



City of Walker Park Events Permit Application

Office Use Only

Date Application Received: _____

Application Fee: \$25

Commercial: \$200 Reduced Commercial: \$100 Non-Commercial: \$0
 Damage Deposit Commercial: \$500
 Application Fee Received: Yes or No Amount Paid: _____

Date of Application: _____

Incomplete applications or applications received after deadline will not be accepted

Application Fee: \$25 *Non-refundable (application will not be processed until payment is received)*

Additional Day Fee: \$50 *This fee is for each additional day outside the event date(s). Event date(s) include one day prior to the event for set-up and one day after the event for clean-up.*

Commercial Use Fee: \$200 plus \$500 damage deposit

"Commercial Use" refers to all individuals, groups or businesses who charge admissions, class fees, sell tickets, food or other items, solicit funds or donations, offer other money making activities or promote a commercial business. Examples: bazaar, craft fairs, fundraisers, concerts or performances where admission is charges or any event that includes food or merchandise vendors. This fee is for event date(s) only, additional days are subject to additional day fee.

Non Commercial Use Fee: \$0

"Non Commercial" refers to all individuals, groups, businesses who reserve a facility for private or public use where no fees are charged, nothing is sold or promoted for commercial gain or no donations are collected or solicited. Examples: birthday parties, family or company picnics and neighborhood meetings.

Reduced Commercial Fee: \$100 plus \$500 damage deposit

"Reduced Commercial" refers to non-profit organizations with 501c or other tax exempt status. A copy of the status letter from the IRS must be on file at the City of Walker. This fee is for event date(s) only, additional days are subject to additional day fee.

THE USE OF STAPLES, THUMB TACKS, NAILS, SCREWS, ETC, TO SECURE SIGNS, BANNERS, BALLOONS, ETC. OR OTHER IS PROHIBITED. PARK USERS VIOLATING THIS RULE MAY BE SUBJECT TO FORFEITURE OF DAMAGE DEPOSIT AND OR ACCESS TO PARK RESERVATIONS AND THE COST OF THE REPAIRS.

ANY BRAND OF MOUNTING STRIPS IS APPROVED.

***ALL NON-COMMERCIAL APPLICANTS COMPLETE PAGE 1 & 2 ONLY (under 75 people)**

EVENT INFORMATION

Title/Name of Event:	
Event Date & Time:	Set Up: Date: _____ Time _____ to _____ Actual Event: Date: _____ Time _____ to _____ Clean Up: Date: _____ Time _____ to _____
Location of Event:	<input type="checkbox"/> Upper City Park <input type="checkbox"/> Lower City Park <input type="checkbox"/> South Park <input type="checkbox"/> Rock Garden <input type="checkbox"/> Lighthouse <input type="checkbox"/> Other:
Description of Event (please be specific)	
Estimated Attendance (participants and spectators):	

Applicant Information (Person/Group Responsible)

Sponsoring Organization Name:	
Mailing Address:	
City, State, Zip Code:	Phone:
Email address:	Website Address:
Name/Phone of Contact During Event:	

Release/Hold Harmless Agreement

As lawful consideration for being permitted access to City Facilities for the purpose of _____, Scheduled for the following date/dates _____, the undersigned, hereby assumes all the risk for any injuries or damages suffered by anyone as a consequence of the negligence of the sponsor, its agents, employees, or other parties involved arising out of having use of City facilities. I do hereby release and hold harmless the City of Walker or any of its agents, officials, servants and employees from any liability or causes of action, which might arise by reason of granting this permit.

Signature of Requestor using facility _____ Date _____

Signature of City Official authorizing request _____ Date _____

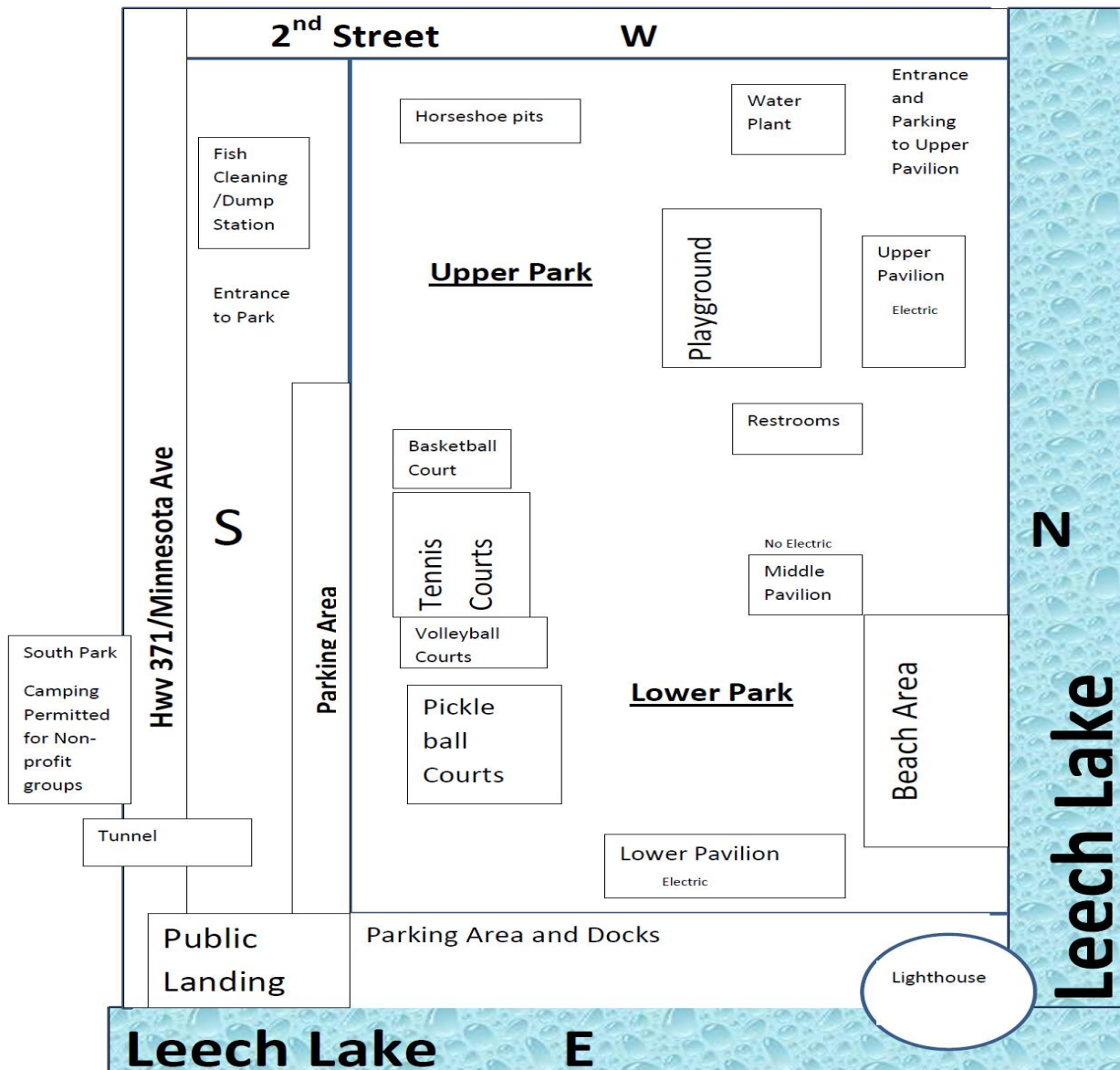
City Contact Information

Email requests: pamelasmith@arvig.net

Mail requests: Walker City Hall PO Box 207, Walker, MN 56484

Drop off in person: Walker City Hall 205 Minnesota Avenue West, Walker, MN 56484

Phone: (218) 547-5503



Insurance

Name and Phone Number of Insurance Company:

Policy Number:

Must present Certificate of Liability Coverage Insurance(\$2,000,000 minimum)

Event Features

Will any signs/banners be put up?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>Number & Size:</i>
Will there be inflatables?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>Insurance certificate from rental vendor is required</i>
Will there be sound amplification used?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>Sunday-Thursday No later than 10pm, Friday-Saturday no later than 11pm</i>
Will a stage or tent(s) be set up?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>Dimensions:</i>
Will there be temporary fencing?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
Will merchandise/food items be sold?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>Number of vendors? _____</i>
Will food be prepared on site?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>Contact MN Department of Health for Rules & Regulations</i>
Will alcohol be served/sold?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>See Alcohol Regulations for the City of Walker</i>
Will there be fireworks?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>Permit Required.</i>
Will there be overnight camping?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>nonprofit information required.</i>

Describe power needs and location of power source.

Describe provisions for Toilet Facilities:

Describe trash removal and cleanup plan during and after event:

Describe level of advertisement (ie, radio, flyers, ads, tv, press release) Attach sample if available:

Describe crowd control procedures to ensure safety of participants and spectators:

Describe plans to provide first aid:

Describe the emergency action plan if severe weather should arise:

***Security to be coordinated with Chief of Police per Permit:**

Will the event use, close or block any of the following: If yes, specify location on site map.

City Streets or Right-of-way	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>Start/End Time:</i>	<i>Date:</i>
City Sidewalks or Trails	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>Start/End Time:</i>	<i>Date:</i>
Public Parking Lots or Spaces	No <input type="checkbox"/>	Yes <input type="checkbox"/>		

Site Plan: A site plan is mandatory for all events. Please provide map of the site layout. Include any tables, stages, tents, fencing, portable restrooms, vendor booths, trash containers, etc. If the event involves a parade, race or walk, please attach a route map highlighting route. Include rest stop stations, crossings, and signage and indicate route directions with arrows.

Provisions for Medical Care: 1,000-3,000/One Ambulance on Call Over 3,000/One Ambulance Present

IT IS PROHIBITED TO BLOCK THE PUBLIC LANDING/BOAT RAMP AT ANY TIME THE PUBLIC MUST HAVE ACCESS