



# City of Valley City, North Dakota Special Event Permit Application (Sale of Alcoholic Beverages)

*This application must be submitted at least seven days prior to event and will be reviewed and approved by the City Auditor's Office.*

LICENSE HOLDER: \_\_\_\_\_  
APPLICANT NAME: \_\_\_\_\_  
APPLICANT ADDRESS: \_\_\_\_\_  
APPLICANT PH#: \_\_\_\_\_ APPLICANT EMAIL: \_\_\_\_\_  
ORGANIZATION REPRESENTED, IF ANY: \_\_\_\_\_  
NAME/NATURE OF EVENT: \_\_\_\_\_  
DATE OF EVENT: \_\_\_\_\_ TIME: \_\_\_\_\_  
LOCATION OF EVENT: \_\_\_\_\_  
ALCOHOLIC BEVERAGES TO BE SOLD:  BEER  WINE  SPARKLING WINE  LIQUOR  
INDIVIDUALS UNDER 21 PERMITTED:  YES.  NO. If yes, please describe steps to be undertaken to restrict sale to and consumption by minors: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I HAVE READ AND I AGREE TO THE TERMS AND CONDITIONS ON PAGE 2.**

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**Prior to submission:**

1. Provide a diagram of the area to be used for the event.
2. Visit with the Police Department and Fire Department to determine if security will be required and the steps that will be taken to restrict unauthorized entry to or exit from the event. Obtain Department approvals:

**Police Chief Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Fire Chief Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

3. Licensed establishment must be in good standing (no outstanding fees or documents).

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**FEE:** \$25, needs to accompany application

**RETURN TO:** Valley City Auditor  
220 3<sup>rd</sup> St. NE  
Valley City, ND 58072  
**Phone:** (701) 845 – 1700  
**Email:** [tpolecity@valleycity.us](mailto:tpolecity@valleycity.us)

**APPROVED:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Additional Terms and Conditions of Approval for Special Event Permits

1. Indemnification Agreement.
  - a. I understand that I will be responsible for any costs incurred as a result of any damage to property or injuries to third parties.
  - b. I agree to indemnify, save, and hold harmless the City of Valley City, its agencies, officers, and employees, from any and all claims of any nature, including costs, expenses, and attorneys' fees, which may in any manner result from or arise out of this application.
  - c. I also agree to indemnify, save, and hold the City of Valley City harmless from all costs, expenses, and attorneys' fees incurred in establishing and litigating the indemnification coverage provided herein
2. Payment of a nonrefundable fee must accompany the application.
3. The Chief of Police and Fire Chief must review and provide written approval of the application.
4. When required by the Chief of Police, event security must be provided in such numbers to ensure safety of patrons and to maintain order.
5. Licensee must post conspicuously at all entrances to the event a notice stating the sale, possession or consumption of alcoholic beverages by those under the age of 21 will not be permitted.
6. Only beer, wine, and sparkling wine are permitted at special events that are open to the public and allow entry by individuals under 21 years of age, unless the licensee specifically requests and receives written permission from the City to sell liquor.
7. Off-sale of alcoholic beverages is not permitted.
8. The city, in granting a special event permit, has the authority to put additional conditions on the permit over and above the conditions and requirements provided herein.
9. A special event permit is subject to all of the provisions of the Valley City Municipal Code and state law.
10. A special event permit may be suspended or revoked by the city for violations of the terms of V.C.M.C. § 4-01-24, as well as any other violation of law. Such violation also subjects a licensee to suspension or revocation of any other license for the sale of alcoholic beverages issued by the city.