

CITY OF PARK RAPIDS, MINNESOTA
Application for a Public Facilities Use Permit

Date Application Received: _____

Payment of the Application Fee is required before the Application for a Public Facilities Permit is considered by the City Council, and is non-refundable.

To the City Council of the City of Park Rapids, Hubbard County, Minnesota:

The undersigned hereby applies for a Public Facilities Use Permit in the City of Park Rapids pursuant to the provisions of the City Code Section 47-1.

Type of Permit (check appropriate box): Public Event _____ Private Event _____

City Fee Paid: _____ Date Paid: _____ Receipt #: _____

Applicant Information:

(A separate application must be filled out for each activity and/or location.)

Applicant's Full Name: _____

Event Coordinator (if different): _____

Telephone number to be used during event: _____

List all Organizations/Sponsors involved in the Event:

(Attach additional documentation if necessary.)

Organization/Business Names: _____

Address: _____

Telephone(Business): _____ (Home): _____

Public Facility Requested: _____

Location/Address: _____

Event Overview:

Type of Event: _____ Planned Activities: _____

Intent /Purpose of Event: _____ Number of Persons Expected to Attend: _____

Date of Event: _____ Attendance Fees Organization is Charging: _____

Attach the following information when applicable:

1. Site map including streets, alleys, driveways, locations of temporary structures and restrooms, and any cordoned off areas.
2. Off-Site parking considerations including written permission from property owners and transportation arrangements for off site locations when parking is not within walking distance.
3. Copies of additional required permits, such as transient merchant's licenses, gambling permits, temporary 3.2 beer licenses.
4. Documentation that all affected property owners, abutting a street that is proposed to be closed for an event, have been notified and been given an opportunity to comment.

The applicant shall promise and covenant to bear all costs of policing, cleaning up, and restoring the area upon conclusion of the event or activity, to reimburse the City for any such costs incurred by the City, and to indemnify the City and hold the City harmless from any liability to any person resulting from any damage or injury occurring in connection with the permitted event proximately caused by the action of the permittee, the sponsoring organization, its officers, employees or agents or any person under their control insofar as permitted by law.

Applicant Signature Required: _____ Date: _____

Security:

The decision on the type and number of security officers shall be decided by the Chief of Police for the City of Park Rapids as per Section 47-2.6. of the city code.

Provide overview of security for event: _____

Police Chief Signature: _____ Date: _____

Insurance/Deposit Requirements:

A copy of the liability insurance certificate covering proposed event is required as per Section 47-1.E. For all commercial or organizational events the insurance certificate shall name the City of Park Rapids as an additional insured, and shall carry a minimum limit of liability of \$300,000. The required liability insurance certificate is waived for certain personal uses (as defined in 47-1.E.2.).

Insurance Company	Agent's Name	Expiration Date
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<p>A \$ _____ Security Deposit is required according to City Code Section 47-1.H: <i>If it is determined after City Staff inspection, that the permitted event proximately caused damage to city property in excess of normal wear and tear and which requires repairs in excess of routine maintenance or determined that fines shall be assessed against the permittee pursuant to Section 47-1.H.2, the City shall retain the security deposit, or a portion thereof, necessary to pay for the cost of repair or any fines assessed against the permittee. The Clerk shall give written notice to the permittee of the assessment of the damages or fines and the retention of the security deposit. Retention of the security deposit shall be subject to the appeals procedures contained in Section 46-4.</i></p>
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Amount Received: \$
Date Received :
Receipt Number:

Conditional Approval Granted by City Council on: _____

Conditional Approval Expires on: _____

Additional Information required to process permit (if information is not received within the prescribed timeframe, conditional approval will expire and application will be deemed denied and notice of denial will be sent to applicant): _____

<p>For City Staff Use:</p> <p>City Facility Inspected on: _____</p> <p>Condition of Facility: _____</p> <p>Recommendation: _____</p> <p>Signature: _____</p>

Fee Schedule adopted on September 27, 2005 as per Ordinance No. 446 are as follows: Dance Permit \$10.00 per day, Outdoor Concert Permit \$10.00 per day, Parade Permit \$25.00 per block per day, maximum fee \$150.00, and Street Closing \$25.00 per block per day.