

**SPECIAL EVENT PERMIT  
NOISE EXEMPTION  
PARADE/RUN/ BLOCK PARTY  
APPLICATION**



125 Pine Cone Road North  
SARTELL, MN 56377  
PHONE: 320-253-2171  
[www.sartellmn.com](http://www.sartellmn.com)

DATE RECEIVED \_\_\_\_\_

**PLEASE CHECK ALL THE APPROPRIATE BOXES AND FEES FOR YOUR EVENT:**

- \_\_\_\_\_ Block Party/Parking Lot Utilization - \$20
- \_\_\_\_\_ Street Closure - \$40 (for street closures 1 block or greater Council approved is needed. Less than one block requires Police approval and is handled administratively)
- \_\_\_\_\_ Parade/Race on Street - \$50
- \_\_\_\_\_ Noise Exemption - \$50
- \_\_\_\_\_ Liquor at Event - \$25

**Council approval is required; therefore, you must apply for this Permit at least three (3) weeks prior to the date of your event. For a special event where liquor will be present you must also attach an amended liquor liability certificate indicating the outside area is also covered by liquor liability insurance.**

City of Sartell Ordinance 4-6-4 prohibits any person in the City in a public or private place from making, causing to be made or allowing the making of any noise between the hours of 11:00 pm and 7:00 am which emanates of a sufficient volume so as to disturb the peace, quite or repose of another person. The undersigned is/are desirous of obtaining the exemption under this ordinance(s) for the purposes of conducting the event described below. All noise exemption requests shall be reviewed by the City Council.

PLEASE PRINT ALL INFORMATION REQUESTED ON THIS APPLICATION

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SPONSORING ORGANIZATION: \_\_\_\_\_

**APPLICANT (PERSON IN CHARGE)** \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**EVENT INFORMATION**

ADDRESS WHERE EVENT WILL BE HELD \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

NATURE OF EVENT \_\_\_\_\_

(graduation, wedding, block party, run, etc.)

PROVIDE DETAILS (SUCH AS LENGTH, TYPE OF UNITS, NUMBER OF RUNNERS) \_\_\_\_\_

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IF A PARADE OR RUN, PROVIDE THE ROUTE (ATTACH MAP) \_\_\_\_\_

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NUMBER IN ATTENDANCE \_\_\_\_\_

WILL AMPLIFIED MUSIC, EITHER LIVE OR RECORDED BE PLAYED? \_\_\_ YES \_\_\_ NO

WILL EITHER INTOXICATING OR 3.2% ALCOHOLIC BEVERAGES BE SERVED? \_\_\_ YES \_\_\_ NO

WILL BEER BE SERVED FROM A KEG? \_\_\_ YES \_\_\_ NO

WHAT TYPE OF CUP/CONTAINER WILL BE USED? \_\_\_\_\_

WHAT TYPE OF BARRIER WILL BE USED TO KEEP GUESTS OFF OF NEIGHBORING PROPERTIES? **(PLEASE PROVIDE SITE PLAN)**

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HAVE YOU CONTACTED ALL RESIDENTS OR BUSINESSES LIVING WITHIN 100 FEET OF THE EVENT SITE? \_\_\_ YES \_\_\_ NO

WHAT ARE YOUR PLANS FOR INSURING ADEQUATE PARKING NEEDS?

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IF THE EVENT WARRANTS, WHAT IS YOUR SECURITY PLAN?

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**NOTICE:**

- a. **No fee may be charged to attend any event where alcoholic beverages are served without a liquor license first having been obtained.**
- b. **You are required to provide all neighbors living within 100 feet of the event site written notice of the location, date and time that the event will be held.**
- c. **At least one applicant must be present at all times during this event.**

This application must be signed by all owners of the subject property or an explanation given why this is not the case.

We, the undersigned, have read and understand the above.

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Signature of Applicant

Date

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Signature of Owner (s)

Date