

Public streets to be used: _____

Shuttle, valet, bus, or limo service to be used: _____

List the security arrangements for the event (i.e. crowd control fences security personnel etc)

Section 3: Alcohol

Is liquor, beer, or wine going to be served during this event? Yes No

Is liquor, beer, or wine going to be sold during this event? Yes No

If yes, under whose license? _____

Section 4: Event Notification

Attach a list of addresses of all residents within 500 feet of the event location who must be notified of the outdoor event, 2 weeks prior to the event:

Attach a copy of the notification sent to residents

Section 5: Signature

This form can be filled out and sent to the City of Prior Lake electronically.

APPLICANT’S STATEMENT:

Applicant agrees to comply with City Code Section 316 and all relevant provisions of Federal, State and local laws, rules and regulations. Applicant agrees to comply with all conditions and addendums to this permit.

Applicant agrees that in the event Applicant’s application is granted by the City, Applicant shall defend, indemnify and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses, costs or charges (including attorneys’ fees) incurred by the City or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with this application, the event and/or the use of City property or facilities by the Applicant of the Applicant’s guests or invitees, except to the extent caused by the sole negligence, gross negligence or willful misconduct of the City or its officers, employees or agents.

I hereby certify that all of the foregoing statements are true and accurate to the best of my knowledge. I further understand that the City may charge a fee for the community events. In no event will I acquire any rights, title, or interest in the public property whatsoever; and the City may cancel my use of the property any time with or without prior notice to me.

I further understand that in granting this permit the City is not waiving compliance with other laws, rules or regulations and, further, that I am responsible for obtaining any other required permits or licenses.

TENNESSEN WARNING:

Under the Minnesota Government Data Practices Act (Minn. Stat. § 13.548), some of the data you are being asked to provide, including your name, address, telephone number, and e-mail are private data. This data is used to administer the reservation and contact you regarding rental information. You may choose not to provide some or all of this private data, but it may limit your ability to reserve a facility.

Your information will be accessible to City staff and volunteers who need the information to perform their duties as well as other as permitted by law.

FEE: \$30 due on date of application

Application must be received no less than 30 days prior to event date. Additional fees for City services, facilities or items (i.e. garbage barrels, barricades, cones, etc.) may be applicable.

Accepted payments are Visa, Discover, and MasterCard, check, cash. To pay electronically go to:

www.cityofpriorlake.com/recreation Please make checks payable to: **City of Prior Lake**

Forms must be returned to: Prior Lake City Hall, 4646 Dakota Street SE Prior Lake, MN 55372

Or emailed to info@cityofpriorlake.com

For more information: (952) 447-9820; Mon. – Fri. 8 a.m. – 4:30 p.m.

APPLICANT: (signature) _____ DATE: _____

OFFICE USE ONLY

Fees:

Application Fee: _____

Date Paid: _____

Additional Fees or Costs: _____

Date Paid: _____

Staff Comments:

Application Approved:

Yes

No

Recreation Manager's Signature

Date