

CITY OF DICKINSON

Dickinson, ND 58601

(701) 456-7744

APPLICATION FOR A NON-ALCOHOL SPECIAL EVENT

(Application must be received at City Hall at least fourteen days prior to event.)

\$50.00 Application fee for events held after City's normal work hours (if application is turned in less than 14 days prior to event a \$60.00 fee will be assessed)

Organization Name: _____

Applicant's Name: _____ Email: _____

Address: _____ Phone #: _____

Date of Event: _____ Start Time: _____ End Time: _____

Number of participants (Approx.): _____

Number of staff members and/or bona fide security dedicated to event security: _____

Number of volunteers (for traffic/parking control): _____

Live music? () *Yes () No *Band name: _____

Is there a dining area (food vendors/concessions)? () Yes () No

Purpose, Occasion or Event (please explain event in full detail): _____

Event: Specify street(s) and/or location of closing (**please enclose map**):

Parade/Walk/Run Route: (Start to Finish) - Please provide a map depicting the proposed route and location of volunteers charged with crossing safety/traffic control Describe type of parade (Floats, walking, vehicles, horses, etc.): (**please enclose map**)

Event Insurance (Provide Copy): List the name of the company which holds your Event Insurance for \$250,000 filed with the City: Letter from Insurance Carrier acknowledging coverage:

Special Notes/Details/Requests (applicant):

I agree to abide by the laws, ordinances, and regulations pertaining to this license.

DATE _____ SIGNATURE _____

**Barricades/Traffic Control Measures are the responsibility of the Event Organizers

***Haylee

Departmental Review:

Police Department: Approved^(Y/N) _____ Initials _____ Date: ____/____/____

Fire Department: Approved^(Y/N) _____ Initials _____ Date: ____/____/____

Public Works Department: Approved^(Y/N) _____ Initials _____ Date: ____/____/____

Ambulance Service notified on this date: _____ (fax)

Special Concerns/Notes/Details/Reason for Denial (department use):

- Revised: 09/2016