City of Chisago City

Special Event Permit Application

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

APPLICANT AND 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: ________________________

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

ALLOW TWO WEEKS FOR APPROVAL

DEPARTMENTAL ROUTING

CONDITIONS FOR APPROVAL: ____________________________

DATE: __________________________  Signatures

___________________________
City Administrator

___________________________
Police

___________________________
Public Works

___________________________
Fire Dept. (If required)

DISAPPROVAL BY ____________________________

DATE: __________________________  DEPT: __________________________  PHONE: __________________________

Application fee (non-refundable): $10.00  Paid: ____________  Receipt #: ____________

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