

## LARGE GATHERING APPLICATION

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 30 days in advance of the event's proposed date**. This application period shall not begin to run until a complete 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 the denial of the application.

**City of Rice**  
**PO Box 179 - 205 Main St E**  
**Rice, MN 56367**  
**(320) 393-2280 (320) 393-3180 Fax**

**Fee: \_\_\_\_\_\$25.00\_\_\_\_\_**

Today's date: \_\_\_\_\_ Name of gathering or activity: \_\_\_\_\_

Date of activity: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

If this is a fund-raiser, who is the beneficiaries of event: \_\_\_\_\_

\_\_\_\_\_

Type of activity: \_\_\_\_\_

Setup date/time: \_\_\_\_\_ Breakdown date/time: \_\_\_\_\_

Location of activity: \_\_\_\_\_

Name of organization/group: \_\_\_\_\_

Contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Alternate contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

24-Hour contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City resident: \_\_\_ Yes \_\_\_ No

The applicant must present a driver's license, voter registration card or utility bill in the applicants name (attach 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? \_\_\_\_\_

How many years have you been holding this event? \_\_\_\_\_

Will it be necessary to block off any streets? \_\_\_ Yes \_\_\_ No If yes, specify \_\_\_\_\_

Will portable toilets be used? \_\_\_ No \_\_\_ Yes If yes, how many? \_\_\_\_\_

Portable toilet company name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

When will they be delivered? \_\_\_\_\_ When will they be removed? \_\_\_\_\_

*Portable toilets must be on a paved level surface 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 within 24 hours of the conclusion of the large gathering.*

Will sound amplification be used at all during this event? \_\_\_ No \_\_\_ Yes

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Start time of amplified sound: \_\_\_\_\_ End Time: \_\_\_\_\_

Where will you obtain electricity for your amplified sound? \_\_\_\_\_

\_\_\_\_\_

*If a generator is being used, please identify the proposed location of the amplification equipment and the generator on your site plan.*

Will there be any LP gas, flammable or combustible liquids used at this event (especially those used for cooking)? \_\_\_ No \_\_\_ Yes If yes, give the person and/or entity utilizing the flammable liquid, intended use, plus method of storage at each location plus the total amount to be stored on site (be sure to specify locations on site plan): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will you handle medical emergencies during the event? \_\_\_\_\_

\_\_\_\_\_

How will you handle severe weather during the event? \_\_\_\_\_

\_\_\_\_\_

How will you clean the area after your activity? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The permit holder is responsible for all clean up, including removal of all trash, decorations, and other items brought into the large gathering location. The City of Rice is not responsible for setting up or taking down rental equipment, nor is the City of Rice responsible for any rental equipment delivered to the site.

In the event that the lawn, plants, walls, pavement or other infrastructure is damaged during and as a result of the large gathering, the person or group requesting the large gathering permit is responsible for reimbursing the City for the cost of repairing the damage, or replacing the damaged item(s) if the City finds that replacement necessary.

Note: All signs/banners must be removed by the end of the event.

Organizers Signature \_\_\_\_\_ Date: \_\_\_\_\_

Organizers Printed Name: \_\_\_\_\_

**Materials that MUST accompany application:**

\_\_\_\_\_ Proof of Insurance for Large Gathering

\_\_\_\_\_ Copy of Liquor Permit (if applicable)

\_\_\_\_\_ Site Plan

\_\_\_\_\_ Fee \_\_\_\_\_

Date Received: \_\_\_\_\_ Delivered Via: \_\_\_ Mail \_\_\_ Fax \_\_\_ Delivered

\_\_\_\_\_ Accepted \_\_\_\_\_ Rejected

Mayor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City Clerk Signature: \_\_\_\_\_ Date: \_\_\_\_\_