

SPECIAL EVENTS PERMIT

(Parade/Run/Walk/Block Party/March or Rally)

RETURN TO: CITY CLERK 1201 7th Street S ST CLOUD, MN 56301

Seth.kauffman@ci.stcloud.mn.us

320-255-7201

Event Title: _____

Date of Application: _____

Sponsoring Organization: _____

Contact Information of event organizer: _____

Contact Information for person in charge: _____

Name _____

Street Address _____

City _____ State _____ Zip Code _____

Email _____ Phone Number _____

Date of Event: _____

Beginning & End Time: _____

Your Event is: Parade Run/Walk Block Party March/Rally/Demonstration
 Other (explain) _____

Route/Location of Event _____

(Include Map if applicable) _____

Details of the event: _____

Will alcohol be served at the event:

Yes No

Will food be served at the event:

Yes No

Number of expected participants:

Are you requesting a road closure: Yes No If you selected Yes, signatures must be collected for affected parties. (Page 2)

NOTE: See page two of this application for additional instructions and fees regarding barricades/safety cones.

DUTY TO DISPERSE: When a police officer determines that a party or gathering is in violation, the officer may order all persons present at the premises where the violation is occurring, other than the owner or tenants, to disperse immediately.

Signature of Applicant

Approved Denied

Signature, City Clerk's Office

Date

BLOCK PARTY REQUIRED SIGNATURES

(Signatures required of residents on both sides of street that will be affected by blocking off of the street.)

<u>NAME</u>	<u>ADDRESS</u>
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____
6) _____	_____
7) _____	_____
8) _____	_____
9) _____	_____
10) _____	_____
11) _____	_____
12) _____	_____
13) _____	_____
14) _____	_____
15) _____	_____
16) _____	_____
17) _____	_____
18) _____	_____
19) _____	_____
20) _____	_____

Barricades/Safety Cones:

- Organizations may rent barricades and/or safety cones from the City of St. Cloud Public Works Department.
- Sponsoring organization will receive six (6) barricades or forty (40) safety cones for the minimum fee of \$20.00. Each additional barricade costs \$3.00 and each additional safety cone costs 50 cents. Delivery and pickup of barricades/safety cones is available for an additional \$40.00. These fees only apply to neighborhood events and private parties. Major events including bike races, parades, marathons, etc. that involve closing public roads and/or sidewalks require additional equipment and will be charged accordingly.
- Sponsoring organization must pick up the barricades and/or safety cones from the Public Works Department, 1200 15th Avenue South East, St. Cloud.
- Please contact the Public Works Department at 320-650-2900 at least 48 hours prior to picking up barricades and/or safety cones. City equipment must be returned the next working day.
- Sponsoring organization will be responsible for any damage to City equipment and will be charged for the cost of replacement.
- City equipment must be paid for at the time it is picked up at the Public Works Department.
- A copy of the approved application for a parade, run/walk or block party must be presented at the time the equipment is picked up.
- The Public Works Department does not guarantee the availability of equipment unless the sponsoring organization has contacted the Public Works Department.
- Organizations may also contact All State Traffic Control at 320-685-9911 or Warning Lites at 612-521-4200.