



# SPECIAL EVENT APPLICATION

Date of Application: \_\_\_\_\_

Event applications can be submitted to the Engineering Department at 501 Laurel Street, Brainerd, MN 56401 or [engineer@ci.brainerd.mn.us](mailto:engineer@ci.brainerd.mn.us). Event applications that include a street closure must be submitted at least 30 calendar days prior to the event and will require City Council approval. All other event applications must be submitted at least 14 calendar days prior to the event.

Type of event:            Event – City Parking Lot                                  Event – City Park  
                                  Event with Street Closure                                  Other \_\_\_\_\_

Name of event: \_\_\_\_\_

## Organizer Information

Organizer's Name: \_\_\_\_\_

Organizer's Address: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_

Event Contact Daytime Phone: \_\_\_\_\_

Event Contact E-mail Address: \_\_\_\_\_

Contact Name/Number Day of Event: \_\_\_\_\_

For Profit/Nonprofit Status (type): \_\_\_\_\_

## Applicant information (if different from the event organizer):

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

Applicant E-mail Address: \_\_\_\_\_

## Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below

Recurring event (requires only one application submittal per year)

Event locations (*all dimensions are parking lot usable space estimates*):

- City Hall Parking Lot (130' x 146')
- Laurel Street Parking Lot (92' x 120')
- Front Street Parking Lot (66' x 125')
- City Street(s) (street closure request information on page 4 MUST be filled out)
- City Park (must contact the Parks & Recreation Department for information)
- Other (specify location above)

### Description of Activities

Brief description of the activities planned during the event. If a parade/run/walk event, please describe the proposed route with the assembly and dispersal locations and attach a route map:

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**Site Information**

Electrical usage Yes No

Describe the type of equipment to be used and how you intent to supply the power:

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Amplified Sound Yes No

Describe any recording and sound amplification equipment to be used in your event along with the times:

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Restrooms provided Yes No

If yes, how many \_\_\_\_\_ (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: \_\_\_\_\_  
(if restrooms are provided by neighboring property(s), please submit the location and property owner's signature to verify approval has been granted)

Signs, banners, and/or posters/flyers Yes No

Describe the signs, banners, posters, flyers and the locations:

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Trash Receptacle Disposal Yes No

Company contracted for trash receptacle disposal: \_\_\_\_\_

**Additional Event Information**

Please provide a layout of the event showing booths, tents, staging, amusement, food, etc and provide a street map or park map showing the borders of the event.

Throughout all events, businesses should be reasonably accessible to the public. If a business's entrance is blocked by an event layout, then accommodations such as signage, handbills, or similar methods should be made available to mitigate the impact on customer access.

A \$100/day security deposit for publicly owned spaces ONLY is required (payable by check only). The security deposit will be refunded should the event site be left clean and void of trash and all event items are removed on the last day of the event. An event that does not occur will not have its security deposit refunded except for hazardous weather conditions, as determined by the City of Brainerd.

# Street Closure Request Information

Describe the name and sections of the streets for which you are requesting temporary closure (e.g. South 7<sup>th</sup> Street between Maple Street and Front Street):

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Date and time for beginning of street closures: \_\_\_\_\_

Date and time for reopening of streets: \_\_\_\_\_

Describe how your event preserves customer and residential access for businesses and houses along your proposed street closure (e.g. preserving pedestrian flow along sidewalks). Additional pages may be attached.

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While the City continues to treat downtown as a venue for events, event plans must be balanced with the interests and needs of property owners.

If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. All street closures shall be approved by the City Council. Failure to notify property owners and tenants in street closure areas will result in revocation of this permit.

For information regarding a street closure, please contact the City Engineering office at 218-828-2307 or [engineer@ci.brainerd.mn.us](mailto:engineer@ci.brainerd.mn.us).

## Hold Harmless Agreement and Insurance Information

The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of 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, at its discretion, may require the Applicant to obtain liability insurance for any event. If liability insurance is required, the following requirements apply:

- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
- The City must be named as an "Additional Insured" on the policy.
- At least ten (10) days prior to the event, the Applicant must provide to the City a Certificate of Insurance showing the required coverage.

## Signature of Event Applicant

I attest that the above information is true and accurate, and I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.

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Signature of Applicant

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Print Name

## Contacts, Permits, and Fees Checklist

Each event has its own requirements and needs. Listed below is a summary of the permits common to many events. Please note that it is *not* necessary to have all permits approved upon submission of this application. However, this checklist should serve as a guide as you plan your event. *All events must have all permits and fees paid and approved prior to the start of the event.*

The Event Planner is responsible for providing the following (as needed) information:

Permit, License, or Checklist	Yes	Pending	N/A	Contact (See contact information below)
Authorization to use a city park				Contact the Parks & Recreation Department for information/procedure.
Fire/EMS/Police support				Check yes to request emergency support. The appropriate level of fire, EMS, and police support will be determined based on crowd size and the type of event. Fees may be discussed with the sponsor.
Food and vendor licenses				All vendors must apply for a temporary license through the Commissioner of Revenue's Office. Food vendors are required to collect and report meals tax. Contact City Hall for information/procedure.
Health Department Permit				All food vendors must apply for a temporary food permit through the Minnesota Health Department (MDH).
Insurance Certificate				May be required before issuing a permit.
Sign/banner Permits				Contact the Planning Department for information/procedure.
Parade Permit				Issued by the Police Department after complete submission of application.
Alcohol Use Permit				Must be approved by City Council after submission of the event application. Contact City Hall for information/procedure.

### Contact Information

Administration Department:	(218) 828-2307   <a href="mailto:admin@ci.brainerd.mn.us">admin@ci.brainerd.mn.us</a>
Parks and Recreation Department:	(218) 828-2320   <a href="mailto:parks@ci.brainerd.mn.us">parks@ci.brainerd.mn.us</a>
Engineering Department:	(218) 828-2307   <a href="mailto:engineer@ci.brainerd.mn.us">engineer@ci.brainerd.mn.us</a>
Planning Department:	(218) 828-2307   <a href="mailto:planning@ci.brainerd.mn.us">planning@ci.brainerd.mn.us</a>
Police Department:	(218) 829-2805   <a href="mailto:police@ci.brainerd.mn.us">police@ci.brainerd.mn.us</a>
Fire Department:	(218) 828-2312   <a href="mailto:fire@ci.brainerd.mn.us">fire@ci.brainerd.mn.us</a>
MN Commissioner of Revenue:	(651) 282-5225   <a href="http://www.revenue.state.mn.us">www.revenue.state.mn.us</a>
MN Department of Health	(320) 223-7300   <a href="http://www.health.state.mn.us">www.health.state.mn.us</a>
MNDOT Baxter Office	(218) 828-5700   <a href="http://www.dot.state.mn.us">www.dot.state.mn.us</a>

# For Official Use Only

## Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	_____	_____
City Administration	_____	_____
Engineering Department	_____	_____
Fire Department	_____	_____
Fire Support/EMS	_____	_____
Parks Department	_____	_____
Planning Department	_____	_____
Police Department	_____	_____

## Event Application Approval

The event as described above is approved subject to any conditions noted on this form or otherwise set forth by the City of Brainerd.

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

## Approval Conditions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Certification of Street Closure Approval

The street closure request as described herein was approved by the City Council at their \_\_\_\_\_, 20\_\_ meeting. Approval is subject to the following condition(s):

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_