

## City of Grand Marais - Special Event Application

Please complete the following application and return to the Park Office a minimum of 45 days before the date of the event. City staff will review your application and determine any additional fees or permits required for your event.

### **Basic Information:**

Name of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Sponsors: \_\_\_\_\_

Contact Name: \_\_\_\_\_ H Phone: \_\_\_\_\_

Address: \_\_\_\_\_ D Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Park Area(s) Requested (circle one): Harbor Park      Boulder Park      Campground

If event will be in the Campground, please specify sites, structures and/or exact areas requested:

\_\_\_\_\_

\_\_\_\_\_

Date(s) and Time(s): \_\_\_\_\_

Estimated Number of People: \_\_\_\_\_

### **Requests for City Services:**

Please note number of units needed for your event – City staff will review the application and determine applicable fees.

Garbage/Recycling Receptacles: \_\_\_\_\_

Picnic Tables: \_\_\_\_\_

Electrical Connections: \_\_\_\_\_

Water Connections: \_\_\_\_\_

Sewer Connections: \_\_\_\_\_

Other: \_\_\_\_\_

### **Special Facilities Required or Activities Planned:**

Please inform us of any special facilities for your event not listed above, (tent, stage, etc.) Also let us know of any activities or programs (music, presentations, etc.) planned as part of your event. Additional support and equipment from city staff may require additional fees. Staking down tents is not allowed in Harbor Park: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Porti-Pottis w/ Pumping Service must be provided and paid for by the event host/sponsor.

Contact G+G Septic – 218-387-1572 – for rates and availability

### **Additional Permits:**

If you plan on selling items or allowing vendors, an additional city application and permit will be required for each vendor. Contact City Hall – 218-387-1848 – for more information.

If you plan on using adjoining streets or areas outside of city parks, please contact City Hall.

If you plan to serve or allow alcohol an additional city application and permit will be required. Please contact City Hall – 218-387-1848 – for more information.

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**Hold Harmless/Indemnification Agreement:**

-Please fill in the blanks and sign, include 2 copies of certificates of insurance with your completed application-

\_\_\_\_\_ has requested permission to  
\_\_\_\_\_ in the City of Grand Marais, MN. For consideration of such permission, \_\_\_\_\_ hereby fully releases and discharges the City of Grand Marais, its officers, agents and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the event.

\_\_\_\_\_ further agrees to indemnify and hold harmless and defend the City of Grand Marais, its officers, agents and employees from any and all claims resulting from injuries, including death, damage or losses, including, but not limited to the general public, which may arise or which may be alleged to have arisen out of, or in connection with this event.

\*Once preliminary review and approval is granted for the event, final approval may require:

two copies of certificates of insurance with the City of Grand Marais named as an additional insured in the amount of \$500,000 unless a greater amount is warranted.

I hereby state that all of the above information is true and correct, to the best of my knowledge, and that I shall comply with all Laws of Minnesota, Grand Marais City Ordinances, and Park Policies, keeping the park in a clean and safe condition throughout the event.

\_\_\_\_\_ - Company Name

\_\_\_\_\_ - Name

\_\_\_\_\_ - Title

\_\_\_\_\_ - Signature \_\_\_\_\_ - Date

\* 2 copies of insurance certificates may be required for final approval, but not a preliminary review.

Mail this application to: GMRA, P.O. Box 820, Grand Marais, MN, 55604.

Thank you for your interest in hosting an event with the City of Grand Marais. We look forward to working with your organization and will be in contact within one week of receiving your application packet.