

City of Moorhead

Special Event Application



**City of Moorhead
City Hall - Third Floor
500 Center Ave
Moorhead, MN 56561**



Special Event Application

APPLICATION MAY TAKE UP TO 4 WEEKS TO PROCESS

Deposits can only be paid with cash, cashier's check, money order, or credit card.

Personal checks accepted 30 days prior to event.

For Office Use Only		
Date of Submission:		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
Special Conditions:		
Staff Signature:		
Staff Title:		

Applicant Information

Name of Applicant: _____ Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Phone Number: _____

Event Contact: _____ Phone Number: _____

Email Address: _____

The Event Contact is the primary contact and must be able to communicate and coordinate with other members of the event.

Event Information

Event Name (Mandatory): _____

Address of Event: _____

Date of Event: _____ Setup Time: _____ Event Start Time: _____ Event End Time: _____ Cleanup Time: _____

Type of Event (Please check the type of event (check all that apply) and write a brief description of your event):

- Walk/Run/Race
 Parade
 Bike Ride
 Public Rally/March
 Cultural Event
 Park Shelter Rental
 Wedding
 Other: _____

Brief Description of Event: _____

**Document(s) with event information or other materials describing the event may be attached.*

Estimated # of Vehicles at Event: _____ Estimated # of Participants: _____

**Please note that having more than 100 participants and/or having alcohol will require a \$250.00 Refundable Damage/Security Deposit.*

If a deposit is required, it must be paid with cash, money order, or credit card – Personal checks only accepted 30 days in advance.

OFFICE USE ONLY: Fees payable to the City of Moorhead

_____ Park Reservation Fee(s)
 _____ Alcohol
 _____ Damage/Security Deposit

Payment Type: Cash
 Check # _____
 Credit Card
 Other _____

Payment Date: _____ / _____ / _____
Received By: _____

Park Reservation Form

1300 15th Ave. N, Moorhead

Phone: 218.299.5340 | Email: parkandrec@cityofmoorhead.com

- No reservation needed. Proceed to page 4.
- Yes, a reservation is needed. Please continue filling out the Park Reservation Form

***Shelters are available between the hours of 10:30am - 9:30pm only.**

✓	FACILITY	CAPACITY	HOURS	RENTAL FEE
	Gooseberry Park Small Shelter 100 22 nd Ave S	60	10:30am-9:30pm	\$150.00/day
	Gooseberry Park Large Shelter 100 22 nd Ave S	250	10:30am-9:30pm <input type="checkbox"/> 4-7 hours <input type="checkbox"/> 8-10 hours <input type="checkbox"/> 11 hours	\$200.00 \$400.00 \$550.00
	M.B. Johnson Small Shelter 3601 Oakport St N	30 Indoor/50 outdoor	10:30am-9:30pm	\$200.00/day
	M.B. Johnson Large Shelter 3601 Oakport St N	200	10:30 am-9:30 pm <input type="checkbox"/> 4-7 hours <input type="checkbox"/> 8-10 hours <input type="checkbox"/> 11 hours	\$200.00 \$400.00 \$550.00
	Other	Varies	10:30 am-9:30 pm	Varies

Note: If park personnel have not arrived to open your facility 10 min. after scheduled arrival time or to close the facility 10 min. after scheduled departure time, please call our emergency number:

Monday – Friday 8:00am – 4:30pm – 218.299.5422 (Public Works)

After hours and weekend – 218.329.6031 (Mike Schroeder, Parks Maintenance Manager)

Your shelter reservation is NOT confirmed until the Special Event Application is complete, reviewed by Parks staff and payment is received.

Event Logistics

Security:

Please indicate if security is being provided. If yes, who and how many? _____

NOTE: The city reserves the right to require security based on the review of event.

Road Closures or use of Public Right-of-Way (select one):

Important: Street closures require a press release, community notification by the applicant, and insurance requirement. See page 7 for insurance requirements.

No road closure or use of public right-of-way. Proceed to page 5.

Are you requesting to close a: Street Parking Lane Sidewalk Alley Bridge Other: _____

Date: _____ Start Set-Up Time: _____ End Set-Up Time: _____

Date: _____ Start Clean-Up Time: _____ End Clean-Up Time: _____

Is a map attached? Yes No

ROUTE MAP (Parades, Runs, Walks, Bike Rides) All events that include a run, walk, or other activity in which participants will be following a course will be required to attach a Route Map, any required permits and a written document of the proposed route of the event. All proposed Route Maps are subject to approval. The use of any roads is subject to approval. Please include the route/area, starting point, ending point, assembly areas, and stations designated for traffic control.

Please indicate the location(s) all event participants will assemble prior to the event and/or after the event:

Describe how traffic control will be conducted (traffic control company/volunteers). Note: if a company will be utilized, a traffic control plan shall be provided: **City barricades are not provided for private events.**

Describe the methods that will be used to provide notice to residents and businesses along the proposed area/route:

See page 11 for Public Notification information.

Yes No Will electrical usage be needed?
If yes, describe the equipment of power supply: _____

Yes No Will any animals be present at the event?
If yes, describe the number and type of animals: _____

Yes No Will your event include the use of portable toilets/sinks? If yes, how many? _____

Company that will be used: _____

Temporary restrooms can be placed 24 hours prior to the event and need to be removed within 24 hours following the event. All portable toilets must be located on a hard surface, which may include asphalt, concrete, or plywood.

Yes No Will your event include the use of refuse containers? If yes, how many? _____

Company that will be used: _____

The event is responsible for providing refuse containers from a rental company and must indicate the company contracted for services. Street, boulevard, and adjacent property must be left clean. The applicant shall properly dispose of debris from the event. If the street department determines cleanup is inadequate, the cost for Public Works to cleanup will be charged to the applicant. Cleanup shall be completed within three (3) hours of the end of the event. Refuse containers are provided at park shelters and emptied by maintenance staff.

Yes No Will you have any rental equipment?
If yes, describe the equipment to be used. _____

Yes No Will there be food/merchandise sales at the event? (See page 11 for details.)
If yes, has a permit been obtained through Clay County Environmental Health for food? Yes No

Tents and Canopies (select one):

- No tents or canopies.
- Yes. Does **not** exceed 400 sq. ft. (no permit required)
- Yes. **Exceeds** 400 sq. ft. You must clearly identify on the Site Map including the location and size/dimensions. The event organizer is liable for any damage caused to property/facility and must obtain approval prior to installation. **Permit must be obtained by the Fire Department**, see page 11 for details. Locates are required through Gopher One if stakes will be 12 inches or longer.

Sound Amplification (select one):

- No amplified sound. Proceed to page 6.
- Yes. Start Time: _____ AM / PM End Time: _____ AM / PM
Type of Amplified Sound: _____

*The actual permit granted will set forth the time limits, the location, and other relevant conditions of the permit. No event will be allowed to start before 11:00 am (8:00 am for sporting events) and all events must end by 10:00 pm on weeknights, and 11:00 pm on weekends. The permit will not be for a period to exceed six hours. When and where warranted, the permit conditions may further restrict the times in order to protect surrounding neighborhoods.

Alcohol (select one):

- No alcohol. Proceed to page 7.
- Catered Event: licensee holding caterer's permit to provide food and liquor. Under caterer's permit, the caterer is responsible for ID/wristband, security, and ensuring there is no second party transfer. Indicate the caterer being used: _____ **(\$250 refundable damage deposit is required)**
- Possession/Consumption Permit (Alcohol is only allowed in Memorial Park, Riverfront Park, Viking Ship Park, and M.B. Johnson Park). **A \$35 Alcohol Permit Fee and a \$250 refundable damage deposit is required** and must be paid upon application. **Application MUST be submitted 7 business days prior to event.** Refund for the deposit will be issued in a check format within three (3) weeks after the event.

* City of Moorhead Policy: The consumption of alcoholic beverages on Park property will not disrupt any park users and/or programs and/or use of the facilities with the Moorhead Parks Department. Possession of alcoholic beverages will not be allowed when it directly affects Moorhead youth.

This permit allows the Applicant/Applicant's Group to consume the following beverages purchased elsewhere, at the location selected above: single serving plastic bottles or cans of beer, wine coolers, wine, and premixed alcoholic products such as hard lemonade. Other alcoholic beverages are NOT permitted such as hard liquor. GLASS BEVERAGE CONTAINERS AND KEGS ARE FORBIDDEN ON PARK PROPERTY.

This permit allows only the possession/consumption of alcoholic beverages by adults 21 years of age and older who is part of the estimated attendance listed above. This permit IS NOT a license to sell alcoholic beverages.

The bearer of this permit shall be held responsible for the actions and conduct of all persons in their group and at their event, and must assure that all laws and ordinances are followed. The Applicant will indemnify and hold the City of Moorhead harmless for any failures to comply with State, City, and Park laws, ordinances, and policies. The City of Moorhead retains the authority to revoke this permit at any time should a violation arise.

- Temporary Intoxicating Liquor License: only issued to charitable, religious, or nonprofit organizations in existence for at least three (3) years, for events not to exceed four (4) consecutive days. **Application needs to be submitted with \$35.00 per day fee and requires approval from the Alcohol and Gambling Enforcement Division (required 30-days PRIOR to the event).** The licensee is responsible for ID/wristband, security, and ensuring there is no second party transfer. Link to application can be found on the [MN Department of Public Safety \(DPS\)](#) or by clicking [here](#).

Standard Penalty: subject in accordance with the provisions of Minnesota statutes sections 412.231 and 609.034 to a penalty of either a fine not to exceed seven hundred dollars (\$700.00) or imprisonment not to exceed more than ninety (90) days, or both, but in either case the costs of prosecution may be added.

Insurance Requirements - Is insurance required for my event?

If you answer 'yes' to any of the following questions, you will be required to provide insurance at the time the application is made.

Yes No Is my event within the City right-of-way (streets/trails/parking lots)?

Yes No Will I have inflatable structures/pony rides/sleigh rides/etc.?

Inflatable structures, pony rides, sleigh rides, etc., require prior approval and a Certificate of Insurance, naming the City of Moorhead as "additional insured". The applicant may be required to pay additional fees for electricity and water services used by the vendor. Applicant must notify the Moorhead Parks and Recreation Department of their intent to bring these games and vendors on-site. The Applicant will be held liable for any injuries associated with private rentals or damages to underground utilities.

Yes No Will there be alcohol at my event?

Yes No Will there be more than 100 people at my event?

**Please note that having more than 100 participants and/or having alcohol will require a \$250.00 Refundable Damage/Security Deposit.*

Insurance Requirements:

Insurance limits are set by the League of Minnesota Cities Risk Manager Attorneys recommendation.

The applicant will agree to indemnify, defend and hold harmless the City of Moorhead from any and all liability that may arise by virtue of the event.

- The applicant shall provide and maintain a certificate of insurance for comprehensive general liability in a minimum amount of \$1,000,000 per occurrence.
- The City must be named as an "additional insured" on the policy as "City of Moorhead, City Hall-Third Floor, 500 Center Ave, Moorhead, MN 56561."
- The maximum deductible for the comprehensive general liability insurance coverage shall be no greater than \$10,000.00

Insurance Options:

Insurance can be acquired by contacting your current insurance company, or utilizing a special event insurance provider (Example: www.theeventhelper.com). Please note that the City of Moorhead does not provide guidance in this situation.

Indemnify and Hold Harmless:

The Applicant agrees to indemnify the City of Moorhead, its officers, agents, trustees, employees and assigns, and hold them harmless from and against any and all liability damage, expense, cause of action, suits, claims or judgments arising from or in any way related to injury to person or property occurring out of the use of the City of Moorhead's park facility or from any action or omission of the Applicant, the Applicant's agents, employees, guests, or licensees, or from any cause whatsoever. The Applicant agrees to hold the City of Moorhead harmless from any liability or loss, including reasonable attorney fees arising out of or related to the use of Moorhead park facilities under this permit.

Incident Notification:

Should there be any injuries, accidents, or other health incidents at an event that require medical attention, applicant must notify the City Clerk's Office at 218.299.5304 or cityclerk@ci.moorhead.mn.us within 24 hours of the incident.

SPECIAL EVENT POLICY

You must be 18 years of age to rent facilities from the City of Moorhead.

The following information sets forth the guidelines for the conduct of a street closing for the purposes of a parade, walk/run/ride, assembly, or other special event.

Street Closing Permit Required:

A permit is required by the City of Moorhead for any event that requires closure of a road, is likely to impede traffic, or does not comply with normal traffic regulations.

NO Street Closing Permit Required: Neighborhood Block Club Gatherings: Street closure requests for the purposes of a Neighborhood Block Club are handled by the Moorhead Police Department. Please contact the Community Policing Coordinator at 218.299.5143 for further information.

Application for Permit: It is strongly encouraged that event organizers submit applications as early as possible in order for City staff to review the application and provide sufficient time for applicants to fulfill all conditions of the permit. Applications for a permit must be submitted at least 4 weeks in advance of the event.

The City may request event modifications or restrictions to protect public peace and safety, including event or route area, hours of operation, security provisions, fencing and barricades, public notification, indemnification, sanitary facilities, waste collection, or sound amplification restrictions. If deemed necessary by the City event security, emergency medical services, and/or traffic control measures will be incorporated into the event at the expense of the applicant.

Review of Application: Representatives from City departments including Police, Fire, Parks, Transit, Public Works, and Engineering will consider the following factors in reviewing an application for a street closing:

- Meets the requirements of the permit application.
- Extent to which the event may create traffic, crowd control, safety, or other concerns.
- Extent to which the applicant is able to provide assurance that sufficient numbers and quality of paid or volunteer staff will be available to manage the event.
- The inconvenience that may be experienced by the public or local business entities.
- The interference with emergency or other public safety equipment or operations that may be caused by the event and the extent to which such inconvenience or expense may be outweighed by the benefit to the community by holding the event.
- The extent to which the event will tax the resources of the city or other public entities.
- Whether the event is to benefit a nonprofit community service organization or constitutes a community service.
- The extent to which previous similar events have succeeded in complying with the appropriate requirements and applicable law.
- Whether or not the applicant has supplied truthful, accurate information during the application process.
- Applicants must be in good standing with the City of Moorhead.

Issuance of Permit: As a condition for issuing a permit the City requires that the following conditions be met:

- **Coordination/Contracted Services:** Applicants may be required to pay a service charge to cover costs the City will incur in connection with activities for which a permit is granted, including costs for coordination and event planning, support personnel, equipment, and related items. Fees for these services will be assessed to the applicant for each contracted City employee (fees may vary). Fees will be outlined well in advance of the scheduled event.
- **Event Route or Area:** At least two of the three bridges connecting Moorhead and Fargo must remain open. This measure is to ensure that emergency and public safety vehicles from Moorhead, Fargo, and the surrounding area are able to quickly and safely access these corridors.
- **Hours of Operation:** Applicants are strongly discouraged to schedule street closures beyond two hours as they may cause significant hardship to residents and businesses. Applicants may request a waiver if the closure will extend longer than two hours; however, the City may require the applicant to contract a City staff member to regulate certain intersections/streets to allow local traffic to access their residence or business.

Appeal Process: If the City denies a permit for the event or any of its components, or the applicant disagrees with the conditions placed on the permit, the applicant may submit a written appeal to the City Manager within 10 days of denial. If the City Manager agrees with the denial, the applicant may appeal to the City Council at its next regularly scheduled meeting.

Permit Revocation: The City is authorized to revoke a permit in the event it is determined that:

- The applicant made any false or misleading statements in the application or during the application process.
- The applicant failed to comply with any conditions or requirements for the issuance of the permit.
- Such withdrawal is necessary for the protection of public health or safety or for the prevention of a violation of any local, state, or federal law.

MATBUS Routes: Applicants will be expected to avoid the following intersections/streets during the times prescribed below in order for Metro Area Transit (MATBUS) to maintain necessary service routes. Applicant is encouraged to consult the following website for MATBUS route maps (www.matbus.com).

Intersections/Streets to Avoid:

- Marriott Transfer Point – 11th St. S between and including 24th and 28th Avenues
- 14th St. S between and including 24th and 28th Avenues
- Intersections along 12th Ave. S between and including 8th and 20th Streets
- 24th Ave. between and including 11th St. and 20th St.
- 28th Ave. between and including 11th St. and 20th St.
- Leave us a way in and out of our transit hubs (Walmart and Marriott)
- Let us be able to access the colleges during weekdays.
- Leave us at least 1 bridge open between Moorhead and Fargo

MATBUS Hours:

Routes 1 – 5:

- Weekdays: 6:15 am to 11:15 pm
- Weekends: 7:15 am to 11:15 pm

Routes 6 and 9:

- Weekdays: 6:10 am to 6:40 pm
- Weekends: 7:10 am to 6:40 pm

Applicants may contract a City staff member to regulate the above-mentioned intersections or streets if it is too difficult to avoid these areas during the outlined times. The staff member will prioritize MATBUS passage during the event in order to accommodate transit service. Fees for these services will be assessed to the applicant.

- **Security Provisions:** The appropriate level of police, fire, and emergency medical services will be determined by the City based on crowd size and type of event. Fees for these services will be assessed to the applicant.
- **Fencing and Barricades:** Traffic control device rental and placement are the sole responsibility of the applicant. All street closures require the use and placement of proper traffic control devices according to the U.S. Department of Transportation, Federal Highway Administration Manual on Uniform Traffic Control Devices (MUTCD).
- **Clean-up:** The applicant may incur fees associated with clean-up if the event area is not maintained in the same condition it was prior to the event. A \$250 cleanup fee for these services will be assessed to the applicant if cleanup is required.
- **Public Notification:** Event plans must be balanced with the interests and needs of property owners and businesses. Notice of the event must be provided to all property owners, tenants, and/or businesses within 300 feet along the affected route or area. This notice must be provided at least one week prior to the event date.
 - At minimum, the notification must include the following information:
 - Event date/time
 - Closure description
 - Closure length
 - Notice of grievance process (as quoted below):

“Grievances related to this closure can be directed to the City of Moorhead, City Clerk’s Office at 218.299.5304 or cityclerk@ci.moorhead.mn.us.”
 - Applicants can personally deliver notification or utilize the U.S. Postal Service “Every Door Direct Mail” service. Further information about this service can be found at: <http://www.uspseverydoor.com/>. Failure to notify property owners in street closure areas will result in permit revocation.
 - Throughout all events, residents should be allowed access to their property and businesses should be reasonably accessible to the general public. Event organizers will be expected to make every effort to preserve customer and residential access for businesses and houses along the street closure.
- **Other Requirements:** As a condition for issuing a permit, the City may impose additional requirements and restrictions as may be necessary to protect public health and safety.

Additional Permits/Licenses Required: Below you will find a list of additional permits/licenses or other conditions that may be required for your event. Please note that it is NOT necessary to have all permits approved upon submission of this application; however, applicants must have all permits and fees paid and approved prior to the start of the event.

Event Exhibitors and Operators: Minnesota law requires that exhibitors register to collect Minnesota sales tax, provide a written statement that no taxable items are being sold, or provide a written statement indicating that they qualify for the isolated and occasional sales exemption. Further information is provided on the MN Department of Revenue website at www.taxes.state.mn.us or call 800.657.3777.

Fire/Tent Permit: A fire prevention permit is required for the following circumstances: any open burning that exceeds [MN defined recreational fire](#); any tents, canopies, and temporary membrane structures that exceed 400 sq. ft. and being used as part of the public event, and any public fireworks displays. All events are subject to inspection to ensure that the event complies with minimum fire and life code requirements. Please contact the Moorhead Fire Department at 218.299.5298 for any additional questions.

Health Department Permit: All food vendors in conjunction with special events must apply for a temporary food permit through the Minnesota Department of Health (MDH). Please contact Clay County Environmental Health at 218.299.5004 for additional information.

Sign Permit: Any person, firm, or entity displaying a portable sign within the City of Moorhead must obtain a permit. A portable sign permit is granted for a period of up to 14 continuous days, with vehicles and equipment that display signage granted for a period of up to 3 consecutive days. Please contact the Building Codes Office at 218.299.5424 for additional information.

General Guidelines for Use of Parking Lots or Paved Trails for a Walk, Run or Community Event

- Any markings on the paved surfaces will be done using the most temporary medium possible. The preferred method is dry chalk or above ground staked signage. No paint will be allowed! Organizers of the event will be responsible for removal of the signs and markings after the conclusion of the event, unless they will wash away with rain.
- Any signs used for the race, walk, or event should be temporary, leaving no visible trace once removed. The stakes for any signs should not exceed 8-12 inches in the ground and ¼ inch in diameter so as not to affect buried electrical cable, sprinkler pipes, etc.
- A \$250 cleanup fee will be charged to the applicant if markings do not follow the guidelines or are not removed.

Moorhead Park Facility Rules & Regulations

- **A cancellation no later than three business days, before noon, is required for a refund.** If weather-related, a cancellation no later than one business day, before noon, is required for a refund. At the sole discretion of the Moorhead Parks and Recreation Department, a reservation may be cancelled or Applicant's use of park facilities may be restricted due to inclement weather or flooding.
- The Applicant accepts full responsibility for clean-up of garbage and debris accumulated during the event and placement of the garbage in proper receptacles following the use of Moorhead park facilities pursuant to this application. Garbage receptacles will be emptied by Parks staff. The facility must be left in the same condition as when it was received by the Applicant; this includes the placement of any tables. **If staff is required to reset the shelter and/or garbage is not properly disposed of, the Applicant agrees to pay a \$250 clean-up and reset charge.**
- Rentals with an excess of 250 people may be required to provide dumpsters and additional attendants at the Applicant's expense.
- Any damage to Moorhead Park Facilities or Moorhead park property by the Applicant or invitees of the Applicant will be repaired at the Applicant's expense.
- Bring your copy of the Facility Permit with you to the event, and any other permits, if applicable.
- Rental of a park facility **does not** include exclusive use of the entire park. On occasion, there may be more than one group utilizing a park and surrounding facilities. Applicants cannot close public areas or extend their activities into public spaces.
- You cannot sell food, beverages, goods or merchandise, charge fees for admission, or host food trucks without a permit or prior authorization. See page 10 for Health Department contact information.
- Vehicles cannot be driven on the grassy areas in Moorhead parks unless prior approval is given.
- Firearms and weapons: It is unlawful for persons to display or have in their possession a firearm or air gun within the City parks unless you have a permit. It is unlawful to use, display, or possess any other type of weapon(s) including, but not limited to, slingshots, switchblade knives, bow and arrows, and traps.
- Dunk tanks are not allowed in City parks for private rentals.

- Glitter and/or confetti is not allowed in City parks.
- Portable gas grills are allowed during shelter rentals. Charcoal grills are not permitted with the exception of the permanent grills at certain park locations.
- Signs directing your guests to your event may be placed outside of the venue you are renting 1 hour prior and taken down immediately after your event. Signs must be temporary in nature and not exceed 2' x 3' in size. Signs must be self-sustaining and cannot be placed on the building or fence.
- The City of Moorhead, its officers, agents, trustees, employees, and assigns, assume no responsibility for the person or property of anyone using the City of Moorhead park facilities under this permit. The applicant must remove all personal items and property at the conclusion of the function. The Applicant and all guests are responsible for compliance and adherence to the ordinances of the City of Moorhead, the terms set out herein, and all policies and procedures related to use of the City of Moorhead park facilities.
- The use of Inflatable structures, pony rides, sleigh rides, etc., may be required to pay additional fees for electricity used by the vendor. Applicant must notify the Moorhead Parks and Recreation Department of their intent to bring these games and vendors on-site.

Applicant Signature

_____ (Initials) I agree that all of the information in this application is correct.

Ensure Application Includes:

- Map of a walk, run, or race event
- Map of canopies and/or tents (location, size/dimensions)
- Certificate of Insurance, if required (page 7)
- Temporary Liquor License, if applicable

_____ (Initials) I have read and agreed to the attached Special Event Policy. (Pages 8 – 12)

By signing below, I affirm that I have read and understood the City of Moorhead Special Event Policy and acknowledge that all information provided in the application is true and correct.

Signature: _____

Printed Name: _____

Date: _____