



PARK PERMIT APPLICATION

504 West Hills Circle, Owatonna MN 55060
 Telephone: 507-444-4321 Fax: 507-444-4299
 E-mail: parkrec@ci.owatonna.mn.us
 Incomplete applications will not be accepted.



Date of Event: _____ Location: _____
Application must be made at least 30 days prior to the event.

Type of Event: _____

Please fill out all requested information as thoroughly as possible. Shaded areas are for office use only.

Name of Event:			
Set Up	Date	Time	to
Actual Event	Date	Time	to
Clean Up	Date	Time	to
Description:			
Estimated Attendance (participants and spectators):			

Sponsoring Organization:			
Mailing Address			
Primary Contact/Applicant			
Phone number		Cell Phone	
E-mail address			
Contact during event		Cell Phone	
Alternate during event		Cell Phone	

Event Features	y/n	Number/Type/Size/Dimensions	Fees	In-kind
Will signs/banners be put up?				
*Will there be any inflatables? ©				
Will there be entertainment?				
Will sound amplification be used?				
*Will stage or tent be set up?				
*Will there be temporary fencing? (f)				

* User is required to call 811 for locates before staking or digging.
 © Insurance certificate from rental vendor is required.
 (f) Fee may apply

over →

City Services	y/n	Number/Size Needed	Fees	In-kind
Will the event need barricades? (f)				
Will extra picnic tables be needed?				
Will portable restrooms be needed? (f)				
Will extra trash receptacles be needed? (f)				
Will Central Park Stage be used? (f)		If yes, please fill out section below		
Time Stage opens _____ Time Stage closes _____ Will a sound/light person be needed? Yes No Type and Size of Group on stage _____ Name and person that will open/close _____ Person must be trained by Park Staff at least one week prior to event If Park Staff is needed to open and close stage – fee of \$100 for each operation will be required. Any group larger than 15 people will require use of extenders – 4 people will be needed to put on extenders.				
(f) Fee may apply				

The sponsor(s) of this event hereby agrees to save the City, its agents, officials and employees harmless from and against all damages to persons or property, all expenses and other liability that may result from this activity. Depending on the size and scope of the event a Certificate of Insurance may be required. If insurance is required, the policy must be kept in force during the event of at least the statutory limits for municipalities covering claims that might be brought against the event that arise out of the events authorized and to name the City as an additional insured on their policy "as their interest may appear." As the sponsor or authorized representative, I certify that the information provided is true to the best of my knowledge and agree to pay the permit fee for this event based upon the information provided in this application. I realize my submittal of this request constitutes a contract between myself and the City of Owatonna and is a release of Liability.

Signature of Applicant or Authorized Agent

Date

* If it works within your means to donate something back to the Scholarship Fund for the Park and Recreation Department's services donated, it would be greatly appreciated.

Date Received:	Total Cost:
Received by:	
Approved by:	
Comments:	