



## EVENT PERMIT APPLICATION

*Only completed applications with payment will be accepted*

EVENT INFORMATION	
Name of Event:	
Estimated Guest Count:	
Type of Event (ceremony, reception, birthday etc):	
Event Set Up Date:	Time:
Actual Event Date(s):	Time:
Event Clean Up Date:	Time:
Event Location:	

APPLICANT INFORMATION		
Permit Holder Name:		
Home Address:		
City:	State:	Zip:
E-Mail:	Phone:	
Responsible Person Name:		
(may be the same as "Permit Holder" or it must be the most available & responsive contact at the event such as an event planner, day-of coordinator and will be present for the duration of the rental time)		
Cell Phone:		

## FOOD

Are you planning to have food served? If so, by who?

While you may not have this detail confirmed yet, it is required that all food service vendors are confirmed and verified by the city for all proper licensing and insurance **30 days prior to the event.**

## ALCOHOL

Are you planning to have alcohol served?

While you may not have this detail confirmed yet, it is required that all bar service vendors are confirmed and verified for proper insurance by the city **30 days prior to the event.**

Additionally you will need:

1. A copy of the bartending service provider's insurance.
2. An approved Alcohol Use Permit.
3. Hired Park Patrol Officer on-site from guest arrival until 1 hour post event

**IF YES, Next Steps:** Once this permit has been approved, the Facility Manager/City Staff will confirm the Alcohol Use Permit, assist you with scheduling Park Patrol, and inform you of any additional fees related to Park Patrol.

## SET-UP & DECOR DETAILS

While you may not have these details confirmed yet please fill this next section out to the best of your ability with the plan you have so far. It is required that all additional vendors are confirmed and verified by the city **30 days prior to the event.**

Will tents be requested?

Will staging be requested?

Will additional power be requested (outside everyday/average use)?

Describe any set-up ideas for decor or signage:

Describe trash & clean-up plan during and immediately after event:

I agree to abide by all applicable City Ordinances regulating special events and the use of public parks or facilities. I agree to indemnify and hold the City of Champlin harmless for any personal injury claims resulting from use of public property or organized public events. I agree to pay for all public safety costs. I agree to pay for any damage done to public property as a result of our group's use of public property that exceeds the damage deposit. I agree that I am 25-years of age or older.

**Permit Holder Applicant Name:** \_\_\_\_\_

Permit Holder Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**City of Champlin Approval:** \_\_\_\_\_ Date: \_\_\_\_\_