



Special Event Permit Application

10625 Railroad Avenue, Chisago City, MN 55013 (651) 257-4162 Fax (651) 257-0695

APPLICANT AND OR SPONSORING ORGANIZATION INFORMATION

NAME OF ORGANIZATION: _____

APPLICANT NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

DAYTIME PHONE: (____) _____ EVE.PHONE: (____) _____ CELL OR FAX: (____) _____

MANAGER ON SITE DAY OF EVENT: _____ PAGER/CELL: (____) _____

Any change in the above information, please notify City Hall immediately.

SPECIAL EVENT INFORMATION

Type of Event:

- RUN/WALK RALLY PARADE WEDDING CEREMONY/PHOTOS
- FAIR CONCERT PICNIC OTHER (Specify) _____

EVENT TITLE: _____

EVENT DATE(S): _____ ESTIMATED ATTENDANCE _____

REQUESTED PARK or AREA: _____ AREA OF PARK: _____

HOURS OF EVENT: _____ AM/PM TO _____ AM/PM SET UP TIMES _____ AM/PM TO _____ AM/PM

TAKE DOWN TIME: _____ AM/PM TO _____ AM/PM DESCRIPTION OF EVENT SET UP: _____

REQUESTED RESOURCES SUCH AS BARRICADES, POLICE, ETC.

Please attach additional sheets as necessary, including plans, drawings, maps, etc.

ALLOW TWO WEEKS FOR APPROVAL

CONDITIONS FOR APPROVAL: _____

DEPARTMENTAL ROUTING

DATE: _____

Signatures

City Administrator

N/A

Police

N/A

Public Works

N/A

Fire Dept. (If required)

DISAPPROVAL BY _____

DATE: _____

DEPT: _____

PHONE: _____

Application fee (non-refundable): \$25.00+1.84 (tax)

Paid: _____

Receipt #: _____

*Additional Administrative, Public Works, Park and Police costs may apply.