



PARADE/SPECIAL EVENT PERMIT APPLICATION

The application form shall be answered fully and completely by the applicant. The applicant must be at least eighteen (18) years of age to make an application for a parade/special event permit. Requests are filled on a first-come, first served basis.

APPLICATION DATE: _____

PERMIT FEE: **\$0.00**

APPLICANT INFORMATION

Organization Name: _____

Applicant Name & Title: _____

Organization/Applicant Street Address: _____

City: _____ State: _____ Zip Code: _____

Organization/Applicant Mailing Address (if different from above): _____

Primary Phone Number: _____ Alternate Phone Number: _____

Email Address: _____

Point of Contact/Coordinator: _____

Phone Number: _____ Email Address: _____

THE POINT OF CONTACT (AUTHORIZED REPRESENTATIVE) MUST BE ON-SITE DURING THE ENTIRE EVENT.

PARADE/SPECIAL EVENT INFORMATION

Event Name: _____

Event Type: PARADE

RUN/WALK

Event Date(s): _____

OTHER: _____

Assembly Start Time: _____

Event Start Time: _____

Event End Time: _____

Starting Location: _____

Ending Location: _____

ROUTE DESCRIPTION, including Assembly Area (Enter in space below or attach map showing location/route of event. **MAP REQUIRED.**)

DETOUR and/or TRAFFIC CONTROL REQUESTED? Yes No

Event Host(s) / Sponsor(s) (in addition to applicant): _____

Purpose of the Parade/Special Event: _____

Approximate Number of People Involved: _____

Approximate Number & Type(s) of Vehicles: _____

Approximate Number & Type(s) of Animals: _____

PARADE/SPECIAL EVENT WAIVER AND INDEMNIFICATION AGREEMENT

The undersigned applicant hereby agrees to comply with applicable statutes, ordinances, rules, and the standard conditions and special provisions of this permit. The applicant understands and agrees that no activities on City of Winsted right-of-way in connection with this application will be started until the application has been approved. The applicant also understands that his permit may also be subject to the approval of authorities having joint supervision over said street, highway, or property, and acknowledges that all local law enforcement has reviewed and agreed to said application.

The applicant is aware of circumstances or hazards that may arise while conducting the proposed event that could result in injury, loss, damage, or death, and the applicant assumes the risk of such circumstances, dangers or hazards, whether reasonably foreseeable or not.

The undersigned applicant agrees that the parade/special event is undertaken at the risk of the applicant and that the City of Winsted will not be liable for any claims, injuries, or damages of whatever nature incurred by the applicant or members of the applicant's organization due to the negligence of member of the organization, or the negligence of third parties. On behalf of the applicant and the organization that is represented, the undersigned applicant expressly forever releases and discharges the City, its agents or employees, from such claims, injuries, or damages. The undersigned applicant also agrees to defend, indemnify and hold harmless the City of Winsted from any claims, injuries, or damages of whatever nature arising out of or connected with the use of City streets or facilities. The undersigned applicant also agrees to reimburse the City of Winsted for any damage, breakage, maintenance, or cleanup costs arising out of use of streets or facilities.

The undersigned person is acting individually and acting on behalf of the organization mentioned hereinabove, as said organization's authorized representative. The undersigned certifies that the undersigned is authorized by the organization to bind said organization to the terms and conditions of this agreement.

A SIGNATURE IS REQUIRED TO COMPLETE THIS APPLICATION.

Signature of Applicant

Date

SEE ATTACHED INSTRUCTIONS AND STANDARD CONDITIONS.

If approved, this permit is granted subject to ordinances and regulations now in effect and expires after the date of the event, or when suspended or revoked.

OFFICE USE ONLY			
Date Application Received:		Application Approval/Denial:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Police Chief Signature:			
Reviewed With:	<input type="checkbox"/> City Administrator _____(initials/date) <input type="checkbox"/> Fire Chief _____(initials/date) <input type="checkbox"/> PW Maint. Supervisor _____(initials/date)	City Council Approval Needed:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Special Instructions:			

INSTRUCTIONS AND STANDARD CONDITIONS

Applicants wishing to make application for a parade, bicycle event, race, filming or other special event must complete the attached Parade/Special Event Permit Application. If necessary, the applicant must obtain approval from the local official(s) with authority to approve any detours on local roads associated with the event and law enforcement agency(ies) that may provide traffic control during the event.

Send the completed application and required information to the City of Winsted,
no later than ten (10) business days prior to the parade/special event:

Winsted City Hall
201-1st Street North
P.O. Box 126
Winsted, MN 55395

Phone: (320) 485-2366

Fax: (320) 485-2858

Contacts and addresses can also be found at www.winsted.mn.us/staff.

FILL OUT FORM COMPLETELY

- Print (in ink) or type all information.
- Be sure to sign the form.
- Submit the following information:
 - ✓ One permit application completed in its entirety; if an item does not apply, state "N.A." in the blank.
 - ✓ A map of the proposed event route/area and assembly area, if applicable,
 - ✓ If applicable, a map of any proposed detour route.
- Once the route has been approved, provide a description of how traffic will be controlled (e.g. police officer, proposed signing or other traffic control devices).
- Residents and property owners abutting the route and/or event must be notified in person or in writing at least 48 hours before the event.
- Upon receipt of the application, City staff will review it to determine if all requirements have been met. A permit is not valid until it has been signed by the City of Winsted's authorized representative and relayed to the applicant.

OTHER CONDITIONS

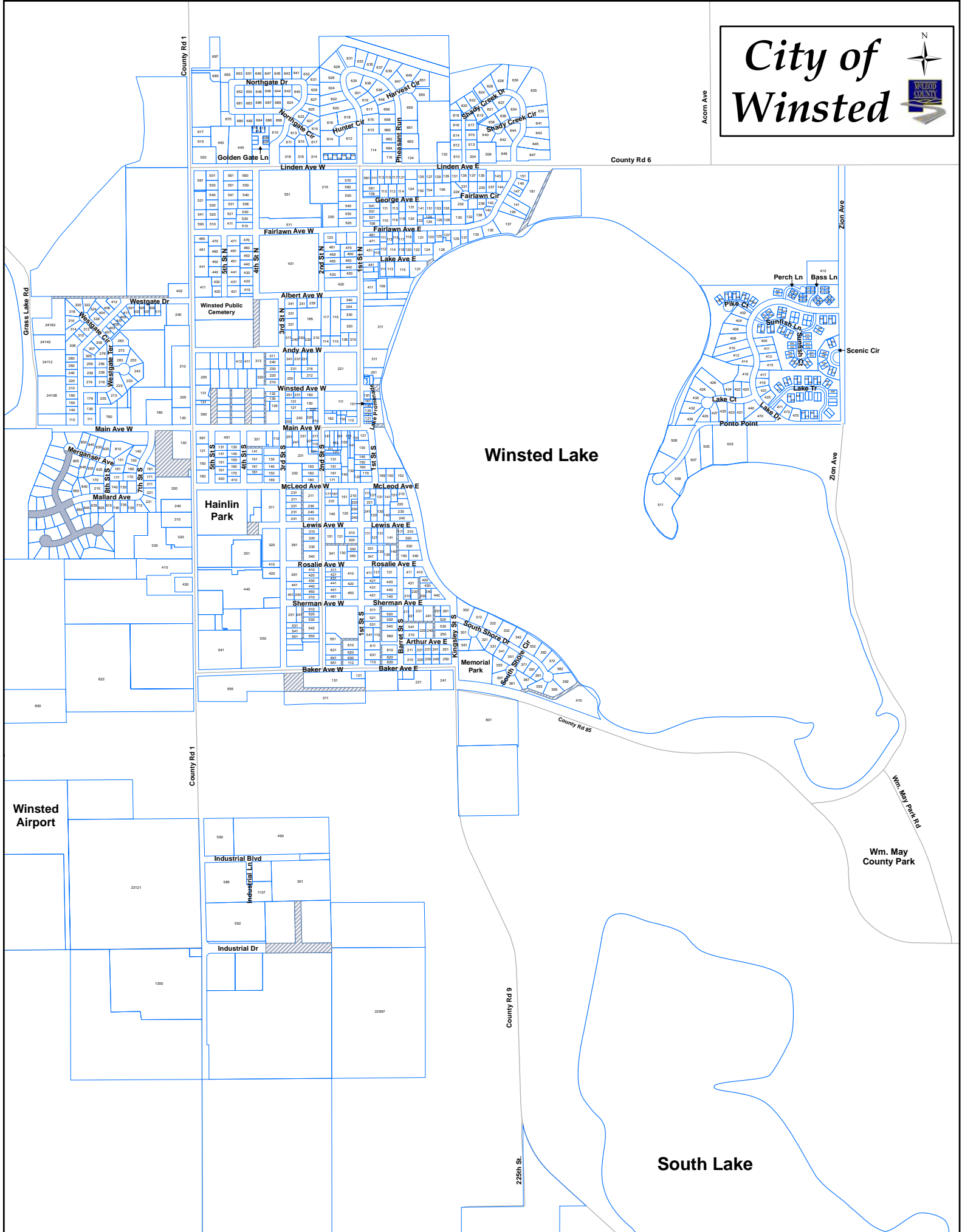
The applicant/event coordinator must comply with all applicable laws and regulations pertaining to the event. All parades and special events on City of Winsted rights-of-way are governed by the City of Winsted Municipal Code and Minnesota Statutes. All applicants must agree to comply with these regulations, and with any additional conditions attached to and made part of the permit.

The applicant/event coordinator must ensure that adequate traffic control and enforcement, coverage of any closures, and proper direction of the detoured traffic is available. Coordination with local law enforcement and City staff is required. Adequate police coverage and direction of detoured traffic must be available.

The permit authorizes the event for a specific date and times. The event must terminate by the end of the specified end time and the streets / facilities restored to full, normal use and vehicular travel, unless specified by City staff.

No alcoholic beverages shall be distributed or consumed during the parade/special event.

All signs along a parade/special event route may be installed no more than two (2) weeks prior to the event, and must be removed within three (3) days after the event.



Winsted Airport

Industrial Blvd

Industrial Dr

Winsted Lake

South Lake

Wm. May County Park