



Please return completed application to:
City of Fergus Falls 112 West Washington
Phone: 218-332-5436
Email: city.hall@ci.fergus-falls.mn.us

SPECIAL EVENT PERMIT APPLICATION

Permit to be used for large group events

Name of Event _____

Date of Event _____ Hours _____ am / pm to _____ am / pm

Location of Event _____

(Please include a highlighted route map if applicable.)

Contact Person _____

Phone Number _____ Email Address _____

Billing Name & Address _____

Applicant Signature _____ Date _____

***Materials will not be rented out to an out of town event
Tax exempt organizations must attach a certificate of exemption to this form***





If you request cones or barricades and choose to pick-up and drop-off the materials yourself, you may not be charged the city's \$35 delivery/pickup fee.

The city will drop off materials at one site. Additional charges will be assessed if materials are dropped off and/or picked up in multiple locations.

Please sign here if you want to waive the delivery/pickup fees. By signing this waiver, you are claiming responsibility for these items.

Please see back side for rental schedule and fee rentals

City Special Event Rental Schedule

	Description	Price	Qty	Subtotal	Tax	Total	Dept
Barricades <i>Budget #:</i> <i>Rent 101-36401</i> <i>State Tax 101-22802 (6.875%)</i> <i>County Tax 101-22816 (.5%)</i>	Type I 	\$2.00 each					
	Type III 	\$3.91 each					
Signs	Closed	\$1.33 each					
	Pre-Warning	\$2.00 each					
Cones		\$1.00 each					
Picnic Tables		\$15.00 each (includes delivery within city limits)					
Trash Containers <i>Budget #:</i> <i>Rent 609-37340</i> <i>Disposal 609-37610</i> <i>SWMT 609-22803 (17%)</i>	35 gallon	\$5.00 per day rental plus \$25 disposal fee (up to 3 containers) \$50 (4-6 containers)					
	95 gallon	\$5.00 per day rental plus \$35 disposal fee (up to 3 containers) \$70 (4-6 containers)					
Police Protection <i>Budget #:101-34201</i>		\$65.00 per hour per officer					
Total Price and Quantity							