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## 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.

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## 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)