



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

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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Picnic Tables	\$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.

Bleachers	\$75.00 each	_____	\$ _____
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Includes delivery within city limits

Bike Rack	\$35.00 each	_____	\$ _____
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Includes delivery within city limits

Trash Containers	\$5.00/day each 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.

Cones	\$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 _____

Tax (if applicable)	\$ _____
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Total Fee	\$ _____
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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%)