



2012 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? ~~XXXXXXXXXXXXXXXXXXXX~~ Proceeds donated to _____

Event Category Run/Walk/Ride Concert Festival Other _____

Park Requested _____

Shelter Reserved by Event Organizer ~~XXXXXXXXXXXXXXXXXXXX~~ Shelter Name _____

Date of Event _____

Rain Date _____ (not required)

Annual Event _____

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 _____

 Event Starts _____

 Event Ends _____

 Take-down _____

Does this require time in the park the day before your event?

Does this require time in the park the day after your event?

Site Plans

Will there be a Stage and/or Sound (Public Address) System

If yes, please describe, including size and delivery plans

Do you need a Parade Permit? ~~XXXXXXXXXX~~ If yes, have you filled out request with City of Fargo?

Do you plan to set up tents or canopies? ~~XXXXXXXXXXXXXXXXXXXX~~ If yes, How many? _____ What Size? _____

Will you bring in other entertainment? ~~XXXXXXXXXXXXXXXXXXXX~~ If yes, please describe:

Sales

Will Admission be Charged?

Will Alcohol be Served? Will Alcohol be Sold?

Will Food/Beverage be Served? ~~XXXXXXXXXXXXXXXXXXXX~~ Will a Caterer be Hired?

Will Food/Beverage Sold? Will a Free Will Offering be Requested?

Will Food/Beverage Given Away?

Will Non-food Items be Sold? ~~XXXXXXXXXXXXXXXXXXXX~~ If yes, how many: _____
 Please describe merchandise: _____

Insurance

Does the event have a current Certificate of Insurance?

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