

*In order to fill this form electronically, please download the form to your computer, fill out, save and attach to return*  
**CITY OF NORTHFIELD COMMUNITY EVENT APPLICATION**

**PLEASE SUBMIT COMPLETED APPLICATION TO:**  
**DEB LITTLE, CITY CLERK,**  
**801 WASHINGTON STREET,**  
**NORTHFIELD, MN 55057,**  
**OR VIA E-MAIL AT [deb.little@ci.northfield.mn.us](mailto:deb.little@ci.northfield.mn.us).**

Applicant Name: \_\_\_\_\_

Agency/Organization Name\*: \_\_\_\_\_

Address: \_\_\_\_\_ E-MailAddress: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date(s) of Event (include setup/tear down): \_\_\_\_\_

Event Times (include setup/tear down): From: \_\_\_\_\_ To: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

*\*Please provide a written communication from the organization in whose name the event will be held which authorizes you, the applicant, to apply for this Community Event permit on its behalf.*

**Please provide a detailed description of your event:**

**Please list the location(s) parks, streets, or public property you are requesting use for this event:**

Are you requesting use of a park shelter)?	Yes	No
Spring Creek		
Riverside		
Sechler		
Oddfellows		

**Please describe all of the activities of your event (attach a separate sheet or brochure if necessary). Please also note if there will be music, sound amplification, or any other noise impact, including the hours and locations.**

**Do you need picnic tables, cones and/or barricades** **Yes** **No**

*Note: These are available for use on an as-available basis from the Public Works Department. A refundable deposit is required. You should plan to pickup and return this equipment. If you or your volunteers cannot pickup and return this equipment, please attach a letter requesting that these services be provided and detailing why your organization cannot perform them. Note that there will be a cost associated with this service.*

**Please list the items you wish to use.**

<b>Barricades</b>	<b>Number Needed ( 10 foot long)</b>
<b>Cones</b>	<b>Number Needed</b>
<b>Picnic Tables</b>	<b>Number Needed (Limited quantity available)</b>

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**Small events** - If you are **not** asking for city services/assistance or in-kind grant support, and your event activities are in the low risk/exposure category as defined by the Community Events Policy, you may skip to the signature portion of the application. **Fee \$20.00**

**Large events** – Must complete the entire application. A larger event would be those needing city services, requesting in-kind grant support, consisting of multiple components, or that have activities in the moderate or high risk/exposure categories as defined by the Community Events Policy, need to complete the remaining portion of the application. **Fee \$100.00**

**Are you requesting in-kind community grant services?** **Yes** **No**

If yes, please complete Attachment 1 by describing the services that you are requesting in detail and how your event meets the criteria that will be used in evaluating in-kind community grant support as defined in the Community Events Policy.

**Are you requesting use of the Showmobile?** **Yes** **No**

**Note:** *If yes, please complete the attached Showmobile Reservation Form*

**Will alcohol be served?** **Yes** **No**

**Note:** *If alcohol service is a part of your event/activity, you must obtain a temporary liquor license. Applications are available from the City Clerk. Please note that there is an additional fee and additional insurance requirements related to alcohol service.*

**Are there food vendors or food service activities at your event?** **Yes** **No**

**Food service license** **Yes** **No**

**Note:** *The applicant is responsible for collecting applicable licenses and assuring that all participants are properly licensed and insured.*

**Special events food stand**

<http://www.health.state.mn.us/divs/eh/food/license/specevent.htm>

**Mobile food units:**

<http://www.health.state.mn.us/divs/eh/food/license/mfureview.html>

**Do you have any electrical needs?** **Yes** **No**

**If yes, please describe below.** **Note:** *There is a cost associated with this item.*

**Note:** *The State Electrical Inspector must be contacted for an inspection during event setup/prior to the event starting.*

**Do you need water service?** **Yes** **No**

**If yes, please describe below.** **Note:** *There is a cost associated with this item.*

**Do you plan on having Portable Toilets?** **Yes** **No**

**Number Rented**

**Note:** *Applicant will need to contract/rent them from a licensed vendor*

**Please describe refuse collection arrangements:**

**Note:** *Applicant will need to contract directly with the vendor for this item*

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**Are you requesting any street closures?**

**Yes**

**No**

**If yes, please list street(s) and requested closure times. Note:** *There may be a cost associated with this.*

**Are you requesting that parking restrictions be implement prior to and/or during your event?**

**If yes, please list requested street(s)/time(s) below**

**Yes**

**No**

**Note:** *City ordinance requires that the notice of parking restrictions must be posted a specified number of hours before the parking restrictions take effect. There is a cost for this service.*

**Please describe your plans/requests/needs for assistance with crowd control, traffic control, and onsite emergency personnel/equipment (i.e. Ambulance, fire truck, security, escorts.): Note:** *There is a cost for this service.*

**Are there any additional services requested by any city department? If so, please list:**

**Is a bank raid re-enactment planned for your event?**

**Note:** *People barricades may be needed. There will be a cost associated with this service.*

**Are you planning a bonfire as part of your event?**

**Are you planning to have fireworks as part of your event?**

**QUESTIONS: PLEASE CONTACT DEB LITTLE AT [deb.little@ci.northfield.mn.us](mailto:deb.little@ci.northfield.mn.us) or at 507-645-3001.**

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**SIGNATURE PORTION OF APPLICATION:**

*Please note that all information contained in this application is considered public data and will be treated as such by the City of Northfield.*

**INSURANCE, INDEMNIFICATION AND WAIVERS:**

Note: Additional details regarding insurance and waivers requirements can be found in the [Community Events Policy](#).

I hereby certify that all of the foregoing statements are true and accurate to the best of my knowledge. I understand that, prior to the granting of this permission by the City, I will be required to furnish proof of insurance as noted in the City's Community Events Policy; that I will hold the City harmless and indemnify the City including but not limited to the costs of defense from any and all claims or causes of action resulting from this application and its use; and that I will list the City of Northfield as an additional insured.

I further understand that the City may charge a fee for the community events. In no event will I acquire any rights, title, or interest in the public property whatsoever; and the City may cancel my use of the property any time with or without prior notice to me.

I further understand that in submitting this application the City is not waiving compliance with other ordinances or the requirements to obtain any other permits and, further, that I am responsible for obtaining any other permits required by law from other appropriate governmental entities.

I further understand that I will be required to enter into a license agreement with the City of Northfield for this event.

**Applicant(s):**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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## ATTACHMENT 1 – FOR COMMUNITY IN-KIND GRANT SUPPORT REQUESTS

Please describe the in-kind support services that you are requesting in detail. Please describe how your event meets the following criteria that will be used in evaluating in-kind grant support.

- Event has wider community benefit beyond supporting organization.
- Event is marketed beyond Northfield with the potential to attract visitors from a broader region that will contribute to the local economy.
- Event is presented by proven organization and supported with sufficient volunteers
- Event will build/enhance community.
- Grant encourages a new event which has potential to grow.
- The event meets Public Purpose expenditure guidelines:
  - 1) promotes the health, safety, and welfare of the city, and
  - 2) does not have as its primary objective the benefit of a private interest.
- Events that have previously received in-kind grant support, will be required to provide a recap of the previous event to include estimated attendance, marketing and economic benefit.