



For Internal Use Only

Council _____

Police _____

Admin _____

Special Event Application

A Special Event Permit is required if one or more of the following apply to your event:

- Alcohol will be sold
- Admission or rental fees will be charged or donations requested
- 300 or more individuals will be in attendance
- Special services required (road closure, traffic control, security, etc.)
- Temporary Structure Permit is required

Applicant Information

Name: _____

Address: _____ City: _____ State: _____

Phone (H): _____ Phone (C): _____

Email: _____

Event Information

Date of Event: _____ Time of Event: _____

Description of Event: _____

Location of Event: _____

Number of Attendees: _____

Property Owner's Name (If different from applicant): _____

Number of Volunteers: _____

Tents, Membrane Structures and Canopies

Is a tent, membrane structure or canopy proposed to be used for this event? Yes No

If a tent or membrane structure over 200 sq. ft. or a canopy over 400 sq. ft. is being used a separate permit may be required, see instructions on attached page. Please contact Community Development at 218-454-5100 for a Temporary Structure Application.

Signs

Is a sign being used for this event? Yes No

Banner Temporary Sign If Yes, what size? Sign Size: _____ X _____ = _____ sq. ft. (Not exceed thirty two (32) square feet in size for commercial districts and sixteen (16) square feet for residential districts.)

Please contact Community Development at 218-454-5100 for a Sign Application.

Mobile Vending

Will a food truck or mobile vending be used for this event? Yes No

Please contact Community Development at 218-454-5100 for a food truck or mobile vending permit.

Required Submittals

This application is not considered complete until the following materials, as required by city code, have been submitted. Failure to submit any or all of the required materials may result in a delay or denial of your permit. Please do NOT use permanent paint on roads or trails.

Please attach separate pages as necessary.

- Admission Fee/ Rental Fee/ Donation Requested \$ _____
 - Food/ Alcohol being served _____
 - Special City Services Requested (Road closure, security, traffic control, etc.)
 - Copies of any required State or County license or permit
 - Certificate of Insurance (must name the city, its officials, employees, and agents as additional insured.)
 - Any public health plans
 - Emergency plans (fire prevention, emergency medical, severe weather, etc.)
 - Security plans
 - Traffic/Parking plans
 - Sound/ Noise plan
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The signature of the legal owner of the event location or the owner's official representative is required and authorizes the designee of the City of Baxter to enter the property to perform inspections to establish and ensure compliance with all permit conditions. Entry may be without prior notice.

I hereby acknowledge that I have read this application and that all information is true and current to the best of my knowledge. I hereby agree that the special event will be conducted in accordance with the Baxter City Code and the laws of the State of Minnesota. I further understand that failure to comply with the conditions of my Special Event Permit, including the payment of required fees, deposits and reimbursements, or conducting the event in a way that creates a threat to the health, safety, or welfare of any individual or the general public may result in the immediate cancellation of the Special Event Permit.

Applicant's Signature _____ **Date** _____

Applicant's Printed Name _____

Owner's Signature _____ **Date** _____

Owner's Printed Name _____