



SPECIAL EVENT PACKET

This packet is for Special Event Organizers planning an event at a Minot Park District facility. It is designed to guide you through the planning and application process. As the organizer, you are responsible for ensuring the event is safe and enjoyable, and that park property, other park users, and nearby neighborhoods are respected and not negatively affected. You are also responsible for knowing and sharing all relevant park ordinances and regulations with anyone involved in planning or running the event.

This packet is only a guide. Depending on your event, you may need fewer steps—or additional ones. Early and consistent communication is encouraged to help avoid any surprises during the process.

Before you fill out this application, we encourage you to read through these guidelines. This packet was updated in 2026, and contains new information and updated fees.

Special Event Guidelines

1. Reservations & Required Approvals (Start Here)

Facility Reservations

- Reserve a park or park shelter at the very beginning of your planning process.
- Payment is required at the time the reservation is made.
- Rain dates are optional; however, holding a rain date at an indoor facility requires full payment.

2. Required Permits (Based on Your Event Type)

Alcohol Sales

- Events selling alcohol must apply for a Park Liquor Permit.
- Sellers must have all appropriate City and State licenses, use properly trained servers, and follow all Minot Police Department and City ordinances.
- Events with over 100 attendees must coordinate required security with the Minot Police Department.

Alcohol Consumption (No Sales)

- A Consumption Permit allows attendees to consume alcohol on Park District property for the day of the event.
- This permit may limit locations and types of alcohol allowed.
- A security deposit may be required.
- Consumption Permits do NOT allow alcohol sales.

Inflatables

- Vendors must submit a Certificate of Liability Insurance listing the Minot Park District as Additional Insured.
- Vendors must have a signed Facility Use Agreement with the Park District.
- Vendor information must be provided 14 days prior to the event.

Food Sales

- Every food vendor must have a Minot Park District Food Vending Permit.
- Vendors must also hold all required City and State licenses.
- A complete list of all food vendors is due 14 days before the event.

3. Planning Requirements

Site & Route Plan

Submit a site and/or route plan (blueprints, CAD drawings, or legible sketches) showing:

- tents, stages, fencing
- vendors and portable toilets
- beer gardens
- dumpsters
- vehicle placement
- exit locations for fenced areas
- clear event signage
- accessible paths and disabled parking
- any park areas used (shelters, parking lot, ball diamonds, soccer fields, courts, bike/pedestrian paths, etc.)

Important:

- The Minot Park District does not plan race routes.
- If your route uses city streets, you must get approval from the appropriate authorities independently.
- A written narrative of the event may be required.
- All locations for stakes, yard signs, bounce houses, and similar items must be identified in the site and/or route plan.

Parking Plan

- Plan for safe arrival, departure, and parking for participants, vendors, and attendees.
- No vehicles may park on the grass. Violators may be towed at owners expense.
- You must communicate all parking rules to vendors, volunteers, and participants.
- Oak Park West parking lot is unavailable Tues/Thurs/Sat, June–October, due to the Minot Farmers Market.

Event Setup & Take-Down

- The Event Organizer is responsible for:
 - o arranging all setup and cleanup
 - o reserving the proper facilities
 - o providing enough staff and volunteers
 - o safeguarding park property
- Some events require a damage deposit prior to the event.

Garbage & Recycling

- You must arrange trash and/or recycling collection through the City of Minot Solid Waste or a private contractor.
- Additional Park District trash barrels are available for a fee.

4. Fees, Deposits & Payments

Special Event Fees

- All events—nonprofit and for-profit—must pay the fees associated with setup, utilities, cleanup, and event support.
- Fees cannot be waived.
- Events will not be approved if any previous balance is unpaid.
- Canceling an event may still incur charges for actual labor, materials, or services already provided.
- Fees included in this packet are for budget estimates only; Park District staff will determine final fees.

Damage/Security Deposits

- May be required when your reservation is confirmed.

5. Park Use Rules & Hours

Park Hours

- Parks are open from 6:00am to 11:00pm.
- All event setup and cleanup must be completed within these hours unless extended hours are approved.
- Requests for extended hours must be submitted at least 30 days in advance and require administrative review.

General Policies

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

6. Cancellations

If canceled 14 or more days before the event, refunds are issued as follows:

<u>Original Fee Amount</u>	<u>Refund Deduction</u>
\$0.01-\$10.00	No refund
\$10.01-\$50.00	\$10 deduction
\$50.01+	\$25 deduction

- Any actual out-of-pocket expenses already incurred by the Park District will also be charged.
- Facility rental fees are not refunded.



SPECIAL EVENT APPLICATION

DUE: 30 BUSINESS DAYS PRIOR TO YOUR EVENT

Event Information:

Name of Event: _____

Date of Event: _____

Event Category: Concert Run/Walk Wedding Other: _____

Park Requested: _____ Shelter #: _____

Estimated Attendance: _____ Charitable Event: Yes/No

Organization Donated: _____

Event Organizer Information:

Name of Group: _____

Group Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

Website: _____

Time of Event:

Set-Up Time: _____ Event Ends: _____

Event Starts: _____ 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

Does this event require restrooms to be unlocked prior to 8:00am? Yes/No

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? _____

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

***Please Note:** Any signs, flags or powdered chalk used for the race, walk or special event should be temporary 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: _____

Sales:

Will Admissions be charged? Yes/No

Will you be charging for activities or games? Yes/No

Will alcohol be sold? Yes/No

Will alcohol be given away? Yes/No

Will food/beverages be sold? Yes/No

Will a caterer be hired? Yes/No

Will merchandise be sold? Yes/No

Will food/beverages be given away? Yes/No

If yes, please describe the 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 change admission or sell food or non-food items, there will be additional requests for information and fees.

Equipment Rental:

The Minot Park District has limited equipment available for rent to use by the Applicant. Please contact the Minot Park District for more detailed information. 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.

Rented from Park District:

Trash Barrels: # barrels - \$5.00/day Picnic Tables: # \$10.00/day

Portable Toilets:

#: Vendor: _____

Date to Drop Off: _____ Date of Removal: _____

***Please Note:** Dates must be pre-approved by the Minot Park District 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*

Vendor Name: _____

What items and how many? _____

Vendor Name: _____

What items and how many? _____

Fees:

<200 Attendees: \$125 plus Shelter Rental(s) Fee

201 – 500 Attendees: \$275 plus Shelter Rental(s) Fee

500+ Attendees: \$550 plus Shelter Rental(s) Fee

Shelter Rental required with Special Event Permit

***Runs/Walks with no other activities are \$125 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.

Application 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 420 3rd Ave SW Minot, ND 58701

701-857-4136 (office)

701-857-4169 (fax)

nicole.binion@minotparks.com