



**INTERNAL USE:**

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

## Special Event Request

Special Event requests are due **60 days** prior to the event date for staff review. Please ensure your application is complete; incomplete applications will not be accepted. City Staff will review your application; additional permits and fees may apply after review. If you have any questions, please call the City of Forest Lake at 651-464-3550 for assistance.

<b>Applicant Information</b>			
Event Name:			
Event Organizer (Main Contact):			
Mailing Address:			
City, State, Zip Code:			
Primary Phone:		Email Address:	
Website Address (If Applicable):			
<b>Event Specifics</b>			
Event Date/Time:			
Set Up -	Date:	Time:	to
	_____	_____	_____
Event Duration -	Date:	Time:	to
	_____	_____	_____
Clean Up -	Date:	Time:	to
	_____	_____	_____
<b>Location:</b>			
<ul style="list-style-type: none"> <li>- Public or Private Property:</li> <li>- Address of Event:</li> </ul>			
<b>Estimated Attendance (Including Participants and Spectators):</b>			
<b>Brief Description of Event</b> <i>(a general overview of your event and planned activities):</i>			

<b>Name of Primary Contact Person During Event:</b>			
Cell Phone Number: _____			
<b>Name of Alternate Contact Person During Event:</b>			
Cell Phone Number: _____			
<b>Media Contact (If Applicable):</b>			
Cell Phone Number: _____			
Describe the level of advertisement (i.e. radio, flyers, ads, social media) – Attach sample, if available.			
<b>Event Details</b>			
Will any signs/banners be put up?	No	Yes	Quantity/Number: _____ Size: _____
Will there be any inflatables?	No	Yes	<i>Insurance certificate from rental vendor is required.</i>
Will there be a parade?	No	Yes	
Will there be a carnival/carnival rides?	No	Yes	<i>Insurance certificate from rental vendor is required.</i>
Will there be entertainment?	No	Yes	Type: _____ If Yes, describe: _____ <i>Fees for electricity may apply. See Application Guide.</i>
Will sound amplification be used? (Speakers, mega phone, DJ)	No	Yes	Hours of Operation: _____ Type: _____
Will you need electricity?	No	Yes	If Yes, describe: _____
Will generators be used?	No	Yes	
Will there be open flame cooking or use of fire pit?	No	Yes	Type: Firepit _____ <i>If yes, a Fire Safety Plan is required. See Application Guide.</i>
Will any temporary structures be used? (stages, bleachers, projection screens, or any other type to be used)	No	Yes	Quantity: _____ If Yes, describe: _____ Dimensions: _____
Will a stage or tent(s) be set up? (Greater than 10x10)	No	Yes	<i>Tent Permit Required; Additional fees apply.</i>
Will there be temporary fencing?	No	Yes	
Will there be firearms? (Including starter pistols)	No	Yes	

City of Forest Lake, Special Event Permit Application

Will there be live animals?	No	Yes	
Will there be merchandise vendors?	No	Yes	Expected number of vendors: _____ Type: _____
Will food be cooked/prepared on site?	No	Yes	Contact Washington County Health Department: (651) 430-6655
Will there be food trucks?	No	Yes	Expected number of vendors: _____ If Yes, describe: _____
Will alcohol be consumed, sold or given away?	No	Yes	Separate license application is required. See event policies for more information.
Will there be charitable gambling?	No	Yes	Separate license application is required. See event policies for more information.
Will there be a fireworks or pyrotechnics display?	No	Yes	<u>Permit required.</u> Contact the Forest Lake Fire Department: (651) 464-2244
Will portable restrooms or handwashing station be needed?	No	Yes	Quantity: _____ ( ____ Minimum) If Yes, please list: _____
Will extra trash receptacles or dumpsters be needed?	No	Yes	Quantity: _____ ( ____ Minimum) If Yes, please list: _____
Describe trash removal and clean-up plan during and after the event.			
<b>Use of Right-of-Way</b>			
Will the event <b>use, close or block</b> any of the following: (if yes, specify location on site plan)			
1. City Streets or Right-of Way -	No	Yes	Start/End Time: _____ Date: _____
2. City Sidewalks or Trails -	No	Yes	Start/End Time: _____ Date: _____
3. Public Parking Lots or Spaces -	No	Yes	Start/End Time: _____ Date: _____
<i>If yes to number 1 above, a traffic safety plan is required. See event policies for more information.</i>			
<i>If no to all, move to next section. If yes, City will determine need for traffic control, barricades and no parking signage.</i>			

<b>Safety and Emergency Management:</b> If off-duty FLPD security is needed, you must contact Cpt. Hanegraaf at <a href="mailto:404@flpd.com">404@flpd.com</a> upon submission of this application			
Will event need EMS services?	No	Yes	Contact M Health Fairview: _____
Describe plans to provide first aid, if needed:			
Describe crowd control procedure to ensure the safety of all participants and spectators.			
Describe the emergency action plan if severe weather should arise:			
List any other pertinent information:			
<b>Site Plan</b>			
<b>A site plan is mandatory for all events.</b> Applicants must provide and attach a map of the site layout to this application. Include any tables, stages, tents, cooking stations, fencing, portable restrooms, vendor booths, trash containers, signs, etc. If event involves a parade, race or walk, please attach a route map highlighting route. Include rest stop stations, crossings, and indicate route direction with arrows. Applications without site plans will not be approved.			

The sponsor(s) of this event hereby agrees to save the City, its agents, officials and employees harmless from and against all damages to persons or property, all expenses and other liability that may result from this activity. Depending on the size of and scope of the event a "Certificate of Insurance" may be required. If insurance is required, the policy must be kept in force during the event of at least the statutory limits for municipalities covering claims that might be brought against the event that arise out of the events authorized and to name the City as an additional insured on their policy "as their interest may appear." As the sponsor or authorized representative, I certify that the information provided is true to the best of my knowledge and agree to pay the permit fee for this event based upon the information provided in this application. I realize my submittal of this application request constitutes a contract between myself and the City of Forest Lake and is a release of Liability.

\_\_\_\_\_  
*Signature of Applicant or Authorized Agent*

\_\_\_\_\_  
*Date*