



Special Event Packet and Application

# Summary

---

Hi and welcome to the Fargo Park District (District), we're glad you're here. If you're looking to host your next event in one of Fargo's many parks, you're in the right place. Before we jump into the details, let's determine if you will need to fill out an event form. If your event includes any of the following, please see details in this packet about hosting a special event in one of Fargo's many parks. If your event does not check any of the boxes below, check out our Parks rental page at [www.fargoparks.com](http://www.fargoparks.com) to reserve your space.

- Selling or offering for sale any goods or service, registrations, or participation fee; or fundraiser
- Serving or sale of alcoholic beverages
- Inflatables, such as moonwalk, climbing wall, amusement rides, batter or gas-powered toys
- Operating a motorized vehicle on parkland or trails
- Animals for show, displays, or rides
- Filming a commercial
- A moving route that impacts traffic (i.e. runs, walks, rides)
- Food truck, canopy, platform, stage or other structure
- Other temporary event related equipment including generator or auxiliary power
- Creation of emission of amplified sound or music
- Facility use that exceeds typical use or capacity of an area
- Use of Facility between 10 pm and 7 am
- All other requests that are not specifically identified and are not normally permitted

# Application Details

---

A Special Event Application is required for all groups hosting an event in one of Fargo's many parks. An event will be defined as use outside of a normal rental. Requests will be accepted on a first come, first served basis and are subject to the approval by the Parks and Recreational staff.

Requests will be processed and reviewed by Parks and Recreation staff. Special Events may include but are not limited to: company/neighborhood celebration, fundraising events, festival, entertainment, productions, exhibitions, races/walk/rides.

Submission of a preliminary form does not grant you confirmation to conduct your planned event. Confirmation of event is complete once the application is reviewed and a Permit or Agreement is executed, indicating payment, proper insurance other documents have been received.

Event forms must be submitted a minimum of 30 days in advance.

The District prides itself in having top notch facilities that people want to use. We encourage the public to plan events at our venues.

The District strives to be an exceptional steward of the public's parks and facilities, as well as exceptional stewards of the District budget supported by resident's taxes. To that end, the District charges fees for programs and facility usage to offset the burden which funds the District. Charging fees is standard practice in the Park & Recreation field when individuals, private groups or non-profit groups wish to reserve and exclusively utilize public facilities (examples include but are not limited to: shelters, facilities, fields, tennis or basketball courts, meeting rooms, etc.). The fees associated with reserving public facilities for private use are reviewed each year and approved by the District board of Commissioners.

All fees associated with any facility, program or sale of goods must be charged to an individual or group, unless a waiver is obtained from the Director or Recreation and or his/her designee. Employees are not authorized to provide or give exclusive use of facilities to groups or individuals at no charge, regardless of the status of the group (ex: partner of the District, non-profit, church group, etc.). If a group or individual wish to request a fee waiver, those requests must be made at the time the special event application is submitted.

The following is a packet for Special Event Organizers that want to plan their event at a District facility. It is developed to assist the Special Event Organizer through the planning and application process. It is the Special Event Organizer's responsibility to ensure that the event is safe and enjoyable. It is also your responsibility to make sure that the park land, other park users and the surrounding park neighborhood are safe and not unduly impacted by the event you plan. It is the Special Event Organizers responsibility to be aware of park ordinances and regulations and convey that information to others involved in planning, staging or participating in the event. A list of all policies can be found at [Park Board Policies and Ordinances | Fargo Parks](#).

This packet is meant to be a guide. Depending upon your event you may not need to do all the steps; or you may need to do more steps. Regular and early communication is recommended to minimize surprises for all persons involved in the process. Event requests must submit a \$150.00 non-refundable payment is due to secure dates. If denied, fee will be returned.

## **Definition of Terms:**

The Applicant is considered the Special Event Organizer.

Vendors are considered support people that are contracted by the applicant to provide services or product for the event.

## **Special Events Check List**

### **Date, Time and Place**

To better serve your request, the Applicant is encouraged to contact the Fargo Park District as early as possible about planning your event in the parks. The minimum time needed to begin the process is 30 days before the event date.

- Did you research the date for your event, both in the community calendars and with the District? As the Event Organizer, it is your responsibility to research appropriate dates for your event. The District encourages you to check the event schedules of the larger local annual events, the Fargo

Moorhead Convention and Visitors Bureau, FargoDome, Scheels Arena, NDSU Bison, art events etc. that might cause your event scheduling conflicts.

- Facility Reservation: Many events require the reservation of a park and/or park shelter for your event? This should be done at the START of the event planning. Your payment to reserve any park facility is required at the time the reservation is made. Rain Dates are not required but to hold a facility as a backup for a rain date, the applicant must pay fees in full at the time of reservation. The Park District has a no refund policy for facility reservations. Events are Rain or Shine. If a rain date is booked it must be paid for.
  
- Have you submitted an application to the District to approve your event? Applications for Special Event usage may be submitted in person or by mail. Once the application has been accepted, a separate written agreement will be signed by the appropriate parties. This agreement is non-transferable. Staff can assist you best if you communicate your plans fully with us to ensure the details are covered.
  1. Completed applications should be submitted to: Fargo Park District, Marcy Brush, 701 Main Avenue, Fargo, ND 58103, 701-499-7788, [mbrush@fargoparks.com](mailto:mbrush@fargoparks.com)
  2. Acceptance of your application is not to be construed as approval of your request.
  3. Has the District approved your site and/or route plan?
  4. The District will use its best efforts to notify the Applicant that their request to reserve facilities of the District has been approved or not approved within two weeks of receiving a completed application.
  5. Have you made appropriate arrangements for equipment rental, delivery, pick-up (through private vendors and/or other City Departments)?
  6. Once you receive agreement from Fargo Parks fees must be paid 15 days in advance of your event. If fees are not paid event may be cancelled.

Permit Revocation: The District is authorized to revoke a permit in the event it is determined that:

- The applicant made any false or misleading statements in the application or during the application process.
- The applicant failed to comply with any conditions or requirements for the Issuance of the permit.
- Such withdrawal is necessary for the protection of public health or safety or for the prevention of a violation of any local, state, or federal law.

**Activity Permits:** Events have special activities that require special permission. Listed below are some of the most common applications. Application processes, instructions and deadlines vary. Be sure to research all of them ahead of your event.

- **Sound Amplification Permission** – The District limits the use of amplified sound at all parks. Requests are evaluated on type of event, time of day, location requested, type of amplification equipment proposed, measures the applicant proposes to take to minimize disruption to areas surrounding the event location, and laws, ordinances and regulations pertaining to the issuance of the permit. Sound amplification will not be allowed after 8pm for private wedding reservations. Private wedding reservations are limited to providing amplified sound for 2 hours during their reservation at park sites that are within 500 feet of a residential building. Community events that are free admission still need permission from the Park District for events, fees due apply. Please contact the Park District at 701-499-7788 if you have questions regarding this. You will receive a copy of the park sound permit once you apply for your event.

**PLEASE NOTE:** The Fargo Police Department requires a permit for commercial events that have amplified sound. This includes events that charge admission and are for commercial gain. If your event is free admission and needs sound amplification this permit does not apply. If the event plans to have activities after 10pm, the police department may need to be notified to request a waiver of the city's noise ordinance for event activities after 10pm. For information contact the Fargo Police Department non-emergency number at 701-235-4493.

- **Parade Permit** - from the Fargo Police Department. For more information contact the Fargo Police Department at 701-235-4493.
- **Temporary Structure Permission** - required as part of the Facility Use Agreement with the District.
- **Large Tents and Canopies License** – In compliance with the International Fire Code (2015 Edition), a permit from the Fargo Fire Department is required for all tents, membrane structures and/or stage canopies over 400 sq. ft. Permits will be issued upon completion of a plan review and an on-site inspection. For more information, please contact the Fargo Fire Department, 701-241-1540.
- **Inflatables:** Vendor must provide a Certificate of Liability Insurance listing the District as Additional Insured at least 7 days prior to the event. The vendor must have a signed Facility Use Agreement with the District to be on site. The vendor must be in good standing with the District in regard to payment of fees and commissions and in regards to Facility Use Agreements. Please provide the name of your vendor to the District.

### **Sales at Events in Parks**

Events held in Fargo Parks must request permission and pay fees for any activity that includes sales of food, beverage or merchandise. If admission, food and/or merchandise sales are part of a Special Event, the Park District will request fees/commissions from the Special Event. A payment schedule will be part of the Facility Use Agreement.

- **Admission Charged:** Any event with an admission charge needs to pay a percentage fee on the total ticket/admission sales collected for the event at the park. Admission is defined as a fee that permits participation in an event or amusement. Free will offerings and silent auctions are not considered admissions. Free will donations can suggest a donation amount, but the donation cannot be required. Only sales collected on site will be subject to a admission fee.
- **Alcohol:** The District has a strict policy regarding alcohol and beer sales. For more information go to: [Park Board Policies and Ordinances | Fargo Parks](#)
  1. If the event is selling alcohol in a city park, the applicant is required to apply for a Park Beer/Alcohol Selling Permit.
  2. The Seller must have all appropriate City and State licenses and strictly comply with the requirements of such license, including having properly trained servers.
  3. A Certificate of Liability Insurance listing the District as Additional Insured will be due for all events.
- **Food Sales:** Special events that want to have food sales at their event will be asked to pay a fee based on the attached fee schedule for this privilege. Fees are per vendor.
  1. The Applicant will also need to supply the District with a list of food vendors at least 7 days before the event.

2. Food Vendors must have all appropriate City and State licenses and strictly comply with the requirements of such license. For more information on a Temporary Restaurant License contact the City of Fargo Environmental Health Department: at 701-476-6729 or [health@cityoffargo.com](mailto:health@cityoffargo.com).

- **Vending Permission:** Special events that want to have non-food sales at their event will be asked to pay a fee based on the current fee schedule for this privilege.
  1. Applicant is responsible for all vendors participating at event.
  2. Applicant will also need to supply the District with a list of non-food vendors at least 7 days before the event.
  3. Non-food Vendors must have all appropriate City and State licenses and strictly comply with the requirements of such license.
  4. Applicant is responsible to collect all insurances and licensing required by law.

**PLEASE NOTE:** The District reserves the right to approve food and non-food Vendors. Vendors may serve only menu items approved for the event. All Vendors must adhere to site or event hours as stated in the contract. Caterers and Vendors selling beverages must abide by the District's beverage policy and serve Pepsi products. The District reserves the right to ask the Vendor to remove an item if it was not originally listed on the approved menu/list or if it violates a City of Fargo or Park District ordinance. Unless otherwise amended in the separate contract or approval, the provisions of this policy shall be applied as part of the contract. Vendors must have paid all fees in full, submitted a Certificate of Insurance and provide all other permits or licenses required by law or ordinance, and provide all other information required for the event contract. Vendors will not be allowed to set up if fees, licensing and/or insurance requirements are not submitted as required.

#### **Food and Beverage:**

- **Park District Contracted Vendors:** The District has contracts with vendors in the parks that operate outside of special events. These contracts may limit the sales and consumption of food and beverage at reserved events. These agreements may also limit what is available to some events that want to provide food and beverages that will be available but not sold.
- **Applicant Contracted Vendors:** Vendors may sell at a special event if they have permission from the Applicant. The Applicant may choose to charge a Vendor for participating in an event. If Vendors are part of a special event, the specific Vendor may be asked to provide the District with additional fees, certificates of insurance or additional permits. The District may request the Applicant to assist with distribution and collection of contracts, fees, insurance certificates, etc. to facilitate the process.
- **Consumption Permit for Beer or Alcohol:** The District offers a consumption permit to allow for the consumption of alcoholic beverages on Park District property for specified locations and may limit the type of alcoholic beverages that may be consumed at the location. A security deposit may be required. The Consumption Permit will allow individuals to bring to that location the allowed alcoholic beverages that have been purchased elsewhere. A Consumption Permit does not allow for any sale of alcoholic beverages. No kegs, hard alcohol or glass bottles are allowed.
- **Caterer serving food** – For public events, caterers need to offer Pepsi products if there will be a fee for food and beverage to comply with the District beverage contract.
- **Free will offering for food** – A fee will be charged for any food that is sold. This includes asking for a minimum donation. Free-will offerings are not subject to the 10% sales fee.

- Food provided at no cost to the participants – No fee is required and no restrictions on soft drinks or waters.**

**Insurance** - Any Special Event that invites and/or is open to the general public will require submittal of a certificate of liability insurance. The certificate of liability insurance will need to include a minimum of \$1,000,000 general liability coverage and the certificate needs to name the Fargo Park District as additional insured. This is the minimum requirement for events. The District reserves the right to require more insurance based on the size and type of events scheduled. The certificate copy needs to be submitted at least 14 business days before the event.

Insurance Options:

Insurance can be acquired by contacting your current insurance company or utilizing a special event insurance provider (Example: [www.theeventhelper.com](http://www.theeventhelper.com)). Please note that the District does not provide guidance in this situation.

**Mitigation of Impact** - As an Event Organizer, you are required to develop mitigating measures to accommodate the impact your event may have on the surrounding neighborhood. Your event may also necessitate posting and notifying of park users and neighbors of the event date and any necessary alternate route or parking impacts. If this is required of you, it must be completed at least 14 days prior to your event.

**Other Requirements** – Each event is unique and may require special permission from the Fargo Police Department, City of Fargo Solid Waste or Fargo Fire Department. These are separate departments from the District and need to be contacted individually for special requests.

- Safety and Crisis Management:** Have you prepared a safety and crisis management plan. For large events the Applicant may need to work with the Police and Fire Departments concerning safety and crisis management plans?
- Garbage:** Do you need a dumpster for garbage collected at the event? Are you recycling at your event? Arrangements for trash collection or recycling need to be made by the Applicant. Have you made arrangements with the City of Fargo Solid Waste or a private contractor?
- Dual City/County/State events:** Special events may need to receive permission from other agencies to sanction their event. Does this apply to your event and have you contacted the appropriate City/County/State agencies for other requirements that may apply to your event?
- Red River Use:** Some events on the Red River may need permission from the North Dakota Game and Fish. Go to <http://gf.nd.gov> for information.
- The District may require Applicants to provide additional portable toilets for the Applicant's Special Event at the Applicant's expense. The Applicant is required to coordinate the location, delivery and pick up of the toilets with District Staff.

## Multi-Day Events

The following parks have been designated as suitable sites to accommodate multi-day events and/or programming. Several variables are taken into account, such as park size, proximity to residential areas, parking, sanitary facilities, and other activities commonly scheduled for these areas:

Lindenwood Park, Oak Grove Park, Rabanus Park, Rheault Farm, Trollwood Park

Requests for other park facilities need additional administrative approval.



The District schedules facilities on a whole day schedule. Generally, a whole day reservation is 10am-9pm. The Applicant is encouraged to consider the amount of set up and clean up time needed before and after your event. This time needs to be included in the reservation schedule. Earlier and later times must be requested through the application process.

In the event of a potential programming conflict, Park Staff can advise event sponsors regarding suitable alternative sites that may be available.

The District understands that routes and locations need to be marked for special events. Mile markers and flags may be used. No paints or chalks may be used. Powdered chalk may be used with prior approval of your event. Event Planner will be responsible to wash chalk away at end of the event. Any signs, flags or powdered chalk used for the run, walk, ride or special event should be temporary signs and should leave no visible trace once removed.

## Special Event Fees

Attached at the end of this document are the current fees associated with special events in the District. All special events, for-profit and non-profit alike, are required to pay all the fees associated with putting on a special event, including expenses related to set up, utilities and clean up of the event.

- A damage/security deposit may be required when your reservation is confirmed.
- The District does not and cannot honor requests of waived fees for any portion of your event costs.
- No individual, group, or organization shall be granted permission to hold an event in a park if there is any unpaid balance from a previous event.
- Cancellation of any event, for any reason, may result in charges for actual services, labor and materials provided.
- The District staff will determine the complete and true fees for your event.
- Additional usage fees will be determined upon completion of the Facility Use Agreement, including, but not limited to, utility fees, damage/security deposit, etc. Applicants must have paid all fees in full, submitted a Certificate of Liability Insurance listing the Fargo Park District as Additional Insured and provide all other permits or licenses required by law or ordinance, and provide all other information required for the event contract. Applicants will not be allowed to set up if fees, licensing and/or insurance requirements are not submitted as required.
- Percentage based fees are due paid in full no later than 7 business days after the event. Unpaid fees, for any reason, may result in forfeit of security deposit and individual, group or organization will not be allowed to reserve a facility until paid in full.
- Sales Tax for equipment rentals from the District will be waived only if a Sales Tax-Exempt Certificate has been received.

## Security Deposits

A damage/security deposit may be required for your event based on the activity, vendors, alcohol permits and logistics. The damage/security deposit will be charged to your account at the time of

reservation. Payments will not be held and are deposited when received. The facilities must be returned to the Park District in the same condition as when it was received by Applicant. Any damage done to Park District facilities or Park District property by Applicant and/or its invitees will be repaired at the Applicant's expense. If a damage/security deposit is tendered with this Agreement, the Park District will inspect the facility within a reasonable time following the end of the term of use and advise Applicant of needed repairs. The damage/security fee will not be refunded until all fees are paid, the sight inspection for damages is completed, and, if needed, repair of any damages is completed. If the facility is returned in good order the damage/security deposit will be returned no sooner than three weeks following the event date.

## **Sales Tax**

Each Applicant/Vendor is responsible for collecting North Dakota Sales Tax on all taxable sales made. Applicant/Vendors may find forms and information can be requested at 1-701-328-3470 or <http://www.nd.gov/tax/salesanduse/forms/>. Following the event, the applicant is responsible to submit all vendor names, as required, to the State of ND Tax Commissioner.

PLEASE NOTE: Promoters of special events that have ten or more vendors participating at an event are required to provide the Tax Commissioner's Office with a list of all vendors that are making sales, providing displays, or otherwise engaging in promotional activities at the special event. The vendor list is to be provided within twenty days of the event. Special events are defined as an entertainment, amusement, recreation, or marketing event that occurs at a single location on a recurring or irregular basis. Examples of special events are: auto shows, boat shows, gun shows, sport shows, craft shows, flea markets, carnivals, bazaars, arts and craft shows, and trade shows. Special events do not include events that are organized for the exclusive benefit of a nonprofit organization and all of the net proceeds from the event sales go to the benefit of nonprofit organizations. The District will NOT submit the required list to the Tax Commissioner's Office.

## **Park Hours**

District Facilities are available between 7 am and 9 pm. The Park hours are established by the Fargo Park Board of Commissioners and regulated in accordance with the Park ordinances or regulations. What this means for your special event is that all set up and clean up of the event must be completed entirely between these hours. If that is not possible, you must have made prior arrangements and rented the park and/or park shelter for the appropriate hours, as well. Requests for extended hours will require administrative review. Requests can only be approved by the District staff and must be submitted no later than 30 days prior to the reservation date.

## **Event Set-up and Takedown**

As the Event Organizer it is your responsibility to make proper arrangements for set up and clean up of your event. This includes making proper reservations of the park and park shelter and providing enough event staff and volunteers to set up, clean up and safeguard the park and the park property during your event. Some events will be required to pay a Damage Deposit prior to the event.

## **Site & Route Plan**

To ensure proper review of your event, please attach a site and route plan (if applicable). These site and route plans may be blueprints, CAD drawings, or legible sketches. To assist you with your site plans, park maps are available on the City of Fargo website. <http://www.cityoffargo.com/Maps/>. Site and route plans should include, but are not limited to, the following information: location of tents, stages, fencing, vendors, portable toilets, beer gardens, dumpsters, placement of vehicles, exit location for outdoor events that are fenced, clear signage, accessible paths for wheelchairs as well as ample disabled parking, and any other related event components not listed above. Your site plan will

also include the areas within the requested park you will need for the event including the parking lot, shelter, ball diamonds, soccer fields, pedestrian/bike paths, tennis courts, volleyball courts and any other specific park features. The District does not plan race routes. You may use route apps to help with your planning.

If your event includes a run/walk/ride component on the city streets, the approval of the 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.

## **Parking Plan**

As the Event Organizer, it is important that you plan for safe arrival, departure, and parking of the event attendees, participants, and vendors. Please keep in mind that the District prohibits all vehicles from parking on the grass. The District staff does monitor and ticket illegally parked vehicles at the events. As the Event Organizer, you are responsible for informing all participants, volunteers, attendees, and vendors of the parking regulations. If your parking plan includes using neighborhood streets or neighboring businesses, churches, etc, you will need to include the approval of such agreements in this parking plan.

## **Security and Medical Plan**

As the Event Organizer, you are required to provide a safe and secure environment for your event. This is accomplished through sound planning. The District may request a copy of your security and medical plan for your event. This description should include, but is not limited to, the hiring of private security companies and licensed professional emergency medical services, crowd control, venue safety, and a communication plan in case of an emergency. These plans may be subject to review by City of Fargo Police and Fire Departments who may make additional recommendations.

## **Accessibility**

All requests for special events within the Fargo Park System must include site plans with provisions for accessibility by persons who are disabled. All individuals will structure activities to ensure that they are barrier-free and offer equal opportunities for access. This includes portable toilets. When portable toilets are brought into a park for special events with large attendance, the event sponsor must provide an adequate supply of accessible toilets. Accessibility shall also be addressed in your medical, security and parking plans in the special events packets.

## **Liability**

As the Event Organizer, you and the organization will be required to indemnify and hold the District harmless from and against all claims arising out of the event, including personal injury, property damage and claims, such as, excluding a protected class of persons or failure to accommodate for persons with disabilities. To the extent a claim exceeds the insurance coverage, you and the organization will be personally liable.

You and the organization are an independent contractor, by the District providing facilities or equipment, the District is not entering into any joint venture with you or your organization.

## **General Policies**

No illegal drugs or weapons are allowed in Fargo Parks.  
No glass containers.

No kegs or hard alcohol.  
No fireworks.  
No dunk tanks.  
No bonfires.  
No smoking in prohibited areas.  
No silly string.  
No water balloons.

Any checks returned will be processed by FCI, First Collections Inc. and a service fee will be applied.

Applicant's or Vendor's equipment and/or activities cannot block or interfere with the event, park maintenance, public use, emergency vehicle access or other facility use/activities.

Neither Applicant nor any Vendor shall play, cause or allow noise or music to be made on any park property that would cause a public inconvenience. The District, in its sole discretion, may curtail or prohibit such noise or music. Failure of the Applicant/Vendor to comply with District instructions may result in immediate cancellation of the event contract or vendor permit. As a general guideline the noise level 100 feet from the source should not be greater than 60 decibels, which is the volume of a normal conversation. Any event requesting to bring sound amplification will need to receive permission from the District. See page 2 of this document for additional information on Sound Amplification Permits.

The Applicant needs to be aware of the District Ordinances and abide by them. The Applicant is expected to share this information with its vendors, participants and guests. The ordinances are available for review at [Park Board Policies and Ordinances | Fargo Parks](#).

## **Forfeitures and Cancellations**

Applicant must be ready for business within the guidelines of the agreement. The Applicant and its Vendors may not operate on dates/hours not specified in the contract or permit.

The District reserves the right to cancel an event due to acts of God, weather, or other unforeseen events. If the event is cancelled by the District, full refunds may be given.

The District may revoke an Applicant's agreement if the Applicant or its Vendors violate this policy or any of the conditions contained in the agreement/permit, including, but not limited to the following: the dates and hours of operations; the types of merchandise, food or service provided; the misuse of District property or utilities, violations of the sound ordinance, or the commission of any violation of federal, state, or local laws or regulations relating to the Applicant's operations. If the violation can be corrected within a reasonable time frame, as determined within the sole discretion of the District, the Applicant/Vendor will be given such time to correct the violation. During the cure period, the Applicant/Vendor will suspend operations until the violation is corrected to the reasonable satisfaction of the District.

Any such violations will result in forfeiture of the Applicant's security/damage deposits and participation on District property in future events.

No refunds are given due to weather conditions. If a permit is issued **within** 7 days of an event, and the event is canceled, the permit fee and reservation fees for the facility are not refundable.

**CANCELLATIONS:** If you choose to cancel your reservation at least 7 days in advance of an event, a refund will be issued minus the fees paid to rent the facilities and the following cancellation fees.

## Refunds for cancellations

Event requests must submit a \$150.00 non-refundable payment to secure dates. If denied, fee will be returned. The \$150.00 fee will go towards your event.

The Applicant will be charged for any actual out-of-pocket costs incurred that are related to the special event.

## Rental Information

Please check to make sure all rental information is correct including: **RENTAL DATE & PARK SHELTER**

**\*\*\*Be sure to bring a copy of your confirmation with to your event.\*\*\***

**Please review the included Shelter & Park Rental Guidelines.**

**The Park District has a NO REFUND policy.**

Fargo Park District office hours are Monday through Friday from 7:30am to 4:30pm.

The office is located at 701 Main Ave in Fargo.

The *emergency* on-call person is available by phone at (701) 476-4088,

Monday through Friday after 4:30pm and on weekends.

### **ALCOHOL PERMITS**

IF YOU HAVE DECLINED TO PURCHASE A GROUP PERMIT FOR ALCOHOL DURING YOUR RENTAL; YOU ARE NOT ALLOWED TO HAVE ANY TYPE OF ALCOHOL AT THIS SHELTER. YOU MAY CONTACT FARGO PARKS IF YOU WOULD LIKE TO ADD A PERMIT. PERMITS NEED TO BE PURCHASED A MINIMUM OF 7 DAYS PRIOR TO YOUR RESERVATION. THE COST IS \$50.

Consumption is not allowed at: Island Park Gazebo, Urban Plains Gazebo, Trollwood Barn Stage, Trollwood Amphitheater

**IF YOU HAVE PURCHASED AN ALCOHOL PERMIT: You will receive a separate email with permit**

Please sign the Alcohol Permit and return to the Fargo Park District.

**A signed copy must be received to make your permit valid.**

You may email it to [reservations@fargoparks.com](mailto:reservations@fargoparks.com) or mail it to Fargo Parks, 701 Main Ave, Fargo, ND 58103.

**\*\*You must have a signed copy of your permit at your event.\*\***

### **Disc Golf Sets/Horseshoe Rentals**

Disc Golf Sets (Driver, Mid-Range, Putter) and 12 Horseshoes are available for rent. Please call (701) 499-6060 if you would like to reserve them. Rental fee is \$5.00 with a refundable security deposit of \$50.00

Disc golf sets may be picked up at the Park District Office, 701 Main Avenue.

Horseshoes will be available at Oak Grove Park

Horseshoe Pits:

Oak Grove Park, 170 Maple Street N, Fargo

Disc Golf Courses:

Oak Grove Park, 18-hole course, 170 Maple Street N, Fargo

Iwen Park, 27-hole championship course, 1209 52 Avenue S, Fargo

Trollwood Park, 18-hole course, 3664 Elm St N, Fargo

Elephant Park, Junior Course, 100 19<sup>th</sup> Avenue N, Fargo

Stonebridge 2, Junior Course, 3700 32<sup>nd</sup> Street S, Fargo

Osgood, Junior Course, 4951 47<sup>th</sup> Street S, Fargo

Milwaukee Trail North, Junior Course, 3601 17<sup>th</sup> Street S, Fargo

\*\*Junior Courses have 3-6 holes

Fox Run, Junior Course, 4101 32<sup>nd</sup> ST S

**Dogs:** Must be leashed at all times. Owners of unattended, loud or aggressive dogs will be asked to remove the dog from the park. Dogs are not allowed inside facilities except for service animals.

**Fires:** Are not allowed in the parks.

**Noise:** No amplified sound is allowed for private rentals.

## Shelter and Park Rental Guidelines

**Applicants requesting use of Fargo Park District shelters and park areas will be subject to all laws and ordinances, and the rules and regulations governing the use of Fargo Park District shelters and park areas including the following:**

1. The Fargo Park District has a NO REFUND policy; your reservation is a rain or shine event. However, the Fargo Park District may cancel or curtail Applicant's use of Park District facilities due to extreme weather conditions (such as flooding, weather warnings) under the sole discretion of the Fargo Park District and a refund would be issued under these circumstances.
2. Applicant, or if an entity, the responsible person must be 18 years of age to rent facilities from the Fargo Park District and is responsible to see that all activities are properly controlled and supervised. Adequate adult chaperones must be provided if group members are under eighteen years of age.
3. Payment is due at the time your reservation request is made. A damage/security deposit may be required when your reservation is confirmed. Make checks payable to the Fargo Park District. Visa, MasterCard, Discover and American Express are also accepted. All checks are cashed, but the deposit amount is refunded when the site is returned in good condition. Deposits, less amount retained for damages, if any, will be mailed out/returned within five weeks following the rental event. Applicant requesting use of Park District facilities for special events, weddings, fundraisers, etc., may be required to pay a damage/security deposit.
4. The facility must be returned to the Fargo Park District in the same condition as when it was received by Applicant. The Applicant accepts full responsibility for clean-up of garbage and debris accumulated during the event and placement of the garbage in proper receptacles following the use of Fargo Park District facilities. If garbage and/or litter is not properly disposed of, the Applicant agrees to pay the reasonable costs of clean up as determined by the Fargo Park District.
5. Any damage to Fargo Park District facilities or park property by invitees of the Applicant will be repaired at the Applicant's expense.
6. Enclosed facilities will be opened by the reservation time by an attendant who will wait ½ hour past the start of reservation, but no longer, for late arrivals.
7. Be sure to bring your copy of the Reservation Confirmation and any applicable permits with you to the event/park.
8. Rental of a park facility **does not** include exclusive use of other surrounding park facilities. On occasion, there may be more than one group utilizing the park and surrounding facilities. Applicant shall not close public areas or extend exclusive activities into public spaces.
9. Events open to the General Public must provide Pepsi products when serving and selling on premises. Private catered events, where the caterer is providing beverages, are also required to provide Pepsi products.
10. Applicant is required to obtain a permit in advance if they want to sell any product or service. It is illegal to sell food, beverages, goods or merchandise, or charge fees for admission without a permit. The Fargo Park District will request additional fees and insurance for events that sell food, beverages, goods or merchandise on Park District property.
11. There shall be no motorized vehicles driven onto grassy areas or on recreational trails without prior approval from the Park District.

12. An Alcohol Consumption permit can be requested for designated park facilities for the date of the rental only. The fee for the permit is \$50.00. The Consumption permit allows for single serving plastic bottles or cans of beer, wine coolers, box wine, and products such as “hard” lemonade. No kegs, glass bottles or hard liquor are allowed. Applicant purchasing a Consumption permit must be 21 years of age or older. Applicant agrees to indemnify the Park District harmless from any claims arising out of the use of alcoholic beverages at the event, including consumption by minors.
13. Firearms and weapons; all persons must comply with all local, state and federal law at all times while on Fargo Park District Property.
14. Fires are permitted at Lindenwood Campground with a campground reservation in in designated fire rings provided for that purpose. To make a campground reservation call 701-232-3987.
15. Inflatable structures, pony rides, sleigh rides, bicycles, etc. require approval and a Certificate of Insurance. The Fargo Park District does have a list of approved vendors. Minimum acceptable insurance policy is \$1,000,000.00 general liability coverage naming the Park District of the City of Fargo as additional insured. The Park District reserves the right to increase the dollar amount of the coverage based on the nature of the event. A Certificate of Insurance, if requested, must be provided to the Park District seven (7) days prior to the reserved date.
16. The Fargo Park District does allow for additional vendors if they have met the permit requirements. Applicant may be required to pay additional fees for electricity and water services used by the vendor. Applicant must notify the Fargo Park District of their intent to bring these games and vendors on site. The Fargo Park District does not provide games, activities, inflatables, etc. for a private reservation. **NO FIREWORKS OR SILLY STRING ALLOWED.**
17. The Applicant agrees to hold the Fargo Park District harmless from any liability or loss, including reasonable attorney fees, arising out of or related to the use of Fargo park facilities under the permit.
18. Absolutely **NO SMOKING** is permitted in Fargo Park District buildings/facilities or within 25 feet of the playgrounds. The Fargo Park District has a smoking and tobacco ordinance. The Applicant agrees to abide by the Park District no smoking policy and ordinance.
19. Weddings are allowed to be held with a full site rental of Rheault Farm, in the gazebo at Island Park and Urban Plains gazebo along with designated areas of Trollwood Park only. Rental of these areas **does not guarantee exclusive use of the surrounding park** area for your event. There will be other people using the park. No rice or bird seed may be thrown/scattered as part of a wedding processional.
20. Applicants are responsible for all decorations placed in the rental area. Do not fasten decorations with nails or other sharp objects that will damage walls, trees, or structures. Decorating time will be included in your reservation time and rental fee. Applicant is responsible to remove all decorations and to dispose of them properly after the event is finished. If decorations are not properly disposed of, the Applicant agrees to pay the reasonable cost of clean-up as determined by the Fargo Park District.
21. No tents, canopies or other structures shall be erected in any park area without prior approval of the Fargo Park District.

Applicant must secure a shelter reservation to have any inflatable games and/or tents/canopies in the park. Security/damage deposit, additional insurance and other fees may apply per guidelines listed.

**Large Shelters** (Oak Grove Shelters 1 and 2, Lindenwood Main Shelter, Rotary Shelter, Rheault Farm Shelter, Trollwood Main Shelter)

- Maximum of five (5) blowers per shelter rented
- Maximum of three (3) 10'x10' free standing ancillary tents allowed

**Small Shelters** (Shelters Ash, Elm and Kost in Lindenwood and Rabanus Park)

- No Inflatable Games
- No ancillary tents allowed

**Island Park**

- No Inflatable Games
- No ancillary tents allowed

**Rheault Farm Site**

This premier site, featuring an enclosed fence area, is great for large group events. The site provides applicants the possibility to utilize multiple blowers and ancillary tents. A written request to reserve the entire site is required. Upon approval, a facility use agreement will be prepared.

**Urban Plains Park**

- No Inflatable Games
- No ancillary tents allowed

**Sound Amplification:** Applicants may not bring in equipment to amplify sound, music, bands or talking without prior approval by the Fargo Park District and/or Fargo Police Department. The fee for the permit is \$50.00. Amplified Sound is not permitted with private rentals. Requests are evaluated on: type of event, time of day, location requested, type of amplification equipment proposed, measures the applicant proposes to take to minimize disruption to areas surrounding the event location, and laws, ordinances and regulations pertaining to the issuance of the permit. Sound amplification will not be allowed after 8pm for private wedding reservations. Private wedding reservations are limited to providing amplified sound for 2 hours during their reservation at park sites that are within 500 feet of a residential building. Community events may be allowed to use amplified sound for their events. Check with the Fargo Park District prior to the event to gain proper permission. **Amplified sound not permitted with general shelter reservations.**

**One or more violation of any rule, ordinance or law may result in the cancellation of your permits/reservations.**

ALL RESERVATION REQUESTS ARE SUBJECT TO REVIEW.  
More information may be required and fees may apply

**FARGO PARK DISTRICT RESERVES THE RIGHT TO  
REFUSE ANY RESERVATION**





# FEE SCHEDULE for Special Events

**Permit fees for walks, runs and rides only (one site used, additional fee for shelter rental may be required).**

Permit Fee: \$200

## Special Event Permit Fees:

A \$100 special event permit fee will be charged for all events outside of regular picnics.

## Proposed Fee Schedule for Special Events

The Fargo Park District staff will determine the complete and true fees for your particular event.

Percentage based fees are due paid in full no later than 7 days after the event. Applicant is responsible to collect all fees from vendors.

10% of gross sales (not including sales tax) of any admission or fees collected on site.

10% of gross sales (not including sales tax) of food sales if the event replaces cash with tickets.

10% of gross sales (not including sales tax) of food sales and merchandise at tournament events.

10% of gross sales (not including sales tax) for alcohol sales is the base fee.

## Attendance:

In order to plan for each special event, the attendance amount needs to be reasonably estimated. The fee will be paid at least 14 days prior to the event. Refunds are only available as provided in our special events policy under "Forfeitures and Cancellations". The security deposit may be used to cover additional fees if the event numbers are underestimated.

## List of Vendors:

A list of vendors may be requested to be submitted to the Fargo Park District 14 days prior to the event. Vendors selling soda, water, lemonade and other beverages are required to abide by the Fargo Park District beverage contract. Pepsi products must be sold exclusively.

## Additional Fees

Additional usage fees will be determined upon completion of the Facility Use Agreement, including, but not limited to, utility fees, damage/security deposit, etc. Applicants must have paid all fees in full, submitted a Certificate of Insurance and provide all other permits or licenses required by law or ordinance, and provide all other information required for the event contract. Applicants will not be allowed to set up if fees, licensing and/or insurance requirements are not submitted prior to the event as required.

| <b>Flat Rates for Special Events with Food Vendors without food tickets sold (excludes Tournaments)</b> |
|---|
| <b>Based on attendance and are per vendor booth</b>   |
| \$ 50 if the event has 250 people or less   |
| \$ 100 if the event is 251-1,000  |
| \$ 350 if the event is 1,001-2,500  |
| \$ 750 if the event is 2,501-5,000  |
| \$1,000 if the event is 5,001 or more.  |
|   |

| <b>Flat Rates for Special Events with Non-food Vendors (excluding Tournaments)</b> |
|--|
| <b>Based on attendance and are per vendor booth</b>                                |
| \$ 25 if the event has 250 people or less  |
| \$ 50 if the event is 251-1,000  |
| \$ 100 if the event is 1,001-2,500   |
| \$ 200 if the event is 2,501-5,000   |
| \$ 300 if the event is 5,001 or more   |



| FARGO PARK DISTRICT OFFICE<br>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:                             |                       |

# Special Event Application

**Due: 30 business days prior to your event. Acceptance of your application is not to be construed as approval of your request. Event requests must submit a \$150.00 non-refundable payment to secure the event date. If denied, fee will be returned. Additional Fees will be due once event has been approved.**

## Event Information

Name of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Event Category      Run/Walk/Ride                      Concert                      Festival                      Other \_\_\_\_\_

Park Requested \_\_\_\_\_ Anticipated Attendance \_\_\_\_\_

Shelter Reserved by Event Organizer      No      Yes      Shelter Name \_\_\_\_\_

Charitable Event      No      Yes Proceeds donated to \_\_\_\_\_

## Event Organizer Information

Name of Group \_\_\_\_\_

Group Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Website: \_\_\_\_\_

**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      Why? \_\_\_\_\_  
*If yes – there may be additional fees for park usage for additional days.*

Does this require time in the park the day after your event?      No      Yes      Why? \_\_\_\_\_  
*If yes – there may be additional fees for park usage for additional days.*

Does this event require you or a vendor to drive into the park?      No      Yes      Why? \_\_\_\_\_

Does this event require restrooms to be unlocked prior to 8:00am? No Yes What time? \_\_\_\_\_  
If yes – there may be additional fees for staff.

## Site & Route Plans

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

**\*PLEASE NOTE:** The Fargo Park District limits the use of tents and canopies in parks.

Do you plan to use powdered chalk, flags or above ground markings for your event? No Yes

Which items will you be using? \_\_\_\_\_

**\*PLEASE NOTE:** Any signs, flags or powdered chalk used for the race, walk or special event should be temporary signs and should leave no visible trace once removed.

Will there be a Stage? No Yes

Will there be a Sound (Public Address) System? No Yes If yes, please fill out page 5.

**\*PLEASE NOTE:** The City of Fargo and Fargo Park District each have a permit process for amplified sound. Some park locations are too close to residential zoning to accommodate amplified sound. Applicants may need prior approval by the Fargo Park District and/or Fargo Police Department. The Fargo Park District reserves the right to deny permitting an event to use amplified sound and cancel a reservation if permit is denied. A copy of the Noise/Sound Amplification Policy is available at [noisesoundamplificationpolicy.final\\_3.10.15.pdf \(fargoparks.com\)](#)

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

To ensure proper review of your event, please attach a site and route plan. Site maps should show locations of tents, stages, fencing, barricades, inflatable games and portable toilets. Route maps should show route of the run and the direction the run will be held.

If your event includes a walk/run/ride 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 City of Fargo. Narrative of route and site set up:

## Sales

|                            |    |     |   |    |     |
|----------------------------|----|-----|---|----|-----|
| Will Admission be charged? | No | Yes | Will you be charging for activities or games? | No | Yes |
| Will Alcohol be sold?      | No | Yes | Will Alcohol be given away?                   | No | Yes |
| Will Food/Beverage sold?   | No | Yes | Will Food/Beverage given away?                | No | Yes |
| Will Merchandise be sold?  | No | Yes | Will a Caterer be hired?                      | No | Yes |

If yes, please describe merchandise: \_\_\_\_\_

**\*PLEASE NOTE:** The Fargo Park District has a policy regarding sales in the parks. This includes fees that need to be collected and proof of insurance. If you are planning to charge admission or sell food or non-food items there will be additional requests for information and fees. A copy of the policy is provided on line at [www.fargoparks.com/forms/rentals](http://www.fargoparks.com/forms/rentals).

## 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, outside vendors can be used for some equipment. The location of this equipment must be noted on the site and route plan you have attached to this application. The Applicant must inform the Fargo Park District of the vendors that they will use for the additional equipment.

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

Dumpster # \_\_\_\_\_

**Rented from Private Vendors**

Portable Toilets # \_\_\_\_\_

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

Bleachers # \_\_\_\_\_

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

Vendor Name \_\_\_\_\_

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

**\*PLEASE NOTE:** dates must be pre-approved by Fargo Park Administrative Staff.

**Rented from Private Vendors**

Inflatable Games, Obstacle Courses, photo booths, folding tables, chairs, etc. (These items must be set up & taken down during your reservation time)

1<sup>st</sup> Vendor Name \_\_\_\_\_ What items and how many? \_\_\_\_\_

2<sup>nd</sup> Vendor Name \_\_\_\_\_ What items and how many? \_\_\_\_\_

3<sup>rd</sup> Vendor Name \_\_\_\_\_ What items and how many? \_\_\_\_\_

**\*PLEASE NOTE:** drop off time must be included in your rental time. If they need to be dropped off earlier, you will need to rent the facility for more time.



# SOUND AMPLIFICATION PERMIT APPLICATION

**Permit Fee \$50.00**

**\*No permit will be issued without payment. This application must be completed and submitted at least 7 business days prior to the event.**

By Ordinance and Policy, public amplification is not allowed in City Parks except by permission from the Park District. Permission for amplification does not exempt a group from obeying City Ordinance restrictions on the volume of sound. Please be considerate of park neighbors and other park users. All Ordinances and Rules of the Park District and ordinances of the City of Fargo shall be enforced by city policemen and employees of the Park District. When notifying the Park District about your event, be sure to include detailed information about any plans you have for amplified sound.

## Event Information

Name of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Park (specify location in park if known): \_\_\_\_\_

Date: \_\_\_\_\_ Times of Sound: \_\_\_\_\_ (start) to \_\_\_\_\_ (end)

Contact Information of Person or Company Operating the Sound Equipment:

Name \_\_\_\_\_ Phone: \_\_\_\_\_

Sound Amplification Equipment: (describe type and size including watts)

\_\_\_\_\_

Proposed Location of the Sound Amplification Equipment:

\_\_\_\_\_

Sound to be Amplified: (circle all that apply)

Musical Instruments

Singing

Speaking

Digital recordings

Other sounds

### FARGO PARK DISTRICT OFFICE USE ONLY

Date Received: \_\_\_\_\_ Permit Granted: Yes No

If no, reason not granted: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

## Insurance

**Applicant is required to obtain a current Certificate of Liability Insurance for all events.**

Any Special Event that invites and/or is open to the general public will require submittal of a certificate of liability insurance. The certificate of liability insurance will need to include a minimum of \$1,000,000 general liability coverage and the certificate needs to name the Fargo Park District as additional insured. This is the minimum requirement for events. The Fargo Park District reserves the right to require more insurance based on the size and type of events scheduled. The certificate copy needs to be submitted at least **14** days before the event.

## 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?

\_\_\_\_\_

\_\_\_\_\_

## 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 \$1,000,000 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

Thank you for completing your Special Event Application. Before you submit your application to the Fargo Park District, please make sure that the following steps have been completed.

Have you?

- Signed and dated your application?
- Attached your event site map? (and route map if a walk, run or race event)
- Provided all documents and information as requested throughout the application.
- Sent in Certificate of Liability Insurance (You may send in post application)

## Application Submission

Please remember, this application is due 30 days prior to event. **Acceptance of your application is not to be construed as approval of your request. Event requests must submit a \$150.00 non-refundable payment to secure the event date. If denied, fee will be returned. Additional Fees will be due once event has been approved.**

Please mail, fax or email your application to:

**Fargo Park District  
Attn: Marcy Brush  
701 Main Avenue  
Fargo, ND 58103**

**701-499-7788 (office)  
701-499-7789 (fax)**

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