



# 2011 Special Event Application

Office Use Only  
 Taken By \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
 Approved: Y N \_\_\_\_\_  
 Insurance Rqrd: Y N \_\_\_\_\_  
 Insurance Rcvd: Y N \_\_\_\_\_  
 Agreement Rcvd: Y N \_\_\_\_\_  
 Pre-event fees paid: Y N \_\_\_\_\_  
 Post-event fees paid: Y N \_\_\_\_\_  
 Routed to: \_\_\_\_\_

## Event Information

Name of Event \_\_\_\_\_  
 Charitable Event? No Yes Proceeds donated to \_\_\_\_\_  
 Event Category Run/Walk/Ride Concert Festival Other \_\_\_\_\_  
 Park Requested \_\_\_\_\_  
 Shelter Reserved by Event Organizer No Yes Shelter Name \_\_\_\_\_  
 Date of Event \_\_\_\_\_  
 Rain Date \_\_\_\_\_ (not required)  
 Annual Event No Yes  
 Expected Attendance \_\_\_\_\_

## Event Organizer Information

Name of Group \_\_\_\_\_  
 Group Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
 Time of Event  
 Set-up Time \_\_\_\_\_ am pm  
 Event Starts \_\_\_\_\_ am pm  
 Event Ends \_\_\_\_\_ am pm  
 Take-down \_\_\_\_\_ am pm  
 Does this require time in the park the day before your event? No Yes  
 Does this require time in the park the day after your event? No Yes

## Site Plans

Will there be a Stage and/or Sound (Public Address) System No Yes  
 If yes, please describe, including size and delivery plans \_\_\_\_\_  
 \_\_\_\_\_

Do you need a Parade Permit?    No    Yes

If yes, have you filled out request with City of Fargo?    No    Yes

Do you plan to set up tents or canopies?    No    Yes    If yes, How many? \_\_\_\_\_ What Size? \_\_\_\_\_

Will you bring in other entertainment?    No    Yes    If yes, please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Sales

Will Admission be Charged?    No    Yes

Will Alcohol be Served?    No    Yes

Will Food/Beverage be Served?    No    Yes

Will Food/Beverage Sold?    No    Yes

Will Food/Beverage Given Away?    No    Yes

Will Non-food Items be Sold?    No    Yes

Will Alcohol be Sold?    No    Yes

Will a Caterer be Hired?    No    Yes

Will a Free Will Offering be Requested?    No    Yes

If yes, how many: \_\_\_\_\_

Please describe merchandise: \_\_\_\_\_

## Insurance

Does the event have a current Certificate of Insurance?    No    Yes

A current and complete Certificate of Insurance submitted as proof of general liability coverage listing the Fargo Park District as additional insured needs to be provided to the Fargo Park District at least 14 days prior to the event date.

## Marketing and Promotion

**Ensure that you have conditional approval of your event before you begin to promote, market or advertise your event.**

How will this event be marketed, promoted, or advertised? \_\_\_\_\_

Will there be live media coverage during the event and where will the media vehicles be parked?

### Parks Request for Events Information

The Fargo Park District often receives inquiries about events scheduled in the parks. To aid our staff in answering questions about the event you are hosting complete the following.

Official Name of Event \_\_\_\_\_

Park Location \_\_\_\_\_

Public contact phone \_\_\_\_\_ Website \_\_\_\_\_

Admission Cost \_\_\_\_\_

Date of event \_\_\_\_\_ Beginning/End time of event \_\_\_\_\_

Two sentence description of event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Site & Route Plan

To ensure proper review of your event, please attach a site and route plan (if applicable).

If your event includes a fun/walk component on the city streets, the approval of the Fargo Park District and the use of the park **does not imply approval of the proposed route**. The Event Organizer will need to secure that with the appropriate authorities. Please feel free to include a narrative of the event with the site and route plan.

N/A Yes, Date Submitted \_\_\_\_\_

## Parking Plan

As an event organizer, it is important that you plan for safe arrival, departure, and parking of the event attendees, participants, and vendors. Please detail your parking plans for participants. Remember to include vendors and volunteers as well as guests.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Equipment Rental

To assist with your special event, the Fargo Park District rents some equipment for use by the Applicant. The location of this equipment must be noted on the site and route plan you have attached to this application. The Applicant must have the ability to pick up and return all equipment from Park Maintenance facilities. The prices for the equipment are attached to the Special Events Packet.

### Rented from Park District

Trash Barrels # \_\_\_\_\_ barrels

Bleachers # \_\_\_\_\_ 3-row # \_\_\_\_\_ 5-row

Picnic Tables # \_\_\_\_\_

Key to Shelter and Gates - Refundable deposit may be required

### Rented from City of Fargo <http://www.cityoffargo.com/Business/GarbageDisposal/TemporaryContainers/>

Dumpsters # \_\_\_\_\_

### Rented from Private Vendors

Portable Toilets

Vendor Name \_\_\_\_\_ How Many \_\_\_\_\_

Date of Drop Off \_\_\_\_\_ Date of Removal \_\_\_\_\_

*(Please note dates must be pre-approved by Fargo Park Administrative Staff.)*

## Application Signature

The person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved park area. This permit is subject to all Ordinances of the City of Fargo and the Fargo Park District, including all rules and regulations adopted by and/or governing the Fargo Park District. The applicant agrees that during the use of the park facility, the sponsoring organization will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, color, creed, national origin or handicap. The applicant, for herself/himself, and for other persons, organizations, firms and corporation, if any listed in this application, does hereby agree that he/she and/or they will jointly and severally indemnify and hold the Fargo Park District harmless from and against liability for any and all claims including damages to property, injury to or death of person or persons arising out of this special event, including negligent or willful misconduct of the applicant. Permit holders shall submit a general liability insurance policy certificate in the amount of at least \$500,000 naming the Fargo Park District as an additional insured party. The applicant has read the Special Events Explanation packet including the Check List and Fee Schedule. The organization may be required to submit a budgetary plan for the implementation of this event. If requested by the Park District, this requirement is necessary before a special event permit will be considered or issued to the sponsors.

I hereby certify to the best of my knowledge that the information and statements contained in this application are complete and true. I understand that failure to report components of this event/activity may result in the loss of deposit, revocation of permit and/or failure to secure future permits.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### Application Submission

Please remember, you need a MINIMUM of 30 days advance submission. And most often, the planning of your event and the acquisition of all of the appropriate permits will take much longer than 30 days.

Please mail your application to:

**Fargo Park District**

**Attn: Amy Rasmussen**

**701 Main Avenue**

**Fargo, ND 58103**

**701-499-6076 (office)**

**701-499-6099 (fax)**

[arasmussen@fargoparks.com](mailto:arasmussen@fargoparks.com)