



**APPLICATION FOR
SPECIAL EVENT**

Organization Information	
_____	_____
Organization Name	Organization Phone Number
_____	_____
Organization Mailing Address	Email Address

Applicant Information	
_____	_____
Applicant Name	Applicant Phone Number
_____	_____
Applicant Address	Email Address

Special Event Information		
_____	_____	_____
Date of Event	Start Time	End Time
Event Title: _____		
Description/narrative of the Event: Please include the number of expected participants and spectators. Attach a sheet if more space is needed.		

Event Site Plan/Map needs to be included with the application. The event site plan or map should include the following:		
- outline of entire event area		
- location of any obstacles , fencing, or barriers for this event		
- if required, the location of first aid facilities and/or ambulances		

- location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer garden, cooking areas, trash containers, dumpsters, or any other temporary structure
- sources of electricity or generator locations
- placement of vehicles or trailers
- other related event components not listed above

River access: Does this event require river access either going over the ice or on the water?
_____yes _____no If yes, please complete the Boat and Water Permit Section.

Security Plan: Is security required at the event _____yes _____no

If yes, please include the information for the Security Organization that will be used.

Name _____ Address _____

Contact Number _____ License Number _____

Medical Plan: Are emergency medical services required at the event _____yes _____no

If yes, please describe your medical plan including the number of personnel that will be at the event, certification levels and types of resources that will be available at the event. If more space is needed please include an attachment.

Alcohol: Will alcohol be served at this event? _____yes _____no

If yes, please contact the City in which it will be served. The fees for temporary alcohol permits will be collected by the City. The temporary alcohol permits can only be approved by the City in which they are applied for and are not approved with the special event permit. For Grand Forks please contact the _____. For East Grand Forks please contact the Administration Office at (218) 773-2483 for more information.

Please describe in detail how the alcohol sales will be sold (ie beer garden, wristbands, etc) and how the entrances and exits will be monitored.

Food: Will there be food served at this event? _____yes _____no

If yes, please describe how food will be served or prepared. Include what method will be used to cook food if it is not provided by a food vendor. Mobile Food Vendors will have to be approved to serve for the public prior to the event. Contact Grand Forks or East Grand Forks for more information about food vendors.

Portable Restrooms: Are portable restrooms required for this event? _____yes _____no

If yes, please provide the plan for this including the number of portable restrooms available and the company that will be providing the restrooms along with their contact information.

Plan for Clean-up After Event:

Insurance: Please attach the Certificate of Liability as proof of coverage for this event. This needs to be included when the application is turned in or the application will be considered incomplete.

I hereby certify that the information contained in the application is true and correct to the best of my knowledge and belief that I understand and agree to abide by the rules and regulations of the local, state, and federal government. I certify on behalf of the host organization agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the cities of Grand Forks and East Grand Forks as well as Polk and Grand Forks Counties.

Signature of Applicant

Date

Print Name

Title

Internal Use Only

The following items need to be completed and/or attached in order for the application to be processed:

*Application fee paid in full: yes no n/a
Payment Type: cash check # _____ Receipt # _____

*Application completed in full and signed: yes no

*Map of route is provided: yes no

*Copy of voluntary waiver of liability agreement for participants: yes no n/a

*Event Sponsor – Release & Indemnification Agreement: yes no

*Liability Insurance: yes no

*MnDot/NdDot (if applicable): approved denied n/a

*Appropriate Staff: approved denied n/a

Notes: _____

Staff Signature: _____ Date: _____

*Council Approval ____/____/____ approved denied

Notes: _____

City Administrator Signature: _____ Date: _____

*License Number _____

**_____ -EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT
CITY OF EAST GRAND FORKS, MINNESOTA**

**THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT
SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.**

In consideration for being permitted to engage in the following special event activities on the City of East Grand Forks' property:

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks or injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

(Special Events Holder initials here) _____

B. If required by this paragraph, we agree to require each participant in our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of East Grand Forks, on a form approved by the City of East Grand Forks.

Participant Release and Indemnification required? YES _____ NO _____

(Special Events Holder initials here) _____

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of East Grand Forks, for the duration of the above described activities.

(Special Events Holder initials here) _____

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of East Grand Forks, its officers, its employees, or by any other cause.

(Special Events Holder initials here) _____

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of East Grand Forks, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of East Grand Forks, its officers, its employees, or by any other cause.

(Special Events Holder initials here) _____

F. We further agree to defend, indemnify and hold harmless the City of East Grand Forks, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against the City of East Grand Forks, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of East Grand Forks, its officers, its employees, or by any other cause.

(Special Events Holder initials here) _____

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of East Grand

Forks, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder initials here) _____

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder initials here) _____

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder initials here) _____

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name _____

Title _____

Signature _____

Date _____

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name _____

Title _____

Signature _____

Date _____