



City of Osakis

14 Nokomis Street East
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Osakis, Minnesota 56360

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Application Fee \$10

PAID: _____

Date: _____

Special Event Application

Name of Event: _____

Contact Name: _____ Phone Number: _____

Date of Event: _____ If more than one Event Date, specify Dates: _____

Hours of operation: _____

Describe what type of event activities will be held: _____

5K Run Event: _____ No _____ Yes. *If Yes contact Police Chief. Provide drawing of event route.*

Organization holding the event *if applicable*: _____

Address location where event will be held: _____

Sanitation/availability of potable water: _____

Security/Crowd management: _____ No _____ Yes. *If Yes contact Police Chief.*

Parking/Traffic: _____

Emergency and medical services if needed: _____

Clean-up of premises and surrounding area/trash disposal: _____

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Insurance: _____ *Provide Proof of Liability Insurance*

Lighting: _____

Fire Service/safety if required: _____

Blocking Street temporary construction/barricades/fencing: ___ No ___ Yes. *If Yes contact Police Chief*

Blocking County Road _____ No _____ Yes. *If Yes county will need to approve road closure plus provide liability Insurance of \$ 1,000,000 for approval to block street.*

Hours to block street: _____

On what streets: _____

Signage/locations: _____

Removal of advertising/promotional materials: _____

Noise Level: _____

Provide drawing of the area of the event on a separate paper.

Complete if Alcohol will be involved in the Event:

Alcohol consumption: _____ No _____ Yes (*If yes follow steps below and provide information*)

- Contact City Clerk to receive an Application for Liquor License and Council Approval
- Submit temporary 1-day Liquor License
- **Alcohol Consumption Control will need to be ENFORCED (Choose ONE option):**
 - Designated Area: Entrance to the event must have an access point and exit so that all who enter will be carded and wristbands will be given, alcohol cannot leave this designated area, it must be consumed before exiting _____ No _____ Yes. This is used when it would be a bigger area.
 - Beer Gardens: will need to have a separate entrance so that all who enter will be carded and kept in that location while served alcohol and will not be allowed to leave that area with alcohol _____ No _____ Yes. This would but used if you wanted to have a small area with a fence that alcohol can only be served in and only 21 or older can enter.
 - **Both must include a designated area with minimal entrance of outside people to enter by rope, barricade or fence.**
- Security/crowd management needed: _____ No _____ Yes. *If Yes contact Police Chief*
- Hours of operation for Alcohol consumption: _____

Signature of Applicant: _____

Application must be submitted at least 30 days before the event, with drawing of event setup. Permit will be issued upon City Council approval.

For Office Use Only:

Date Received: _____

Police Chief Review: _____ Date: _____

City Clerk Review: _____ Date: _____

Council Approval Date: _____

Alcohol License Date Issued: _____

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