



Special Event Application

City of Shakopee

485 Gorman Street, Shakopee, MN 55379

Phone# (952) 233-9300 Fax# (952) 233-3801

www.ShakopeeMN.gov

OFFICE USE ONLY

Date/ Time Rec'd _____

Staff Initials _____

Date Processed _____ Staff Initials _____

Contact Information

Name/Organization: Shakopee Area Chamber of Commerce Email hproskey@shakopee.org

Tax Exempt: Yes (Submit ST3) No MN Tax ID# _____ Fed. Tax ID# 41.1367856

Address: 1801 E. County Rd 101 City: Shakopee State: MN Zip: 55379

Main Phone: 952-445-1660 Alternate Phone: 952-239-0219

Reservation Information

Event Date: 06/22, 06/29, 07/13, 07/20, 07/27, 08/03 Day of Week: Wednesdays Start Time: 5:00 pm End Time: 9:00 pm

Event Type/Description Rhythm on the Rails 2022 concert series

Location: (Please attach a detailed description and site map) Lewis Street between 1st Avenue E and 2nd Avenue E, 2nd Avenue E between Lewis Street & Sommerville Street & the Lewis Street Parking lot. The concert series will include live music, drink & food vendors, family fun zone with activities for kids, business vendors, etc.

Special Use Permit and/or Insurance Requirements (Initials Required)

Special Permits and/or additional insurance may be required if you are planning an event with ANY of the following:

X Yes ☐ No Street Closure/Barricades **X Yes** ☐ No Entertainment **X Yes** ☐ No *Alcohol or food sales

X Yes ☐ No Amplified Music ☐ Yes **X No** Staking of tents/shelters

X*Other (Garbage Cans/Collection.) Please specify: We request trash bins and recycling bins to be place in Lewis Street Parking Lot near the food & drink vendors. We will provide clean-up/collection at the end of each evening.

Initials Required

_____ My event will not include any of the activities listed above.

_____ **HP** I would like to apply for a Special Permit. Please contact Lori Hensen-952-233-9318 or lhensen@ShakopeeMn.gov

_____ **HP** I will provide the appropriate insurance 7 days prior to my event naming the "City of Shakopee" as an additional insured.

_____ **HP** *Special Permit Required – May be subject to a Fee. City Council approval required before issuing of permits.

Agreement – Signature Required

As lawful consideration for being permitted to use city property listed above, I agree that the City of Shakopee shall be held harmless and exempt from liability for any injury or disability which I or the participants of the event listed above might incur as the result of use of the facility listed above due to the passive or active negligence of the City, agents or employees. This release of liability of the City of Shakopee, does not include any injuries that I or other participants of the event listed above incur as the result of willful, wanton or intentional misconduct by the City of Shakopee, its agents, employees elected officials or volunteers. This agreement is specifically binding upon the organization and assigns and the assigns of the participants of the event listed above.

With my signature, I verify I have read and understand the rules and regulations for city property use.

DATE: 2/28/2022 SIGNATURE: Heather Proskey

Payment Information

Event Fee \$150 + Garbage Collection \$85/hour \$ _____ Total Fee \$ _____

Cash \$ _____ Check \$ _____ # _____ Credit Card Visa \$ _____ MasterCard \$ _____

Approval _____

Credit Card # _____ - _____ - _____ - _____ Expiration Date ____/____ 3 Digit Security Code _____