



SPECIAL EVENT PACKET

The following is a packet for Special Event Organizers that want to plan their event at a Minot Park 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.

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.

Before you fill out this application we encourage you to read through these guidelines.

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.

Inflatables: Vendor must provide a Certificate of Liability Insurance listing the Minot Park District as Additional Insured at least 14 days prior to the event. The vendor must have a signed Facility Use Agreement with the Minot Park District to be on site. Please provide the name of your vendor to the Minot Park District.

Alcohol: The Minot Park District has a strict policy regarding alcohol and beer sales. If the event is selling alcohol in a park, the applicant is required to apply for a Park Liquor Permit. The Seller must have all appropriate City and State licenses and strictly comply with the requirements of such license, including having properly trained servers and must comply with the Minot Police Department and City of Minot ordinances regarding liquor sales. For event with more than 100 attendees the seller must coordinate with the Minot Police Department for security.

Food Sales: Special events that want to have food sales at their event will be required to ensure each seller has the proper Minot Park District Food Vending Permit.

1. The Applicant will also need to supply the Minot Park District with a list of food vendors at least 14 days before the event.
2. Food Vendors must have all appropriate City, State, and Park licenses and strictly comply with the requirements of such license.

Consumption Permit for Beer or Alcohol: The Minot Park 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 Liquor Permit will allow individuals to bring to that location the allowed alcoholic beverages that have been purchased elsewhere. A Liquor Permit does not allow for any sale of alcoholic beverages.

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 Minot Solid Waste or a private contractor? The Minot Park District will supply additional trash barrels for a fee.

Special Event Fees

Attached at the end of this document are the current fees associated with special events in the Minot Park District. All special events, for-profit and non-profit alike, are required to pay all of 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 Minot Park 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 fees are included in the packet to assist with your budget planning. The Minot Park District staff will determine the complete and true fees for your particular event.

Park Hours

Minot Park District Facilities are available between 6:00am and 11:00pm. The Park hours are established by the Minot 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 Minot Park 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 sufficient 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. 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 Minot Park District does not plan race routes. If your event includes a run/walk/ride component on the city streets, the approval of the Minot 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 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 Minot Park District prohibits all vehicles from parking on the grass. The Minot Park 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.

*Oak Park West parking lot is occupied by the Minot Farmers Market from June - October on Tuesday, Thursday, and Saturday with no exceptions. Please plan accordingly.

General Policies

No kegs.
No fireworks.
No bonfires.
No smoking in prohibited areas.
No silly string.
No confetti.

CANCELLATIONS: If you choose to cancel your reservation at least 14 calendar 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 requested at least **14 calendar days** in advance of an event will be issued as follows:

Original Fee Amount: Refund Reduced by:

\$0.01 - \$10.00 No refunds given

\$10.01 - \$50.00 \$10 reduction

\$50.01 and up \$25 reduction

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



Special Event Application

Due: 30 business days prior to your event

MINOT PARK DISTRICT OFFICE
USE ONLY

Taken By _____ Date _____ Time _____
Approved: Y N
Agreement Rcvd: Y N
Event fees paid: Y N

Event Information

Name of Event _____ Date of Event _____
Event Category Concert/ Festival / Run Walk/ Other Other _____
Park Requested _____ Estimated Attendance _____
Shelter Reserved by Event Organizer Yes/ No (please request one) Shelter # _____
Charitable Event Yes/ No Organization 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 _____
Event Starts _____
Event Ends _____
Take-down _____

Does this require time in the park the day before your event? Yes/No 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? Yes/No 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? Yes/No Why? _____

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

Site & Route Plans

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

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

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? Yes/No

Will you bring in other entertainment? Yes/No 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 Minot 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 Minot Narrative of route and site set up:

Sales

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

If yes, please describe merchandise: _____

***PLEASE NOTE:** The Minot 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.

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, the Minot Park District rents some equipment for use by the Applicant. The location of this equipment must be noted on the site and route plan you have attached to this application. The Applicant must have the ability to pick up and return all equipment from Park Maintenance facilities. The prices for the equipment are attached to the Special Events Packet.

Rented from Park District

Trash Barrels # barrels \$5.00/day

Picnic Tables # \$10.00/day

Key to Shelter and Gates. Which shelter or gates are you requesting? _____

Rented from Private Vendors

Portable Toilets

_____ Vendor Name _____

Date of Drop Off _____

Date of Removal _____

***PLEASE NOTE:** dates must be pre-approved by Minot 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)

1st Vendor Name _____ What items and how many? _____

2nd Vendor Name _____ What items and how many? _____

3rd Vendor Name _____ What items and how many? _____

Fees

>200 Attendees - \$100 Plus Shelter Rental(s) Fee

201 - 500 Attendees - \$250 Plus Shelter Rental(s) Fee

501+ Attendees - \$500 Plus Shelter Rental(s) Fee

*Shelter rental required with special event permit

*Runs/ Walks with no other activities are \$100 plus shelter rental(s) fee

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 Minot and the Minot Park District, including all rules and regulations adopted by and/or governing the Minot 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 Minot 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. 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 Minot 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.

Application Submission

Please remember, this application is due 30 days prior to event.

Please mail, fax or email your application to:

Minot Park District

Attn: Melissa Field

PO BOX 538

Minot, ND 58702

701-857-4136 (office)

701-857-4169 (fax)

info@minotparks.com