



SPECIAL EVENT PERMIT APPLICATION

RETURN TO: City of Belfield
Attn: Auditor
PO Box 5, Belfield, ND 58622
(701)575-4235, auditor@cityofbelfield.com

Date Application Submitted: _____

Event Date: _____

Event Location: _____

Street Closure Required

Type or print all information.

CONTACT INFORMATION

Applicant Name: _____
Mailing Address: _____
Home Phone: _____ Fax: _____
Cell Phone Number (**onsite during event hours**): _____
Email Address: _____
Organization/Group Name: _____

STREET CLOSURE INFORMATION

Date of closure: _____ **Day of the week:** _____

Start and end times for the closure (include prep and breakdown time):

Select closure purpose:
 Block Party Community Gathering Other (describe): _____

Please describe the street(s) or sidewalk(s) to be blocked OR attach a detailed map¹:

_____ between _____ and _____
(Street) (Street) (Street)

_____ between _____ and _____
(Street) (Street) (Street)

_____ between _____ and _____
(Street) (Street) (Street)

Will traffic control officers be needed? Yes No

Will barricades or cones be needed? Yes No

ACTIVITY INFORMATION

Will activity/event be open to the public? Yes No

If no, who is participating? _____

Number of people expected to attend: _____

Number of minors expected to attend: _____

Is music involved? Yes No

If yes, select manner of sound amplification: Speakers or portable music player

DJ Professional sound system Other (describe): _____

Describe any props or structures to be used:

Provide a detailed listing of all planned activities (attach additional sheets if needed):

Is this a fundraising project? Yes No

Will you have a food on site? Yes No

Will you serve alcoholic beverages on site? Yes No

If Yes, Have you obtained a special off-site liquor permit? Yes No

CONDITIONS OF YOUR APPLICATION

Please do not send out publicity, flyers, or other media prior to receiving confirmation of approval. Your confirmation will be in the form of a PERMIT, issued to the organization and/or person responsible for conducting the event.

Applicants agree to remove all props and items brought into the public areas and clean up all litter and debris that result from the event the same day as the event. Issuance of a permit does NOT grant applicants permission to tow vehicles from reserved or closed areas.

PLEASE SIGN AND DATE

1. I certify that all the information included in this application and in all supporting documentation is true and accurate to the best of my knowledge.
2. By signing and submitting this application, I and/or the sponsoring organization(s) agree to abide by the law, rules, regulations, and deadlines of the City of Belfield

Applicant's Signature

Date

Special Event Release and Indemnity Agreement

REIMBURSEMENT, INDEMNITY AND HOLD HARMLESS AGREEMENT The applicant must promptly reimburse the City for any costs incurred of any kind that are a result of use by applicant under the permission granted. This includes, but is not limited to; cleanup, maintenance, preventative, or replacement costs. Furthermore, applicant hereby agrees to defend the City and its employees and hold harmless the City from any and all liability to any person or entity that may be caused by damage or injury incurred as a result of this event. This agreement is effective on the date which this event is to take place and is complete for the entirety of the event.

PLEASE FILL OUT, SIGN AND DATE

Individual Applicant:

Name: _____

Signature: _____

Date: _____

Address: _____

Drivers License #: _____

Sponsoring Organization:

Name: _____

Signature: _____

Date: _____

Address: _____

Federal Tax ID: _____

For Office Use Only

Notifications:

Police Department-Date _____ **City Workers-Date** _____

Permit No. _____