

**CITY OF RICE
LARGE GATHERING PERMIT APPLICATION**

**CITY OF RICE
PO BOX 179, RICE, MN 56367
P: 320-393-2280
F: 320-393-3180**

**Application Fee: \$25.00
Tent Inspection Fee (if over 400 sq. feet): \$50.00**

A Large Gathering application must be submitted for any special event or gathering of at least 250 people or more within the City of Rice **at least thirty days in advance of the event's proposed date.** This application period shall not begin to run until a completed application has been filed with the City and the City has received the fee in the amount set by the City's Fee Schedule. Failure to provide a complete application or to pay the fee as herein required shall result in denial of the application.

ORGANIZER INFORMATION:

Today's Date: _____ **Name of Gathering/Event of Activity:** _____

Date of Activity: _____ **Estimated Attendance:** _____

Name of Hosting Organization/Group: _____

Contact Person: _____ **Telephone:** _____

Alternate Contact: _____ **Telephone:** _____

24-Hour Contact: _____ **Telephone:** _____

Mailing Address: _____

Describe the Event/Activity: _____

Location and/or Address of the Activity: _____

If this is a Fund-Raiser, who are the Beneficiaries of the Event: _____

Is the applicant a City Resident: _____ **Yes** _____ **No**

The applicant must present a driver's license, voter registration card or utility bill in the applicants name (attach the copy to this application). The City of Rice reserves the right to verify the information presented, and if the information is incorrect, the City reserves the right to void the application.

Is this an Annual Event? _____ **For How Many Years:** _____

EVENT DETAILS:

Event/Activity Date(s): _____ Times of Event/Activity: _____

Date/Time of Event Set-Up: _____

Date/Time of Event Clean-Up: _____

Will it be necessary to block off any streets: _____ Yes _____ No

Date of Street Closure: _____ Times for Street Closure: _____

If yes, specify street(s) to be blocked: _____

Will portable Toilets be Used? _____ Yes _____ No If yes, How Many: _____

Portable Toilet Company Name: _____ Telephone: _____

Date they will be delivered: _____ Date they will be removed: _____

The City of Rice requires that portable toilets must be placed on paved, level surfaces – never on grass. If portable toilets are left overnight, we request that they be zip-tied to prevent unauthorized use before/after the event. All portable toilets must be removed with 24 hours of the conclusion of the Large Gathering Event.

Live Music: _____ Yes _____ No Amplified Sound/Music: _____ Yes _____ No

Pyrotechnics: _____ Yes _____ No Fireworks: _____ Yes _____ No

If answered yes to any of the four questions above, please specify, and include times: _____

How will you obtain electricity for your amplified sound: _____

If a generator(s) will be used, applicant must disclose the size of the generator and the proposed location of the generator(s) and amplifier equipment on your event site plan.

NOTE: If Pyrotechnics or Fireworks will be used, additional permits may be required.

Will there be an LP gas, flammable or combustible liquids used at this event (commonly used for cooking): _____ Yes _____ No If yes;

Name/Organization using the flammable liquid or gas: _____ Total amount to be stored on site: _____

1. _____

Purpose of Use: _____

2. _____

Purpose of Use: _____

3. _____

Purpose of Use: _____

CONTINGENCY PLANS/PREPAREDNESS:

Will your Event/Activity have a First Aid or Emergency Station: _____ Yes _____ No

Will your Event/Activity have any on-site medically trained staff: _____ Yes _____ No

Specify how the event will handle medical emergencies during the event: _____

What action(s) will be taken if adverse weather conditions occur? (ie. rains, snows, severe cold) Will additional buildings or facilities be used? Please specify contingency plans: _____

In cases of severe or inclement weather, please specify cancellation and/or emergency exit plans: _____

The Permit holder is responsible to provide for adequate number of waste containers and is responsible for all clean-up, including the removal of trash, decorations, and other items brought into the large gathering location. The City of Rice is not responsible for setting up or taking down any rental equipment or any clean-up unless agreed upon in a separate agreement. The City of Rice is not responsible for any rental equipment delivered to the site.

In the event that any green areas, lawns, plants, walls, pavements or any other infrastructure owned by the City is damaged during, and as a result of the large gathering, the permit holder is responsible for reimbursing the City the cost of repairing the damage(s) and/or replacing the damaged item(s) if the City finds that replacement is necessary.

In many cases, police protection will be needed for crowd control and public safety. In reviewing the Large Gathering Permit Application, the Rice City Council will determine if police protection is needed, based on a recommendation from the Rice Police Chief. The number and type of law enforcement (Rice Police versus or additional Benton County Sherriff) that will be necessary for a safe event/activity is at the discretion of the Rice Police Chief and Rice City Council. The Rice City Council may also determine that the expenses incurred for adequate police protection may be charged as a separate but additional fee as part of the approval of the Large Gathering Permit.

In the event the City Council determines that the law enforcement staffing will be the responsibility of the permit-holder, the number of staffing and fixed cost for said staffing will be provided to the permit applicant no less than thirty days after the approval of the Large Gathering Permit. The permit holder is responsible for remitting payment as specified by the Council no less than thirty days prior to the event date. Failure to provide payment as determined by the Council may result in the revocation of the Large Gathering Permit.

PERMIT NUMBER: _____

Tent Inspection Fee (if over 400 sq. feet): \$50.00

**CITY OF RICE
FIRE DEPARTMENT**

APPLICATION FOR PERMIT (CONSTRUCTION)— IFC 105.1.2(2)

Date: _____

Property Address: _____

Tenant/Building Name: _____

Applicant: Owner Contractor Other: _____

Property Owner Information:

Name/Company: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Office #: _____ Cell #: _____ FAX: _____

E-mail: _____

Contractor/Designer/Architect:

Company: _____ Phone #: _____

Contractor/Registration/License No.: _____ Expiration Date: _____

Contact Person (Print): _____ Phone #: _____

Address: _____

City: _____ State: _____ Zip: _____

Contractor's Total Valuation: \$ _____

Description of Project: _____

Tank Information:

Contents: _____ Capacity: _____

Number of Tanks: _____ AST or UST: _____

Building Use (Occupancy):

- Assembly (A) Business (B) Educational (E) Factory (F) Hazardous (H)
 Institutional (I) Mercantile (M) Residential (R) Storage (S)
 Miscellaneous (U)

In the event the Council determines that the costs of police protection will be shared, or that the costs will be contributed in-kind to the event organizer(s), a separate agreement will be entered into with the permit-holder no less than thirty days after the Large Gathering Permit has been approved.

I understand and agree to the Large Gathering Permit requirements as outlined above:

Print Applicant Name: _____

Applicant Signature: _____ **Date:** _____

MATERIALS THAT MUST ACCOMPANY THE APPLICATION:

_____ **Proof of Insurance for the Large Gathering**
Commercial General Liability with personal injury limits of not less than \$1,000,000 per occurrence and a general aggregate limitation of not less than \$2,000,000

_____ **Copy of Liquor Permit (if applicable)**

_____ **Detailed Site Plan of Large Gathering (Separate Sites/Activities will require separate plans)**

_____ **\$25.00 Permit Application Fee Plus Tent Inspection Fee (if over 400 sq. feet): \$50.00**

OFFICE USE ONLY:

Date Application Received: _____ Delivered Via: _____ Mail _____ Fax _____ Hand Delivered

Date Fee Received: _____ Paid: _____ Cash _____ Check (Inc. Check #) _____ Debit (Inc. Batch #)

Application Complete: _____ Yes _____ No If No, Date Returned to Applicant: _____

Office Comments: _____

RICE POLICE DEPARTMENT:

Is Law Enforcement Staffing Required: _____ Yes _____ No If Yes, Specify Officers Needed: _____

Application Approved: _____ Yes _____ No _____ Approved with Contingencies

If no, specify denial: _____

If Approve with Contingencies, Specify: _____

Signed: _____ Date Reviewed: _____

RICE FIRE DEPARTMENT :

Application Approved: _____ Yes _____ No _____ Approved with Contingencies Tent Inspection? _____

If no, specify denial: _____

If Approve with Contingencies, Specify: _____

Signed: _____ Date Reviewed: _____