

CITY OF ROCKVILLE

Special Event Application

Application must be completed and submitted to the city no later than one (1) week prior to the next city council meeting (council meets the 2nd Wednesday of every month) for approval.

Applicant Name: _____ **Phone:** _____

Date(s) of Event: _____ **Start/End Time of Event:** _____

Location of Event: _____

Applicant's Signature: _____ **Date:** _____

(Note: Sale of 3.2% beer requires a license. Only clubs, charitable organizations, religious and other non-profits are eligible for this license. Individuals are not allowed to sell 3.2% malt liquor or intoxicating beverages.)

REQUIREMENTS:

- \$0.00 Administration Fee** (for non-road closure).
- \$50.00 Special Event Fee** (if requesting a road closure).
- Neighbor Notification Petition** (Neighbors must sign a petition agreeing with the event; this would include neighbors within 150 feet of the property or neighbors within the road closure boundary, whichever is greater). This *must be submitted to the city no later than 2 weeks prior* to the event.
- Certificate of Liability Insurance** (list the City of Rockville as additional insured).
- Parking** during event must remain to one side of the street. Emergency vehicles must be able to safely access all properties. You are responsible for posting "No Parking" sign(s).
- Road Closure Requested (Contact: City of Rockville or Stearns County)**. If requesting a **Road Closure** – submit a copy of the road closure application and site plan to the **Stearns Co. Highway Department (county road) or City of Rockville (streets) for approval**.
- Site Plan** must be included with the application. Site Plan must indicate closure, type of barricade, placement of signs, and alternate route for vehicles.

This application was approved on the _____ day of _____, _____ by the Rockville City Council, pending all documentation being provided.

City Administrator

STAFF USE ONLY:

- Application Complete
- Site Plan
- \$50.00 Fee Nonrefundable (road closure)
- Neighbor Petition
- City or County - Street Approval
- Certificate of Liability Insurance
- Notify Fire Department (submit site plan)
- Notify Sheriff Department