



**CITY OF MORA
SPECIAL EVENT PERMIT APPLICATION**

City of Mora | 101 Lake Street South | Mora, MN 55051
ci.mora.mn.us | 320-679-1511

*Please refer to our website for the Public Property Use Permit Policy for additional information and rules.
Only completed applications with payment will be accepted. Applications are due 60 days prior to event.*

EVENT INFORMATION		
Name of Event:		
Type of Event (festival, parade, athletic, etc.):		
Event Location:		
Event Set Up Date:	Start Time:	
	End Time:	
Actual Event Date(s):	Start Time:	Please be aware that parks close at 10:00 pm.
	End Time:	
Event Clean Up Date:	Start Time:	
	End Time:	
Estimated Attendance:		
Sponsoring Organization Name:		
Primary Contact Person:		
Address:		
City:	State:	Zip:
Phone:	E-Mail:	
Name of Contact Person During Event:		Cell Phone:
<i>Person listed above must be present during the event and immediately available.</i>		
DAMAGE / KEY DEPOSIT REFUND INFORMATION		
Person/Organization Name:		
Address:		
City:	State:	Zip:
EVENT DETAILS		
Schedule of Activities Attached? <input type="checkbox"/> No <input type="checkbox"/> Yes Site Plan Attached? <input type="checkbox"/> No <input type="checkbox"/> Yes Traffic Plan Attached? <input type="checkbox"/> No <input type="checkbox"/> Yes		
List any Road Closures/Partial Lane Closures and the Time of Closing:		
<i>If applicable, please attach a clear map showing the traffic plan with street closures and routes</i>		

Is the event open to the public?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Admission Charged? <input type="checkbox"/> No <input type="checkbox"/> Yes
Will alcohol be served at the event?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, will you be charging for or accepting donations for the alcohol? <input type="checkbox"/> No <input type="checkbox"/> Yes
<i>If YES to both of the above questions pertaining to alcohol, attach liquor liability certificate of insurance from both the applicant and the caterer (if one is used) naming the CITY OF MORA as additional insured.</i>			
Certificate of Liability Insurance attached?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Will food be served / provided / prepared on site?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, please contact MN Department of Health at 320-223-7317.
Will sound amplification be used?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, hours and type: <i>No amplified sound 10 pm to 7 am.</i>
<i>Please attach a site plan showing the following applicable items.</i>			
Will there be canopies or tents?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Indicate on site plan the size and location of canopies & tents. Date installed: _____ Date removed: _____
Will there be events in the air?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Indicate on site plan what & where.
Will a stage be set up?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Indicate on site plan the size and location of the stage.
Will there be temporary fencing?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Indicate on site plan the dimensions and location of the fencing.
Will traffic control devices be needed?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Number needed: _____
Will there be a fire or fires?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Indicate on site plan the dimensions and location of the fire(s).
Will power be needed?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Indicate on site plan the location(s) of power source. Additional permits may be needed-contact MMU 679-1451.
Event attendance at 100 persons or greater requires sanitation facilities. Indicate sanitation facilities location on site plan if required. If not required, describe sanitation plan here:			
Describe parking arrangements for the event and show on the traffic plan:			
Describe trash removal and clean-up plan during and after event:			

This permit is not transferable, nonrefundable, and is not valid for any other date or purpose than specified above. An approved copy of this permit must be available for inspection during the period of use.

Special Events Waiver of Liability Agreement:

I agree to abide by all applicable City Ordinances regulating special events and the use of public parks. I agree to indemnify and hold the City of Mora harmless for any personal injury claims resulting from our use of public property or organized public event and waive any right to make claims or bring lawsuit against the City or anyone working on behalf of the City. I agree to pay for any damage done to public property as a result of our organization's use of public property that exceeds the damage deposit.

Please Note: Applications and other materials (map, race route, etc.) submitted for approval will be considered final once the permit is approved by the City Council. Please be sure all information on the application is correct.

Signature of Authorized Representative

Address/City/St/Zip

Date

PAYMENT INFORMATION		
Event Fee:	Date Paid:	Staff Initials:
	Amount Paid:	
Key/Event Deposit(s):	Date Paid:	Staff Initials:
	Amount Paid:	Staff Initials:
Date Returned:	Amount Paid:	Staff Initials:
Key:	Date Issued:	Staff Initials:
Key #:	Date Returned:	Staff Initials:
Comments:		

Authorization and Comments

Property Coordinator or Designee Signature and Date		Public Works Director Signature and Date
I have reviewed the application and have the following comments and conditions:		I have reviewed the application and have the following comments and conditions:

Building Official Signature and Date		Deputy Clerk Signature and Date
I have reviewed the application and have the following comments and conditions:		I have reviewed the application and have the following comments and conditions:

Fire Chief or Designee Signature and Date		Kanabec County Sheriff or Designee Signature and Date
I have reviewed the application and have the following comments and conditions:		I have reviewed the application and have the following comments and conditions:

City Administrator Signature and Date		City Council Approval Date / Permit Issued Date
I have reviewed the application and have the following comments and conditions:		

EVENT FEES			
Permit Base Fee	\$50	Late Fee	\$100
Damage/Key Deposit	\$100	Cancellation Fee	\$15
Additional Options (in addition to base fee)			
Street Closure/Parade	\$25		
Traffic Control Devices	\$50 (covers drop-off and pick-up at event site)		
Event Storage Fee	\$50		
Garbage Removal	\$45/hr. (deducted from damage deposit)		
Event Clean-up	\$45/hr. (deducted from damage deposit)		