



CITY OF BECKER
APPLICATION FOR SPECIAL EVENT PERMIT
(PARADE, RUN, OR BLOCK PARTY)

PERMIT INFORMATION SHEET

This Application for Special Event Permit is intended to initiate a request with the City of Becker and for notification to the specific City Departments. Please complete the attached permit application to be approved for your event. Please note, the approval process may take a period of time, so the earlier the application is turned in, the quicker the response may be on the approval. Please note the following:

- It is requested that the permit application be submitted to Becker City Hall no later than sixty (60) days prior to the event occurring.
- It is the applicant's responsibility to provide all of the requested information. Non-disclosure or lack of detail of the requested information may be cause for rejection of the application. The City of Becker reserves the right to refuse any application.
- Applications are not approved until agreed upon by the City of Becker. You will be notified by the City Clerk's Office of the results of the application process as soon as practical.
- The applicant's may be requested to provide liability coverage for the specified event.
- Sponsoring organizations or applicants are responsible for any damage to any property or City equipment and will be charged for the cost of replacement.
- All cleanup of the designated area shall be cleaned up prior to exit of the location. City of Becker staff may do an inspection depending on the size and type of event.
- Decorations and signage must meet City of Becker codes. Please contact Becker City Hall should you have any questions regarding what is permissible.
- Duty to Disperse. When a police officer determines that a party or gathering is in violation (noise, or other reason), the officer may order all persons present at the premises where the violation is occurring, other than the owner or the tenants, to disperse immediately.
- The applicant(s) shall save, hold harmless, and indemnify the City, its officers, agents, employees and volunteers from all claims, demands, damages, judgements, costs, or expenses in law or equity that may at times arise or is in any way related to any work performed by applicant(s), his agents or employees under the terms of any permit issued.



APPLICATION FOR SPECIAL EVENT PERMIT

(PARADE, RUN, OR BLOCK PARTY)

Date of Application: _____

Special Event Permit applications must be submitted to the City of Becker at least sixty (60) days in advance of the date that the special event is to occur. Application materials and payment of the \$25.00 Special Event Permit Fee should be mailed to:

City of Becker/City Hall
Attn: City Clerk
PO Box 250
Becker, MN 55308

Sponsoring Organization(s): _____

Name, address, email and tele _____
number of person in charge _____

Date and start/end time of event: _____

Type of event: PARADE RUN, 5K, ETC BLOCK PARTY OTHER: _____

Details of the Event (such as _____
length, type of units, number _____
of runners or people gathering) _____

Route/Location of Event: _____
(attach additional sheets if _____
necessary, incl. map of area) _____

Will alcohol be served? YES NO If yes, describe type: _____

FOR DEPARTMENT USE ONLY: Please contact applicant directly with any questions or concerns. Initial and return to City Clerk's Office.

Admin _____ Police _____ Fire _____ PW-Streets _____ PW-Wastewater _____ Park/Rec _____ Other _____

Special Conditions (if any): _____



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Will food be served at this event: YES NO

If Yes, please describe type,

sanitation measures, and food

handling procedures

Will there be any structures, tents, YES NO

canopies, bleachers, stages, platforms,

scaffolding? If yes, please describe:

Are any streets to be closed or YES NO

barricaded? If yes, location(s), times:

Describe plans for cleanup; trash

containers, portable toilets, etc

Do you require any assistance from a City Department? Ex: Police Officers for traffic control. YES NO

If yes, please identify which department, number of staff needed, or identify equipment requested: _____

Please note: There may be fees required for the use of City staff and equipment. If staff or equipment is necessary, you will be contacted by the specific department related to your needs for your event.

Signature of person making application

FOR DEPARTMENT USE ONLY

APPROVED DENIED

Approved by: _____ Date: _____



BLOCK PARTY PERMIT INFORMATION

Signatures are required of residents on both sides of the street that will be affected by blocking off the street. Please ensure that information is legible.

NAME

ADDRESS

1.) _____

2.) _____

3.) _____

4.) _____

5.) _____

6.) _____

7.) _____

8.) _____

9.) _____

10.) _____

11.) _____

12.) _____

13.) _____

14.) _____

15.) _____

16.) _____

17.) _____

18.) _____

19.) _____

20.) _____

Additional Information if needed: _____
