



8200 County Road 116, Corcoran, MN 55340

EVENT REQUEST FORM

What type of event is this? ☐ **Public Event** (open for public attendance) ☐ **Private Event** (closed to public attendance)

Name of Event _____ Event Sponsor _____

Location of Event _____ Date(s) of Event _____

Main Contact Name _____ Cell Phone Number _____

Main Contact Email Address _____

On Site Contact _____ Cell Phone Number _____

Expected Attendance _____ Event Start Time _____ Event End Time _____

Are you requesting Corcoran Police Officers? ☐ Yes ☐ No

Security provided by... ☐ Corcoran Police ☐ Private ☐ Corcoran Police & Private

Private Security Information: _____

Security Contact Person _____ Phone Number _____

****Please answer the questions below.**

Yes No

- ☐ ☐ 1. Does this event involve the sale or availability of alcoholic beverages to the public? If YES, you must obtain a temporary liquor license through the City.
- ☐ ☐ 2. Do you anticipate any medical support, security, or traffic control services will be required?
- ☐ ☐ 3. Will this event affect traffic in the area? If YES, explain how traffic will be affected.

- ☐ ☐ 4. Does this event involve a moving route (parade, race, run/walk, etc.) of any kind, along streets, trails, or sidewalks? If YES, attach a map or sketch of your proposed route, indicate the direction of travel, and/or provide a written narrative to explain your route.
- ☐ ☐ 5. Will this event involve an exception to the noise ordinance (amplified sound beyond 10 pm)?

- ☐ ☐ 6. Will there be a pyrotechnics (fireworks) display? If YES, you must apply for a permit from the City at least 30 days prior.
- ☐ ☐ 7. Is this event likely to involve a tent more than 200 sq. ft. or a canopy more than 400 sq. ft.? If YES, what are the estimated number of tents and sizes?

- ☐ ☐ 8. Does the proposed event plan to use propane? If YES, for what and where?

- ☐ ☐ 9. Will there be any temporary electrical wiring or generators used? If YES, you must apply for an electrical permit from the State MN Labor/Industry (generators must be surrounded by barriers with a fire extinguisher readily available).
- ☐ ☐ 10. Will any food or beverage be available or sold at the event? If YES, provide a Hennepin County food permit.
- ☐ ☐ 11. Will any part of this event be held on City public property? If YES, you must complete a Field and Pavilion Reservation form.
- ☐ ☐ 12. Does this event involve hanging banners or signage? If YES, you must complete a temporary sign permit application.



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SUPPLEMENTAL INFORMATION

	Description	Security Required	Rates of Compensation
City Event	An event fully or partially sponsored by the City of Corcoran.	When requested by City officials.	No cost.
Public Event	An event open to the public.	Anytime alcohol is served. 500+ expected crowd. Where public safety or health is concerned.	Licensed Police Officer: \$100/hour Reserve Police Officer: \$30/hour City Holidays: \$125/hour
Private Event	An event closed to the public or outside of normal business.	Outside of normal business when alcohol is served. *This policy does not affect private residences.	Licensed Police Officer: \$100/hour Reserve Police Officer: \$30/hour City Holidays: \$125/hour

City Requirements

- Promptly notify sponsor of approval or denial of application.
- Notify sponsor of any additional requirement(s).
- Attempt to meet all the proposed needs of the applicant.

Level of Security Required

The Director of Public Safety, or their designee, will determine the number of uniformed officers working at each event.

- The Director of Public Safety, or their designee will determine if more than two officers will be required for the event.
 - Or other levels of security as determined by the Director of Public Safety, or designee.
- A minimum of two (2) officers is required for events serving alcohol (with the exception of private events).
- Sponsor may request additional officers to be supplied upon availability.
- Sponsor may hire qualified private security subject to the Director of Public Safety, or designee, approval. This requires 30 day notice.

Payments

- Payment for Corcoran Officers should be made directly to: **City of Corcoran**.
- Payment must be received within fifteen (15) days of invoice.

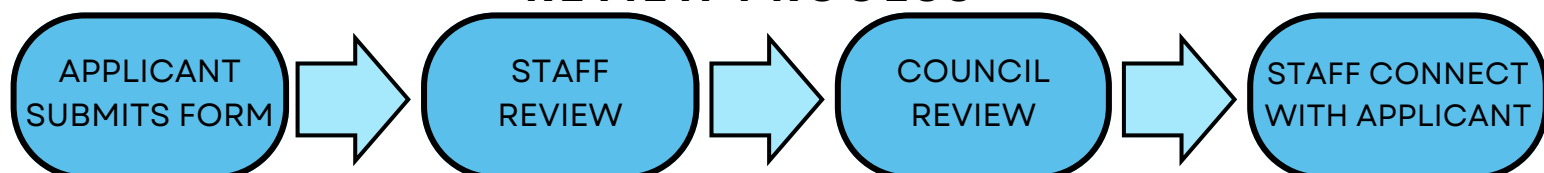
Policy Approval

- Passed by the City Council of the City of Corcoran, Hennepin County, Minnesota, the 27th day of April, 2000, updated the 26th day of October, 2006.

Signage

- Must apply for a temporary sign permit
- Sign size cannot exceed 32 sq. ft.
- Located no closer than 10' from side of road; 30' from intersection corner
- Posted no more than 30 days prior to the event

REVIEW PROCESS





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All requests for contractual police services are subject to approval by the Chief of Police, or their designee. Request must be a minimum of two (2) hours per officer and cancellation with less than twenty-four (24) hours notice will require a charge of two (2) hours per scheduled officer payable by the requesting business or organization. The requesting business will be billed by the City of Corcoran payable within fifteen (15) days of receipt of invoice. Any charges for future court proceedings that result from the requested service will be billed to the requesting business. It is understood that the services requested service will be billed to the requesting business. It is understood that the services requested are in addition to police services normally provided and not in lieu thereof, and that officers assigned are not subject to direct supervision or control by the requestor, but will coordinate with the event organizers.

Liability Release

I hereby release and hold the City of Corcoran harmless from any liability, claims, damages, costs, judgments, or expenses myself (or person(s) I am responsible for as guardian) may incur while participating in the activity or program. I understand that the activity or program is voluntary and may result in injury or damage to persons and/or property. By signing below I assume all risks and will adhere to the policies, rules, and guidelines provided, either written or otherwise stated, for the activity or program.

Tennessee Warning

In accordance with the Minnesota Government Data Practices Act, the City of Corcoran informs you that the personal information we are requesting of you and/or your group may be considered private. Private data is available to you, City staff, and other personnel involved in the process that need to have this information for administration, but will not be provided to the public. You may choose to withhold this information with consequences including, but not limited to, inability for the City to complete your registration and not receiving updated program information.

THE REQUESTING BUSINESS FURTHER AGREES TO WAIVE ANY AND ALL CLAIMS AGAINST THE CITY OF CORCORAN, ITS POLICE DEPARTMENT AND OFFICERS FOR ANY FORM OF DAMAGE OR INJURY RESULTING OUT OF THE SERVICES PROVIDED OR REQUESTED HEREIN.

Applicant Signature _____ Date _____

OFFICE USE ONLY

☐ Approved as submitted ☐ Approved; See below ☐ Denied; See below

Council Meeting Date/Agenda Number _____

☐ Corcoran Police	☐ Fire Department	☐ Building Inspector
☐ Electrical Permit (State)	☐ Food permit	☐ Field and Pavilion Reservation Form
☐ Water Patrol	☐ Moving Route Provided	☐ Road Closure Granted
☐ Police Officers Required	☐ Off-Premise Alcohol Allowed	☐ Other City Staff
☐ Noise Ordinance Exemption Granted		

Comments:

City Administrator _____

Director of Public Safety _____