



Return completed form to:  
**City Clerk's Office**  
**City of Albert Lea**  
221 E. Clark St., Albert Lea, MN 56007  
507-377-4330  
[ktukua@ci.albertlea.mn.us](mailto:ktukua@ci.albertlea.mn.us) (call to arrange payment)

## SPECIAL EVENT PERMIT

This special event permit application and **\$25** application fee must be filed with the city at least 30 days in advance of the date in which the special event is to occur.

### Contact information:

Name \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_

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

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

Name of event: \_\_\_\_\_ Event date: \_\_\_\_\_

Event sponsor: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_

Description of proposed special event, including a list of activities (may attach separate sheet):

Facility name/address of event: \_\_\_\_\_

Name of property owner (if different than applicant): \_\_\_\_\_

Signature of property owner: \_\_\_\_\_

1. Hours of operation: \_\_\_\_\_

2. Days of operation \_\_\_\_\_

3. List all public health plans:

- Supply of water to the site: \_\_\_\_\_
- Solid waste (trash) collection: \_\_\_\_\_
- Recyclables collection: \_\_\_\_\_
- Toilet facilities: \_\_\_\_\_
- Other: \_\_\_\_\_

4. Fire prevention and emergency medical services plan, if applicable. Will there be any type of tents in use, sizes and how many:
  
  
  
  
  
  
  
  
  
  
5. Security plans, if applicable:
  
  
  
  
  
  
  
  
  
  
6. Admission fee, donation or other charges requested for admission: \_\_\_\_\_
  
  
  
  
  
  
  
  
  
  
7. Food or alcohol that may be served or sold:
  
  
  
  
  
  
  
  
  
  
8. Is the applicant requesting the city to restrict or alter parking, vehicular traffic or pedestrian traffic patterns (signs, barricades, cones)? If yes, please describe:
  
  
  
  
  
  
  
  
  
  
9. Is the applicant requesting the city to provide any services, city personnel or city equipment (electrical)? If yes, please describe:
  
  
  
  
  
  
  
  
  
  
10. Will there be any sound amplification, public address system, playing of music or musical instruments? If yes, please describe:

## Insurance requirements

I/We understand that a Certificate of Insurance must be filed with the city prior to issuance of the Special Event permit. The certificate of insurance must name the City, its officials, employees and agents as additional insured. Insurance coverage must be maintained for the duration of the Special Event. Insurance coverage must be a commercial general liability policy. The minimum limits must be at least \$1,000,000. If alcoholic beverages are to be sold or distributed at the Special Event, the policy must also include an endorsement for liquor liability. The City may require additional endorsements depending upon the type of Special Event and the proposed activities.

## Indemnification agreement

The Special Event applicant/sponsor shall defend, indemnify and hold harmless the City and its official employees and agents from any liabilities, judgments, losses, costs or charges (including attorneys' fees) incurred by the City or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of City property, User, or by the User's guests or invitees, except to the extent caused by the sole negligence, gross negligence or willful misconduct of the City or its officers, employees or agents.

The User knows, understands and acknowledges the risks and hazards associated with using City property and hereby assumes any and all risks and hazards associated therewith. User hereby irrevocably waives any and all claims against the City or any of its officials, employees or agents for any bodily injury (including death), loss or property damages incurred by the User as a result of the event and hereby irrevocably releases and discharges the City and any of its officials, employees or agents from any and all claims of liability.

By signing below, I, \_\_\_\_\_, affirm that the statements contained herein are true and correct to the best of my knowledge. I am duly authorized to make such agreements on behalf of the persons or organization sponsoring this Special Event. I agree to pay all fees and meet all other requirements of the Albert Lea City Code, Article IV – Special Events, Section 36-092 – 36-103.

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Applicant signature

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Date