



108 Main Street, PO Box 65
Harwood, ND 58042
701-281-0314 (office)
auditor@cityofharwood.com

Special Event Permit

Type of Event

- Street Event Race/Run Block Party Party Park/Beach Event
 Other _____

Event Details

Name of Event: _____

Location(s): _____

Date/Days: _____ Estimated # of Participants: _____

Event Start Time: _____ Set up Time: _____

Event End Time: _____ Take down Time: _____

Organization/ Sponsor: _____

Contact Name: _____ Phone: _____

Email: _____

Mailing Address: _____

Event Description

Please include event flyer, map or other information. If requesting a temporary street closure, please indicate the street(s) you request to be closed.

City Personnel Requested:

Please note that the applicant is responsible for reimbursing the city for any incurred personnel cost.

- Police Fire/Emergency Services Public Services Security

Other Event Infrastructure:

Some event infrastructure may not be provided by the city. The applicant should plan to procure all infrastructure as needed.

- Traffic Control Portable Restrooms Electricity/Generator No Parking Signs Street Closure Barricades
 Extra Trash Receptacles

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Using any sound, power, temporary structures description:

Additional Event Details

Retail Vendor Food Vendor Alcohol (City Council approved event)
 Security Guards Amplified Sound Tents/ Pop-ups Other _____

City Facilities / Property Requested _____

Is this event for a nonprofit? _____

Is this an annual or one-time event? _____

Does this event fall on a holiday? _____

For Parades

Minimum/Maximum Speed: _____

Special Effects: _____

Animals/ Other: _____

Other Activities (Fire Department Permits)

Tents (Temporary Structure) Outdoor Open Burning
 Public Assembly Outdoor Stage Fire Performer
 Other (vehicle display, Christmas tree lot, pumpkin patch) _____

Signature of City Auditor Date

Name of Signer: _____

Name of Organization: _____

Mailing Address: _____

FEE \$ _____

Fee Paid Date _____

