



City of
BRAHAM

"Building A Better Tomorrow"

SPECIAL EVENT PERMIT APPLICATION

DATE OF APPLICATION _____

PERMIT NO.: _____

Name of Special Event: _____

Applicant's or Organization's Name: _____

Name of Contact Person: _____

Address: _____ Daytime Phone: _____

_____ Evening Phone: _____

Email address: _____

Other permits may be required for your event. This application will allow you to apply for the Special Event Permit, along with **street closings, banners and signs, park use, and parade permits**. All information needed for these permits are attached to this application. You must obtain a separate application if you wish to apply for a **Temporary Alcohol, 3.2 Beer Permit**.

Starting Date and Time: _____

Ending Date and Time: _____

Estimated number of persons attending the event: _____

Number of Sanitary Facilities: _____

Locations: _____

Where will people park? _____

Will Security be provided? Yes No

Explain arrangements _____

If using public address systems, give the locations of speakers. _____

How will drinking water be provided? _____

Will electricity be required? If so, how will it be provided? _____

How will refuse be disposed of? _____

Will the Special Event require the use of the gazebo in Freedom Park? Yes No

PARADE

IF YOUR EVENT INCLUDES A PARADE, YOU MUST COMPLETE THIS SECTION

Parade Title: _____

Date of Parade: _____ Assembly Time: _____

Assembly Area: _____

Note: Applicant must obtain written owner(s) permission and attach to this application if assembly/dispersal is on private property.

Exact Starting Time: _____ Estimated Duration: _____

Actual Starting Location: _____

Proposed Parade route: _____

Parade End Location: _____

Approximate Number of Units in Parade: _____

Contact Person: _____ Daytime Phone: _____

If your parade involves MN Hwy 107, a permit must be filed with the MN Department of Transportation.
This permit is available at City Hall.

BANNERS AND SIGNS

IF YOUR EVENT REQUIRES BANNERS OR SIGNS, YOU MUST COMPLETE THIS SECTION

See attached rules for zoning specifications. Attach a separate sheet if necessary.

Banner description and location(s). Please include size, method of construction, and wording.

Sign description and location(s). Please include size, method of construction, and wording.

Date to be put up: _____ Date to be taken down: _____

Contact Person: _____ Daytime Phone: _____

PARK USE

IF YOUR EVENT REQUIRES THE USE OF A CITY PARK, YOU MUST COMPLETE THIS SECTION

Name of Park: _____

Location in Park: _____

Number of people attending: _____

Date of use: _____ Time of Use: _____

Contact Person: _____ Daytime Phone: _____

BANNER AND SIGN RULES

Special event temporary signs for non-profit organizations are permitted which are erected to celebrate, commemorate, or observe a civil or religious holiday or for a special event. Signs will be allowed in Freedom Park by approval of the Park Board. No signs are allowed in any other designated City park. Banners are allowed over a public City street. Approval for banners over MN Hwy 107 must be obtained from the MN Dept. of Transportation.

Signs and banners shall not be erected more than 15 days before the event and must be removed from the premises within three days following completion of the special event.

Signs shall not exceed four feet by eight feet in size. Total signage shall not exceed two hundred square feet. Banners shall not exceed one hundred twenty square feet.

No sign may be placed on or protrude over the public right-of-way, except wall, canopy, awning, and marquee signs. Any sign affixed to the topside of a canopy, awning, or marquee may not exceed 12 inches in height and must be set back three feet from the curb line.

All signs located over public right-of-way or over public or private access routes must be located at least eight feet over walking surfaces and seventeen feet, four inches over vehicle access routes.

The following signs are prohibited:

- a) Any sign which purports to be or resembles an official traffic control device, sign, or signal; or which hides or interferes with the effectiveness of any such sign or signal.
- b) Roof signs.
- c) Signs containing statements, words, or pictures that would offend public morals or decency.
- d) Any sign on private land without the written consent of the owner.
- e) Signs which are unsafe or in disrepair.
- f) Any sign that does not meet additional zoning requirements.

The Building Inspector may order the removal of any sign in violation of City ordinance. Three days notice in writing shall be given. If it appears the sign is an immediate threat to public safety, it will be removed immediately without notice. Any cost of removal will be assessed to the owner of the sign or banner.

This is a summary of applicable restrictions and is not intended as a replacement to the full ordinance. A complete copy is available at City Hall.

FOR CITY STAFF USE ONLY
SPECIAL EVENT PERMIT ROUTING

SIGN IF APPROVED

COMMENTS/NOTES

CITY ADMINISTRATION _____

POLICE _____

FIRE _____

STREETS _____

ZONING/BUILDING _____

PARKS _____

RETURN COVER SHEET WITH YOUR SIGNATURE AND COMMENTS TO CITY HALL AS SOON AS POSSIBLE.