



APPLICATION FOR SPECIAL EVENT

Detroit Lakes, Public Works Dept
 508 Front St E, Detroit Lakes, MN 56501
dpublicworks@cityofdetroitlakes.com | Phone: 218-847-4637

Applications are reviewed and approved during City Council meetings. Meetings are held the 2nd Tuesday of each month. Applications are due two weeks prior to each meeting to be included on the month's meeting agenda.

**Please note – once event applications are approved by Council, any changes made will require re-approval by Council.*

Applicant Information

<i>Primary Contact/Applicant Name:</i>	
<i>Organization (if applicable):</i>	
<i>Phone number:</i>	<i>Cell Phone:</i>
<i>Email Address:</i>	
<i>Mailing Address:</i>	
<i>Event Date Contact Person:</i>	<i>Cell Phone:</i>

Event Information

<i>Name of Event:</i>			
<i>Event Date/Time:</i>	Set up:	Date: _____	Time _____ to _____
	Actual Event:	Date: _____	Time _____ to _____
	Clean up:	Date: _____	Time _____ to _____
<i>Location (Address) of Event:</i>			
<i>Description of event / activities during event:</i>			
<i>Estimated number of attendees:</i>			
<i>Electrical Usage?</i> <input type="checkbox"/> No <input type="checkbox"/> Yes: If yes, what type of equipment will you use & how the power will be supplied:			
<i>Large signs or banners?</i> <input type="checkbox"/> No <input type="checkbox"/> Yes: If yes, describe the type and the location signs/banners will be hung:			

Event Requests

Will your event need cones? No Yes

Will your event need barricades? No Yes

If your event requires cones &/ barricades contact John Cervantes, Street Supervisor, 218-847-4637 or jcervantes@cityofdetroitlakes.com at least 2 weeks prior to event for specifics.

Will your event need additional trash receptacles?

No: Yes: How many: _____ Public Works has 4 containers available to rent for \$20. 95 gal each

Location you would like cones, barricades, & trash receptacles dropped off (this will be the same spot Public Works will pick them up):

**Please note:* Event staff is responsible for placing these items for the event and returning to them to the drop off location within 24 hours after the event. There will be a \$20 charge for each cone not returned and a \$50 charge for each barricade not returned after your event.

Will public restrooms be available to the public? No Yes

Street Closure

Will this event include a street closure? No Yes

Which streets and intersections are you requesting to close? (State highways must be approved by MnDOT. County roads must be approved by Becker County (Washington Ave & West Lake Dr are considered county roads).

Date of street closure: _____ Time of street closing: _____ Time of street opening: _____

Where will participants and spectators park?

Street closures must be approved by City Council after submission of this application.

Checklist

Listed below is a checklist to help serve as a guide to help you plan your event. *All special events must have licenses/permits approved and fees paid prior to the start of the event.*

CHECKLIST	YES	NO	WHO TO CONTACT
*Are you renting the Kent Freeman Arena or Washington Ball Park?	<input type="checkbox"/>	<input type="checkbox"/>	Contact Public Works
**Do you need assistance renting portable restrooms?	<input type="checkbox"/>	<input type="checkbox"/>	Contact Public Works
*Are you renting the Pavilion, a shelter at Long Lake Park, South Shore Park, Peoples Park or the Bandshell?	<input type="checkbox"/>	<input type="checkbox"/>	Contact the Utilities Clerk
*Are you serving food or alcohol?	<input type="checkbox"/>	<input type="checkbox"/>	Contact the Deputy Clerk
Will your event include a parade?	<input type="checkbox"/>	<input type="checkbox"/>	Contact the Deputy Clerk
*Are you having increased noise levels between the hours of 10:00pm and 6:00am?	<input type="checkbox"/>	<input type="checkbox"/>	Contact the Deputy Clerk
Are you digging stakes or poles into the ground?	<input type="checkbox"/>	<input type="checkbox"/>	Contact Gopher State One (at least 48-hrs prior to digging)
Will your event use the City Beach/Park?	<input type="checkbox"/>	<input type="checkbox"/>	

*Fee may apply

** Handicap accessible restrooms are \$160 per restroom. Regular portable restrooms are \$120 per restroom. Additional cleanings, if needed, are \$80 per restroom, per cleaning. Any costs incurred due to damage will be the responsibility of the event coordinator. It is recommended to have one handicapped accessible restroom for each event and to have at least one handicapped accessible restroom for every 5 regular restrooms ordered.

You **must** submit a map of your event layout with your event application.

You **must** furnish a copy of your Insurance Certification to Public Works

You **must** submit a copy of the notice sent to businesses/property owners for any street closure requests

Contact information

Deputy Clerk	218-846-7128	ktyson@cityofdetroitlakes.com
Utilities Clerk	218-846-7120	jgraham@cityofdetroitlakes.com
Gopher State One	800-252-1166	www.gopherstateonecall.org
MnDOT-DL office	218-846-3600	www.dot.state.mn.us
Becker County Hwy	218-847-4463	www.co.becker.mn.us/dept.highway

Hold Harmless Agreement and Insurance Information

The applicant covenants to save, defend, hold harmless, and indemnify the City of Detroit Lakes 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 to the applicant’s event herein described.

The City, in its discretion, may require the Applicant to obtain liability insurance for any special event. If liability insurance is required, the following requirements apply:

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

Signature of Event Organizer

I attest that the above information is true and accurate to the best of my knowledge. I certify under penalties of perjury that I am authorized to execute contracts and other instruments that are legally binding.

Signature of Event Organizer

Print Name

Date submitted to the City