notification: Event plans must be balanced with the interests and needs of property owners and businesses. Notice of the event must be provided to all property owners, tenants, and/or businesses within 300 feet along the affected route or area. This notice must be provided at least one week prior to the event date.
 - At minimum, the notification must include the following information:
 - Event date/time
 - Closure description
 - Closure length
 - Notice of grievance process (as quoted below):
"Grievances related to this closure can be directed to the City of Alexandria, City Clerk's Office at 320.763.6678 or publicinput@alexandriamn.city."
 - Applicants can personally deliver notification or utilize the U.S. Postal Service "Every Door Direct Mail" service. Further information about this service can be found at: <http://www.uspsverydoor.com/>. Failure to notify property owners in street closure areas will result in permit revocation.
 - Throughout all events, residents should be allowed access to their property and businesses should be reasonably accessible to the general public. Event organizers will be expected to make every effort to preserve customer and residential access for businesses and houses along the street closure.
- Other Requirements: As a condition for issuing a permit, the City may impose additional requirements and restrictions as may be necessary to protect public health and safety.

Additional Permits/Licenses Required: Below you will find a list of additional permits/licenses or other conditions that may be required for your event. Please note that it is NOT necessary to have all permits approved upon submission of this application; however, applicants must have all permits and fees paid and approved prior to the start of the event.

Event Exhibitors and Operators: Minnesota law requires that exhibitors register to collect Minnesota sales tax, provide a written statement that no taxable items are being sold, or provide a written statement indicating that they qualify for the isolated and occasional sales exemption. Further information is provided on the MN Department of Revenue website at www.taxes.state.mn.us or call 800.657.3777.

Health Department Permit: All food vendors in conjunction with special events must apply for a temporary food permit through the Minnesota Department of Health (MDH). Please contact Horizon Public Health at 320.763.6018 for additional information.

General Guidelines for Use of Parking Lots or Paved Trails for a Walk, Run or Community Event

- Any markings on the paved surfaces will be done using the most temporary medium possible. The preferred method is dry chalk or above ground staked signage. No paint will be allowed! Organizers of the event will be responsible for removal of the signs and markings after the conclusion of the event, unless they will wash away with rain.
- Any signs used for the race, walk, or event should be temporary, leaving no visible trace once removed. The stakes for any signs should not exceed 8-12 inches in the ground and ¼ inch in diameter so as not to affect buried electrical cable, sprinkler pipes, etc.
- A cleanup fee may be charged to the applicant if markings do not follow the guidelines or are not removed.

Alexandria Park Facility Rules & Regulations

- **A non-refundable reservation fee of \$20.00 per day will be charged (City Park shelters only).** Payment must be received by the City of Alexandria ten working days after reservation was made or one working day prior if the reservation is made less than ten working days prior to the event or reservation will not be guaranteed. In case of cancellation, please call City Hall immediately so the posting can be removed and another group may be scheduled or others may use the shelter if there is nothing posted.
- The Applicant accepts full responsibility for clean-up of garbage and debris accumulated during the event and placement of the garbage in proper receptacles following the use of Alexandria park facilities pursuant to this application. Garbage receptacles will be emptied by Parks staff. The facility must be left in the same condition as when it was received by the Applicant; this includes the placement of any tables.
- Any damage to Alexandria Park Facilities or Alexandria park property by the Applicant or invitees of the Applicant will be repaired at the Applicant's expense.
- Bring your copy of the Reservation Form with you to the event, and any other permits, if applicable.
- Rental of a park facility **does not** include exclusive use of the entire park. On occasion, there may be more than one group utilizing a park and surrounding facilities. Applicants cannot close public areas or extend their activities into public spaces.
- You cannot sell food, beverages, goods or merchandise, charge fees for admission, or host food trucks without a permit or prior authorization. See page 10 for Health Department contact information.
- Vehicles cannot be driven on the grassy areas in Alexandria parks unless prior approval is given.
- Firearms and weapons: It is unlawful for persons to display or have in their possession a firearm or air gun within the City parks unless you have a permit. It is unlawful to use, display, or possess any other type of weapon(s) including, but not limited to, slingshots, switchblade knives, bow and arrows, and traps.

- No alcoholic beverages are allowed to be consumed at any city park unless a temporary liquor license or Community Festival permit has been issued for the event.
- Signs directing your guests to your event may be placed outside of the venue you are renting 1 hour prior and taken down immediately after your event. Signs must be temporary in nature and not exceed 2' x 3' in size. Signs must be self-sustaining and cannot be placed on the building or fence.
- The City of Alexandria, its officers, agents, trustees, employees, and assigns, assume no responsibility for the person or property of anyone using the City of Alexandria park facilities under this permit. The Applicant must remove all personal items and property at the conclusion of the function. The Applicant and all guests are responsible for compliance and adherence to the ordinances of the City of Alexandria, the terms set out herein, and all policies and procedures related to use of City of Alexandria park facilities.
- The City of Alexandria will abide by all Executive Orders, laws, regulations, and health guidance pertaining to COVID-19. As a result, applicants acknowledge and agree their event may be affected by new or amended Executive Orders, changes in laws, regulations, and agency orders. As a result, applicants acknowledge and agree that their event may be cancelled or reduced in size at any time with limited notice and the Applicant releases the City of Alexandria from any claims relating to or arising out of the cancellation or modification of an event due to a new or amended Executive Orders, changes in laws, regulations, and agency order. Applicants shall abide by all Executive Orders, laws, regulations, and guidance related to COVID-19 when renting/utilizing park facilities.

Appeal Process: If the City denies a permit for the event or any of its components, or the applicant disagrees with the conditions placed on the permit, the applicant may submit a written appeal to the City Administrator within 10 days of denial. If the City Administrator agrees with the denial, the applicant may appeal to the City Council at its next regularly scheduled meeting.

Permit Revocation: The City is authorized to revoke a permit in the event it is determined that:

- The applicant made any false or misleading statements in the application or during the application process.
- The applicant failed to comply with any conditions or requirements for the issuance of the permit.
- Such withdrawal is necessary for the protection of public health or safety or for the prevention of a violation of any local, state, or federal law.

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

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