



CITY OF CENTERVILLE SPECIAL EVENT PERMIT APPLICATION

Please read information on applying for Special Event Permit before completing this application. Please be mindful that fees may be associated with your request. Answer all questions (**please print**). Write N/A (Not Applicable) where appropriate.

Sponsoring Organization

Name of Applicant or Contact Person

Address (Street, City, State, Zip)

Phone Number

Email Address:

Type of Event:

- Run/Walk
- Block Party
- Parade
- Street Fair

- Planned Demonstration
- Ceremony
- Concert

- Fundraiser
- Celebration
- Other _____

Date of Event

Anticipated Attendance

Event Hours

Name or Title of Event:

Location and Description of Event: (List any City parks, streets, trails or facilities to be used and/or blocked-off during the event)

NOTE: No permanent markings of route allowed on any streets, sidewalks, or trails in the City of Centerville.

- 1) Are police officers needed to provide services at the event (traffic control, security, barricading streets, and use of equipment, etc.) Yes ___ No ___
 - a. Police Security _____
 - Police Traffic Control _____
 - Barricades _____
 - Cones _____
 - Barricades _____
 - Picnic Tables (@ Parks Only) _____

- 2) A map or diagram of the event must be provided. Looking for routes/direction of travel, locations of restrooms, serving areas (food and alcohol), stages, fencing and barricades.

3) If alcohol is being served, copy of current on-sale liquor license must be provided.

Insurance Required:

The City of Centerville requires certain events to obtain insurance prior to approval. The following events include parades and/or other mobile events utilizing City of Centerville streets, events open to the public with a large number of attendees, City staff, or any other events deemed necessary by the City of Centerville.

As a condition of the permit the applicant shall:

- Procure and maintain insurance, **which includes the City of Centerville as named insured or additional insured. Note:** Listing the City as the Certificate Holder does not mean the City is an additional insured. It must state in the description box the City (or if listed as Certificate Holder) is an additional insured.
- If alcohol is being served, the entity serving the alcohol must provide a Certificate of Liquor Liability Insurance and listing the City of Centerville as an additional insured.
- The Certificate of Insurance must be submitted with this application.
- This insurance will need to provide the level of coverage that the City of Centerville determines to be necessary and adequate under the circumstances.

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For certain events the City may require simple proof of insurance.  
 Is insurance required (as determined by City staff): \_\_\_\_\_ Yes \_\_\_\_\_ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to: City of Centerville  
1880 Main Street  
Centerville, MN 55038

*\*Please note that there are fees associated with the use of the City's parks (Deposit, User Fee, Etc.)*

*\*If you would like your event published on the City's website or Reader Board? Please indicate: \_\_\_\_ Yes \_\_\_\_ No  
 Please note, it must meet the City's criteria as below:*

- 1. Information related to City business or other government agencies**
- 2. Requests from Centennial School District 12**
- 3. Requests from all registered non-profit organizations located within the City of Centerville**
- 4. May not be registered as a non-profit organization (i.e. School events, Fete des Lacs, etc.)**

# SPECIAL EVENT PERMIT STAFF CHECK LIST

## (INTERNAL USE ONLY)

| <u>Department</u>                   | <u>Dept. Initial</u> | <u>Review/Approval</u>                                                                |
|-------------------------------------|----------------------|---------------------------------------------------------------------------------------|
| City Council:                       | _____                | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| Public Works:                       | _____                | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| Centennial Lakes Police Department: | _____                | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| Centennial Fire District:           | _____                | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| Parks and Recreation Committee:     | _____                | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |

**Are fees associated with this request?** Yes  No  N/A

**Park Use Permit \$25.00 + Deposit**  
**Park Use \$100.00 Minimum Deposit**  
**Field prep., Trash pickup, lighting, concession facility, police and fire service, will be determined by the City's Public Works Director.**

**Have fees been paid?** Yes  No  N/A

\_\_\_\_\_

*Payment Method*

**Requesting Party Notified?** Yes  No  N/A