

**City of Ottertail  
Special Event Permit Application**

Today's Date: \_\_\_\_\_

**Event and Description:**

Food \_\_\_\_ Alcohol \_\_\_\_ (liability insurance required) Other \_\_\_\_  
Admission Fee: Y \_\_\_\_ N \_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Date(s):**  
**Time(s):**  
**Location(s):**

City facilities and/or property to be used: \_\_\_\_\_

Toilet facilities provided: \_\_\_\_\_ Solid Waste Collection: \_\_\_\_\_

Water Supply: \_\_\_\_\_

Street closures or other considerations:

Assistance from:     Fire Department     City Staff     Rescue Squad  
Please Specify

Liability Insurance Information:    Agency (contact & phone #)

Dates of coverage: \_\_\_\_\_

*You must provide insurance certificate with the City of Ottertail listed as an additional insured when the event is held on public property. Please see Special Events Policy.*

I have read and understand that by signing this document, I will provide all information necessary to expedite approval of this permit application.

\_\_\_\_\_  
Signature

Approved: \_\_\_\_\_