



## City of Fergus Falls Special Event Permit Application-2024

- Requests must be submitted at least three days prior to the event
- Charges are for DAILY rates
- Materials will not be rented to an out-of-town event
- Tax-exempt organizations must attach a certificate of exemption to avoid sales tax
- The city will drop off materials at one site. There will be a \$35 delivery charge unless otherwise indicated. Additional charges will be assessed if materials are dropped off or picked up in multiple locations
- You will be billed after the event is concluded

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_ Hours \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Event Location \_\_\_\_\_

*Please include a highlighted route map if applicable*

Does the event require a street closure? \_\_\_\_\_ YES (Type III barricades may be required) \_\_\_\_\_ NO

Does the event require police services? \_\_\_\_\_ YES (An additional fee may be assessed) \_\_\_\_\_ NO

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Billing Name and Address \_\_\_\_\_  
\_\_\_\_\_

*By signing this form, you are taking responsibility for the condition of the items you are reserving and agree to return all items in the same condition they were received.*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

### SEE BACK SIDE FOR RENTAL SCHEDULE AND FEES

Please return completed forms to:

City Administrator's Office

112 W Washington Ave

Fergus Falls, MN 56537

Email [city.hall@fergusfallsmn.gov](mailto:city.hall@fergusfallsmn.gov)

## City of Fergus Falls Special Event Rental Fees 2024

	<i>Price</i>	<i>Quantity</i>	<i>Total (charges may include tax)</i>
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<b>Picnic Tables</b>	\$35.00 each	_____	\$ _____
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Picnic tables can comfortably seat 6 adults per table

*Includes delivery within city limits. Up to 5 tables can be transported in one load. An additional delivery charge of \$35 will be added to each additional load.*

<b>Bleachers</b>	\$75.00 each	_____	\$ _____
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*Includes delivery within city limits*

<b>Bike Rack</b>	\$35.00 each	_____	\$ _____
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*Includes delivery within city limits*

<b>Trash Containers</b>	\$5.00/day plus disposal fee		
65-gallon	_____		\$ _____
Disposal fee \$30 (up to 3 containers), \$60 (4 or more containers)			

### Barricades

Type I	\$3.00 each	_____	\$ _____
Type III	\$5.00 each	_____	\$ _____

*Up to 10 barricades can be transported in one load. An additional delivery charge of \$35 will be added if additional loads are required.*

<b>Cones</b>	\$1.00 each	_____	\$ _____
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If you are requesting cones, barricades and/or trash containers and choose to pickup/drop off the materials yourself, you may request a waiver of the \$35 delivery/pickup fee. If you are picking up or dropping off materials yourself, the city will contact you to make arrangements.

Please sign here if requesting a delivery fee waiver \_\_\_\_\_

Please indicate what date and time you plan to pick up the items \_\_\_\_\_

Please indicate what date you plan to drop off the items \_\_\_\_\_

<b>Tax (if applicable)</b>	\$ _____
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<b>Total Fee</b>	\$ _____
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*Office Use Only: Rental Budget #101-36401 State Tax 101-22802 (6.85%) County Tax 101-22816 (.5%) City Tax (.5%) (as of Oct 1, 2023); Trash containers #609-37340, Disposal #609-37610, SWMT 609-22803 (17%)*