



CITY OF MILACA *Minnesota*

255 First Street East, Milaca, MN 56353

(320)983-3141 | (320)983-3142 fax

www.cityofmilaca.org

CITY OF MILACA SPECIAL EVENT PERMIT APPLICATION

PERMIT FEE: \$50

Application must be received at least 60 days prior to event

Date Received at City Hall _____

- A Special Event Permit is needed for events that require street closures, public path or trail closures, where event fees are charged, public resources including traffic control, police, and/or public works assistance are needed, outdoor sales are part of the event, and/or expected outdoor crowd size is over 150 persons.
- Other permits may be required for your event, including a Street Closing Permit, Banners/Signs Permit, Parade Permit, Park Grounds Permit, Temporary Liquor License, and Fireworks Permit. Park Structure Reservations are separate from this permit.
- Food trucks must be licensed by the City of Milaca per Ordinance No. 115.
- Priority is given to City of Milaca events. Returning events have priority for a date/venue over other applicants.
- Additional information not specifically addressed on the application may be needed.
- Special Event is not confirmed until the Milaca City Council or City Manager approves the permit application.
- A City of Milaca park or trail cannot be reserved for the exclusive use of one group. Access to the parks by the general public must be available at all times. Areas may be roped off or otherwise secured if the City of Milaca grants this as a specified condition, but we cannot guarantee that the public will not enter the event area.

NAME OF SPECIAL EVENT: _____

TYPE OF SPECIAL EVENT: Parade _____ Runs/Walks _____ Concert or Movie _____ Other: _____

Applicant's or Organization's Name: _____

Name of Contact Person: _____ Daytime Phone: _____

Address: _____ Evening Phone: _____

_____ Fax Number: _____

Email Address: _____

Start Date & Time _____ End Date & Time _____

Estimated Number of Participants Attending the Event _____

Number of Sanitary Facilities _____ Sanitary Locations _____

Where will Individuals Park _____

Will Security Be Needed? Explain Arrangements: _____

If using a public address system, give the location of speakers _____

Will electricity be required, and if so, how will it be provided _____

How will refuse be disposed of _____

Will the Special Event require the use of a park/shelter Yes No (A park/shelter reservation must be made separately)

Will alcohol be served Yes No (Police presence may be required; rate is \$100/hr)

FOOD

Will food or beverage be sold Yes No

Name of vendor / serving team _____

Licensed with State of MN (enclose copy)

Liability Insurance (enclose copy)

Type of Service Food Truck Food Stand Other _____

Name of vendor / serving team _____

Licensed with State of MN (enclose copy)

Liability Insurance (enclose copy)

Type of Service Food Truck Food Stand Other _____

REQUEST FOR CITY OF MILACA POLICE COVERAGE

Request is made for the Milaca Police Department to provide security for the following times:

Date: _____ Time _____ to _____
(Beginning) (End)

Date: _____ Time _____ to _____
(Beginning) (End)

Date: _____ Time _____ to _____
(Beginning) (End)

DEFINED AREA OF EVENT

Provide a written description of all borders of jurisdiction for the event. Use the map below to highlight these borders. This will establish sole authority and responsibility for all activities within this area.



*****FOR CITY STAFF USE ONLY**
SPECIAL EVENT PERMIT ROUTING**

	SIGN IF APPROVED	COMMENTS
City Administration	_____ _____ (date)	_____ _____ _____ _____ _____
Milaca Police Dept.	_____ _____ (date)	_____ _____ _____ _____ _____
Public Works	_____ _____ (date)	_____ _____ _____ _____ _____
Building/Zoning Admin.	_____ _____ (date)	_____ _____ _____ _____ _____
Fire Chief	_____ _____ (date)	_____ _____ _____ _____ _____

**RETURN SHEET WITH YOUR SIGNATURE AND
COMMENTS TO CITY HALL AS SOON AS POSSIBLE.**