

TOWN OF MINDEN  
STREET CLOSURE/SPECIAL EVENT APPLICATION

\*\*\*\*This application and deposit of \$400.00 must be on file in Town of Minden office in order to guarantee event.\*\*\*\*\*

Name of organization/contact person\_\_\_\_\_

\_\_\_\_\_

Home phone\_\_\_\_\_Work phone\_\_\_\_\_

Mailing Address\_\_\_\_\_

Physical Address\_\_\_\_\_

Requested date \_\_\_\_\_ Requested times\_\_\_\_\_

Brief description of activity to be conducted\_\_\_\_\_

\_\_\_\_\_

Anticipated number of people\_\_\_\_\_

Will the activity involve alcohol consumption? Yes\_\_\_ No\_\_\_

If yes will alcohol be sold? Yes\_\_\_ No\_\_\_

If alcohol is to be sold, a permit must be obtained from the Douglas County Sheriff.

Streets requested for closure (Please indicate on attached map)

\_\_\_\_\_

Nature and duration of any amplified sound\_\_\_\_\_

\_\_\_\_\_

Minden Park

Sound system needed: Microphone:Yes\_\_\_No\_\_\_ CD Player Yes\_\_\_No\_\_\_

Tables needed: Yes\_\_\_ No\_\_\_If yes how many\_\_\_\_\_

Chairs Needed: Yes\_\_\_ No\_\_\_If yes how many\_\_\_\_\_

Electricity on at gazebo: Yes\_\_\_ No\_\_\_

Electricity on at corner of 5<sup>th</sup> Street? Yes\_\_\_No\_\_\_

What if any vehicles will be brought into Minden Park?\_\_\_\_\_

COORDINATION MUST TAKE PLACE BETWEEN TOWN PERSONNEL AND EVENT DIRECTOR REGARDING THE FOLLOWING:

Trash:

Placement of dumpsters (please indicate on attached map)

Number of dumpsters requested: \_\_\_\_\_

Requested days and times dumpsters to be emptied:  
\_\_\_\_\_

Cleaning of streets after the event:

Event coordinator is responsible for clean up of streets and surrounding area after the event. This may include a large portion of the downtown corridor.

What provisions have been made for cleanup?  
\_\_\_\_\_

Will hydrants be used? Yes \_\_\_ No \_\_\_

Signs / barricades

Event coordinator is responsible for obtaining and placing signs and barricades as necessary.

Placement of barricades (please indicate on attached map)

Minden Park Restrooms

Town personnel are responsible for maintaining bathrooms.

Patron parking

- 1) No alleys to be blocked; access to residences must be maintained.
- 2) Parking lot adjacent to CVIC Hall has priority use for CVIC Hall renters.

Attach proof of notification to residents and businesses in the immediate area of the event.

Sanihuts: If an event has an 500 people attending, it is required by the Town for the applicant to supply Sanihuts.

Placement of Sanihuts (Please indicate on attached map)

Additional notes or special needs \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant certifies that no modifications / changes will be made to any equipment of the Town of Minden during the event. The Town does not accept responsibility for lost or damaged articles in connection with your event.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date