

**CITY OF WARROAD
USE PERMIT
SPECIAL EVENT APPLICATION**

(REV. 01/24)

Name of Individual / Organization

Contact Person / Organizer

Address / City / State / Zip

Cell Number

E-mail Address

Is your organization a non-profit? Yes No

Is this a Community Fundraising Event? Yes No

EVENT INFORMATION

Name of Event

Proposed Location(s) or Street Closings:

Date(s) Requested

Hours of Event

Set-up Date & Time

Breakdown Date & Time

Day of Event Contact & Phone Number

Expected Daily Attendance

Comments / Additional Information:

Do you have a back-up plan in the event of inclement weather? If so, what is it: _____

Please include a site layout plan with your application.

ELECTRICAL REQUIREMENTS

Will your event require the use of electrical power?

Yes No

Details of Requirements: _____

If additional electrical capability is needed, the event sponsor will be responsible for hiring an electrician. Please contact the Utility Superintendent at 386-1873 or 701-307-0172 directly to coordinate electrical service requirements in advance.

TENTS / CANOPIES / BLEACHERS

Will you be erecting any tents or canopies? Yes No

If yes, proposed location (s): _____

SOUND

Do you intend to have live music, drumming, or amplified sound at your event? Yes No

If yes, please include the hours.

From: _____ To: _____

Details: _____

Amplified sound allowed between 10:00am – 10:00pm only.

VENDORS

Will you be having food or other merchandise vendors at your event? Yes No

If yes, proposed location: _____

See Electrical Requirements above if electricity will be needed. State Food Code Permits are vendors' responsibility to obtain.

ALCOHOL

Do you intend to sell or serve beer at your event?

Yes No

If yes, what is the proposed location? : _____

A Temporary Beer Permit Application is needed if you will be selling or providing beer at your event. There are also additional liability insurance requirements.

Parking

Based upon the expected attendance, please describe your proposed parking plans: : _____

Will there be someone directing parking? Yes No

Please contact the Police Department directly at 386-2053 to coordinate parking activities in advance.

SECURITY

Do you plan to provide additional security for your event other than the normal police patrolling?

Yes No

If no, what are your plans for crowd control? _____

Please contact the Police Department directly at 386-2053 to coordinate security activities in advance.

STREET CLOSURES

Do you intend to ask permission for any streets to be closed/barricaded during your event?

Yes No

If yes, what is the requested location? _____

DAMAGES

Any damage to City facilities or equipment must be reported immediately to the Warroad Park Manager Jeff Ploof at 386-1004 or 242-7407.

Additional Needs not already covered:

INSURANCE REQUIREMENTS

Most persons or organizations requesting use of City property, facilities or personnel will be required to provide a minimum of \$1 million combined single limit insurance for bodily injury and property damage which includes the City as an Additional Named Insured and to sign the Hold Harmless Agreement. **If required, a Certificate of Insurance must be provided before this application can be approved.**

HOLD HARMLESS AGREEMENT

The undersigned hereby agree(s) to hold the City of Warroad harmless and indemnify the City of Warroad from and against all claims, demands, costs, losses, damages, injuries, litigation and liability arising out of or related to the use of public property by permittee or permittee's agents, employees or contractors.

Signature of Applicant

Official Title

Date

**THIS SPECIAL EVENT USE PERMIT
MUST BE RETURNED NO LESS THAN
30 DAYS PRIOR TO THE START OF
YOUR EVENT.**

CITY APPROVAL DATES

Warroad City Council Approval Date

**Please return this completed form to the:
Warroad City Office
(121Main Ave. NE – PO Box 50 – Warroad, MN. 56763)**