

City of Stewartville Outdoor Event Application

Purpose

The purpose of this policy is to establish specific guidelines that the City of Stewartville will use in the process of approving an Outdoor Event.

Definitions:

Outdoor Event: An event on public or private property which impacts a neighborhood, business area, or community as a whole.

Public Property: Property owned by the City of Stewartville to include streets, street right of ways, parks, easements, boulevard, pavilions and parking lots.

Private Property: Property not under ownership by the City or as listed above under "Public Property".

Process

All Outdoor event requests shall be submitted to the City on the City's Application for Outdoor Event and include any required information stated on the application 30 days prior to the event. Incomplete applications will not be processed until all information required is complete.

The application will be distributed to the various department heads for their review, comments and approval.

The applicant must contact Olmsted County Sheriff's dept. in regards to security for the event.

Any conditions by the City Council or department head, shall be incorporated into a contract with the City that outlines applicable conditions and requirements dealing with specific items such as liquor, insurance, City services, etc.

Adopted by the City Council this 10th day of January, 2006.

City of Stewartville
Application for: Outdoor Event

Name of Organization: _____

Name of Person Responsible for Event: _____

Address & Phone Number: _____

Date and Time of Event: _____

Location of Event (attach map): _____

Detailed Description of
Event: _____

By signing this form I agree to notify the City of Stewartville of any changes that occur before or during the issuance of this permit.

Applicants Signature: _____ Date: _____

Address and Phone # of Applicant: _____

Approval:

City Council: _____

Public Works Director: _____

Olmsted County Sheriff's Dept.: _____