TOWN OF MINDEN
Street Closure / Special Event Application
This application **and deposit** must be on file in Town of Minden in order to guarantee event approval.

_____   _____
Name of Organization   **Contact Person**

_____
Brief Description of Activity to be conducted

_____   _____   _____
Home phone   Work phone   Email Address

_____
Mailing Address   City and State   Zip Code

_____
Physical Address   City and State   Zip Code

_____   _____   _____   _____
Requested Date (Day 1)   Closure of Street Time   Opening of Street Time   Anticipated #of People

_____   _____   _____   _____
Requested Date (Day 2)   Closure of Street Time   Opening of Street Time   Anticipated #of People

PERMITS REQUIRED
Will the activity involve alcohol consumption? Yes___ No___ If yes, will alcohol be sold? Yes___ No___
If alcohol is to be sold, a permit must be obtained from the Sheriff's Office at 775-782-9900.
If alcohol is to be sold and you plan on outdoor music entertainment, contact the Sheriff's Office for a Permit for Special Event Entertainment Endorsement. (Takes 4-6 weeks to process).
If your event has 500+ people, you will need an Outdoor Festival Permit. (Takes 4-6 weeks to process).
Will the activity involve selling food?   Yes___   No___
If food is to be sold, please contact the Health Department at 775-782-6207 for permit requirements.

==**PLEASE INDICATE STREETS REQUESTED FOR CLOSURE ON THE ATTACHED MAP.**==

PARK AMENITIES *Check all the that will be needed for your event:*
Electricity at Gazebo: ☐ Electricity on at 5th Street: ☐ Tables: ☐ Chairs: ☐ Microphones: ☐ If so, how many? _____

CD Player: ☐ Nature and duration of any amplified sound: _____

What (if any) vehicles will be brought into the park? _____

Splash Pad during time of event: ☐ ON   ☐ OFF

Other Special Needs: _____

ADDITIONAL SERVICES: *The Following* **must** *be coordinated with Town personnel prior to the event:*
  ➤ Resident Notification: Residents and businesses in the immediate area of the event must be notified of the street closure. *Attach proof of such notification.*
  ➤ Trash: Number of dumpsters requested: _____ *Indicate placement on attached map with a "T".*
     Requested days / times for dumpsters to be emptied: _____

  ➤ Minden Park Restrooms: If Park is being used as part of the event, Event Coordinators are responsible for maintaining restrooms.

➢ Sanihuts: If an event has at least 500 people expected to attend, Sanihuts must be supplied by the applicant.
    Indicate placement on attached map with a "S". Sanihuts needed (Y/N): _____
➢ Patron Parking: No alleys are to be blocked; access to residences must be maintained.
    Parking lot adjacent to CVIC Hall has priority use for CVIC Hall renters.
➢ Cleaning of streets after the event: Event coordinator is responsible for clean up of streets and surrounding area after the event. This may include a large portion of the downtown corridor. What provisions have been made for cleanup? _____

Proof of liability insurance is required, and bonded security guards may be mandated at the discretion of the Board. Attach proof of notification to residents and businesses in the immediate area of the event.

APPLICANT CERTIFIES THAT NO MODIFICATIONS / CHANGES WILL BE MADE TO ANY EQUIPMENT OF THE TOWN OF MINDEN DURING THE EVENT. THE TOWN DOES NOT ACCEPT RESPONISBILITY FOR LOST OR DAMAGED ARTICLES IN CONNECTION WITH YOUR EVENT.

_____   _____
Signature of applicant   Date

****
TO BE FILLED OUT BY OFFICE PERSONNEL ONLY:

Number of days of street closure at $500 / day: _____   Charges for Street Closure: $ _____
Number of times event dumpsters were emptied: _____   Charges for Trash Removal: $_____
Town Staff Hours for Cleanup / Maintenance: _____   Charges for Staff Hours: $ _____
Remarks: _____
_____
_____
_____

Is the deposit name/address different than above?   ☐ Yes   ☐ No   Amount of Deposit_____   Vendor #_____
Name on Deposit Check / Credit Card: _____
Address on Deposit Check/CC Billing Address: _____

Calendar ☐   Website ☐   Deposit Inv. ☐   Credit Memo ☐   Rent Invoice ☐   Payment Received ☐
Insurance Received ☐   Deposit Returned ☐