

Special Event Permit Application

Complete this application in accordance with the City of Golden Valley Special Event Policy and return it to the City Clerk's office at least 45 days before the starting date of the event. Please be aware there is a \$25 non-refundable application fee, and additional fees may be charged based on the type of event and City services required.

By submitting a Special Event Permit Application, you and your organization agree to the terms outlined in the Special Events Policy and all other ordinances, laws, and City requirements that may apply to this special event.

Name of special event	Name of organization
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Event purpose

Main Contact For Event

Name	Daytime phone
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Address	City	State	Zip
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Email address

Contact person during event	Cell phone number during event
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Property owner at permit location, if different than applicant
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Printed name _____ Signature **X** _____ Date _____

Event Information

Event type:	<input type="checkbox"/> Parade	<input type="checkbox"/> Run	<input type="checkbox"/> Walk	Event date(s)
	<input type="checkbox"/> Street dance	<input type="checkbox"/> Other		

Event start time	Run/Walk start time	Event end time
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Location of event

Location where applicant has conducted similar event in past five years

Description of event, activities, or route
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Number of people participating	Event length (miles, if applicable)
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Number of spectators (if applicable)	Number of vehicles involved (if applicable)
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Number of units in parade (if applicable)	Number of animals participating (if applicable)
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Impacted properties:	<input type="checkbox"/> Private property	<input type="checkbox"/> City park	<input type="checkbox"/> City sidewalk/trail	<input type="checkbox"/> City street
	<input type="checkbox"/> County/State highway	<input type="checkbox"/> Public waterway	<input type="checkbox"/> Minneapolis Park & Rec Board parkway	

Description of services requested (City personnel, equipment, or property)
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Public safety provisions (traffic control, signage, safety personnel, etc)
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Parking provisions

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Event Information (cont.)

Is the event in coordination with another event: No Yes Event name: _____

Amplified sound? No Yes *Provide a description of any recording and sound amplification equipment to be used at your event and the times.*

Restrooms provided? <input type="checkbox"/> No <input type="checkbox"/> Yes How many?	Company contracted for restrooms
Trash disposal? <input type="checkbox"/> No <input type="checkbox"/> Yes	Company contracted for trash disposal

Event Security Plans

Applicant will maintain adult supervision of the event at all times. Additional security may be stipulated by the police chief. Security will be billed per the Special Event Policy. If you have questions about the amount of security to provide, contact the Police Department at 763-593-8079.

If event security will be provided by the applicant, explain arrangements:

If the applicant is requesting the Police Department to provide security, please explain your request:

Date: _____ Time: _____ to _____ Number of officers: _____

Date: _____ Time: _____ to _____ Number of officers: _____

Park Use *If your event requires the use of a City park, you must complete this section.*

Name of park	Location of park
Shelter(s) to be used	Number of people attending

Required Attachments *Must be attached to the Special Event Permit Application when submitted.*

- Certificate of liability insurance**
- An event map** is required if event will use streets and/or sidewalks (for a parade, run, etc) or will use multiple locations. Attach a complete map showing assembly and dispersal locations, route plan, and any streets or parking lots you are requesting be blocked.
- If organization is a non-profit** please attach a copy of the 501(c)3 statement.
- Tent permit application** is required for any tent that exceeds 400 square feet.
- Temporary liquor license application** is required for the sale of alcoholic beverages.
- Mobile Food Vending application** is required for operation of a food truck.
- Fireworks display applications** are available upon request.

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Thank you for your interest in hosting a special event in Golden Valley. To help you achieve the most successful event possible for your organization, we are providing a list of standard services/items and the associated fees you may incur as part of planning your event. Not all events will require all services/items, nor is this list intended to represent all services and items that may be necessary for the operation of your event.

City Personnel (cost per hour)

Overtime will be calculated at 1½ time the rate.

Public Works -----	\$62
Fire (paid on-call) -----	\$35
Fire (full time) -----	\$75

City Personnel (cost per hour)

Minimum 2 hours per employee.

Police Officer -----	\$85
with car -----	\$110
Community Service Officer -----	\$35
with car -----	\$50
Reserve Officer	
with car -----	\$25

Minimum of 3 hours per officer.

Vehicles (cost per hour)

Pick-Up Truck -----	\$45
Utility Truck-----	\$100
Garbage Truck-----	\$125
Dump Truck -----	\$125
Boom Truck -----	\$125
Fire Engine-----	\$250
Aerial Truck-----	\$350

Plus sales tax on equipment rentals

Permits & Licenses

Tent/Canopy Inspections – required for tent exceeding 400 sq ft and canopies exceeding 700 sq ft (per site) -----	\$50
Each additional tent and/or canopy (per site)-----	\$25

Mobile Food Vending

Non-residential zoning districts

Up to three days (City park – limit three days) -----	\$40 per day
Up to 120 days -----	\$150

Temporary Liquor License -----	\$100
Fireworks/Pyrotechnic Special Effects -----	\$350

Permit fee includes rental of fire engine and crew for one hour stand by at display.

Park Fees

Small Park Shelter (up to 50 people)	
Resident -----	\$115
Non-resident -----	\$130

Large Park Shelter (up to 100 people)	
Resident -----	\$150
Non-resident -----	\$170

No amplified music allowed without approved sound permit.

Entire park (up to 12 hours), plus facility rental fees	
Resident-----	\$300
Non-resident-----	\$450

Picnic Shelter Damage Deposit -----	\$250
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Equipment Use Fee Permit (inflatable, climbing wall, zipline, etc)-----	\$50
Additional portable toilets and/or hand wash stations (at the discretion of City staff)-----	\$62.50 regular or wash sink, \$160 ADA units (subject to change based on current market rate)

Plus sales tax on equipment rentals

Special Event Permit Application

The applicant hereby agrees to save, defend, hold harmless, and indemnify the City of Golden Valley 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, and costs, including attorney's fees, charges, liability, or other exposures, however caused, resulting from, arising out of, or in any way related to the applicant's event as herein described and applicant's use of City property and/or right-of-way. Nothing herein shall have any effect on the City's right to assert any liability defense in accordance with Minnesota Statutes.

The City, in its sole discretion, may require the Applicant to obtain liability insurance coverage(s) for any event. If the City notifies the Applicant in writing that liability insurance is required, the Applicant must provide proof of the appropriate liability insurance(s) in the amount(s) provided herein.

The Applicant must provide the City with a Certificate of Insurance showing proof of the required liability insurance(s). The City must be listed as an additional insured on all liability policies. Applicant's insurance shall act as the primary insurance coverage for any claims of loss covered by the insurance policy.

The Applicant must obtain commercial general liability insurance or equivalent special event coverage protecting Applicant and City from claims for damages or bodily injury and property damage which may arise out of or in connection with the event's operation and use of the City's property or right-of-way. This general liability insurance policy shall be in an amount not less than \$2 million per occurrence.

If alcohol will be served or included in Applicant's event, Applicant must obtain liquor liability (also known as dram shop) insurance in an amount not less than \$1 million per occurrence.

The City reserves the right to modify these insurance requirements at its sole discretion based on the nature and scope of Applicant's proposed event.

Signature of Event Applicant

I understand that I may be required to obtain insurance coverage as outlined herein before the City will approve my use of City property or right-of way. I hereby agree to obtain such coverage as the City may deem necessary and to provide City all necessary documentation of such insurance coverage. I further certify under the penalty of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.

Signature of event applicant X _____ Date submitted to City _____

Printed name and title of event applicant _____



This document is available in alternate formats upon a 72-hour request. Please call 763-593-8006 (TTY: 763-593-3968) to make a request. Examples of alternate formats may include large print, electronic, Braille, audiocassette, etc.

