



CITY OF MONTICELLO

City Clerk

505 Walnut Street, Suite 1

Monticello, MN 55362

(763) 295-2711 info@MonticelloMN.gov

Temporary & Special Event Permit

Application

APPLICATIONS WILL BE PROCESSED AFTER ALL ITEMS ARE SUBMITTED

Applications must be submitted no less than 15 working days prior to an Event, unless otherwise approved by City Clerk. Applicants are advised to discuss their request with City Clerk as early as possible to ensure the event can be approved on the date desired.

Date(s) of & Times of Event	
Nature or Purpose of Event	
Address of Event	
Legal Description or PID	

Organization	
Applicant Name	
Applicant Address	
Contact Phone Number	
Property Owner	
Address	
Contact Phone No	

The review and consideration of an application submitted shall occur with a written description of event including items checked below, an aerial map of location and layout of event.

All items checked below are required in support of the application and is deemed complete by the City Clerk's Office.

Check Items that Apply	
<input type="checkbox"/>	Use of City Park
<input type="checkbox"/>	Use of Monticello Community Center Space
<input type="checkbox"/>	Alcohol consumption.
<input type="checkbox"/>	Street closure
<input type="checkbox"/>	Event times/dates including set-up & tear-down times.
<input type="checkbox"/>	Lighting.

	Music, including bands, amplification, speakers and other possible noise.
	Parking.
	Security.
	Signage.
	Solid waste disposal (port-a-potties).
	Tent – Number and size.
	Attach a neighborhood flyer or door tag alerting residents which will be affected by event.
	Other items as requested by City Clerk.

Site plan or survey of property showing the following.

- Building and location of the event.
- Parking.
- Exact location of tents, displays related to events& activities, stages, security, lighting, food/drink areas
- Street closure

PROPERTY INFORMATION

APPLICANT CHECK	APPLICATION SUBMITTAL REQUIREMENTS	CITY CHECK-IN
	Application fee: \$50 \$25 – for non-profit/charitable organization	

IF REQUESTING A WAIVER OF FEES, APPLICANTS MUST SUBMIT A PROPOSAL FOR AN ADDITIONAL COMMUNITY SERVICE PROJECT BENEFITTING THE PARKS, ARTS, & RECREATION DEPARTMENT OR THE CITY. THE PROPOSAL MUST BE APPROVED BY THE CITY CLERK.

SIGNATURE OF APPLICANT AND PROPERTY OWNER REQUIRED

By signing below, the applicant/property owner for the submitted event being held on the property named in this application agree(s) to defend, indemnify, and hold harmless the City of Monticello, Minnesota, its employees, agents, representatives, elected city officials, appointed city officials, and city council members from and against any claims, demands, suits, losses, costs, expenses (including attorney fees), or any other type of damages which may be asserted, claimed, sought, awarded, or recovered against or from the City of Monticello, Minnesota, its employees agents, representatives, elected city officials, appointed city officials, and city council members, as a result of the event by reason of any damage to the property, personal injury or bodily injury including death, sustained by any person whomsoever in which such damage, injury or death arises out of, is incidental to, or is in any way connected whatsoever with the performance of this contract, the temporary special event referenced herein, or anything connected thereto, and regardless of whether the claim, demand, damage, loss, cost, or expense is caused in whole or in part, by the event organizer and/or promoter, or any of its employees, agents, representative, the negligence of the City of Monticello, Minnesota, its employees, agents, representatives, elected city officials, appointed city officials, or city council members, or by any third parties or their agents, servants or employees.

Applicant's Signature:

Date:

Property Owner's Signature:
(If different than applicant)

Date:

Office Use Only	
(City Clerk Signature)	(Date)

Notes: