

City of Ottertail
Special Event Permit Application
(For City Property other than Community Center)

Today's Date: _____

Event and Description:

Food ____ Alcohol ____ (liability insurance required) Other ____
Admission Fee: Y ____ N ____

Contact: _____

Address: _____ Phone: _____

Date(s):

Time(s):

Location(s):

City facilities and/or property to be used: _____

Toilet facilities provided: _____ Solid Waste Collection: _____

Water Supply: _____

Street closures requested:

Assistance from: Fire Department City Staff Rescue Squad
Please Specify

Liability Insurance Information: Agency (contact & phone #)

Dates of coverage: _____

You must provide insurance certificate with the City of Ottertail listed as an additional insured when the event is held on public property. Please see Special Events Policy.

I have read and understand that by signing this document, I will provide all information necessary to expedite approval of this permit application.

Signature

Approved: _____