



PLANNING AND DEVELOPMENT

200 3rd Street North
Fargo, North Dakota

INTERSTATE PARKING

401 3rd Avenue North
Fargo, North Dakota

MEMORANDUM

TO: Parking Commission Members
FROM: Fargo Planning (Barrett Voigt) & Interstate Parking (Andy Renfrew)
DATE: April 20, 2018
RE: Thursday, April 26 Parking Commission Agenda

Parking Commission Mission Statement

Manage, provide, promote and maintain safe, convenient, accessible, attractive and reasonably priced parking facilities that will meet the need of downtown businesses, employers, residents, students, and visitors.

Visit www.fargoparking.com for additional Downtown Fargo parking information.

**PARKING COMMISSION
Thursday, April 26, 2018, 9:00 a.m.
City Commission Room
AGENDA**

1. Approve Order of Agenda
2. Minutes – Meeting of January 25, 2018 (Attachment 1)
3. Minutes – Meeting of March 22, 2018 (Attachment 2)
4. Interstate Report/Financial Data (Attachment 3) - Andy
5. ROCO Events Discussion - Andy
6. 15 Minute Parking in Front of Radisson Hotel (2nd Avenue North) - Mark
7. Parking Time Zone Changes - Mark
8. Capital Improvement Plans Update – Jim/Mark
9. Other Business

Parking Commission meetings are broadcast live on cable channel TV Fargo 56 and can be seen live by video stream on www.FargoND.gov/streaming. They are rebroadcast each Wednesday at 8:00 p.m., Friday at 9:00 a.m., and Sunday at 7:00 p.m.

People with disabilities who plan to attend the meeting and need special accommodations should call the Planning Office at 241-1474 or TDD at 241-8258. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.

Minutes are available on the City of Fargo Web site at www.FargoND.gov/parking.

**BOARD OF PARKING COMMISSIONERS
MINUTES**

Regular Meeting:

Thursday:

January 25, 2018:

The Regular Meeting of the Board of Parking Commissioners of the City of Fargo, North Dakota, was held in the City Commission Room at City Hall at 9:00 o'clock a.m., Thursday, January 25, 2018.

The Parking Commissioners present or absent were as follows:

Present: Chairperson Mike Williams (via conference call), Margie Bailly, Brian Hayer, Randy Thorson, Jay Krabbenhoff

Absent: None

Also Present: Commissioner Piepkorn

Acting Chairperson Thorson called the meeting to order.

Item 1: Approve Order of Agenda

Member Hayer moved the Order of Agenda be approved as presented. Second by Member Bailly. All Members present voted aye and the motion was declared carried.

Item 2: Minutes: Regular Meeting of November 30, 2017

Member Hayer moved the minutes of the November 30, 2017 Parking Commission meeting be approved. Second by Member Bailly. All Members present voted aye and the motion was declared carried.

Item 3: Interstate Report/Financial Data

Andy Renfrew, Interstate Parking (IP), presented the 2017 November and December financial and operations reports. He added staff is currently working with the downtown business owners on ideas for further promoting of the fargoparking.com website to the public.

Mr. Renfrew shared information on a device he is currently testing called a Beacon. He explained placing this device within a certain parameter alerts cell phone users nearby with specific information such as parking locations, etc.

The Board further discussed the reports and requested staff provide the revenues they are projecting for 2018, at the February Parking Commission meeting.

Item 4: Citation Revenue Review

Mr. Renfrew reviewed the parking citation data reports included in the packet provided by the City's data management program, Duncan Solutions.

The Board discussed the importance of this information and how the data reflects the improvements made in public awareness of the City's parking rules and regulations.

Item 5: Facility Capital Improvement Update

Director of Strategic Planning and Research Jim Gilmour presented the following updates, regarding condition assessments completed in August of 2016 on the following City-owned parking facilities:

a. Ground Transportation Center

Mr. Gilmour stated the City hired Carl Walker to complete a peer review of the condition assessment completed by KLJ in 2016. He noted the review by Carl Walker presents solutions that are more feasible for issues needing repair at the GTC. Mr. Gilmour presented a listing of the specific items he felt were a priority and could be completed and financed in 2018.

b. Island Park Ramp

Mr. Gilmour explained there is TIF money available for the repairs proposed for this ramp.

c. Civic Center Ramp

Mr. Gilmour stated he will meet with the Finance Committee to discuss the funding needed to complete the repairs needed at this time.

Mr. Gilmour submitted to the Board the recent proposals he received from Carl Walker for these facilities. He stated he would like to continue working with Carl Walker to complete the repairs this year.

Board discussion continued regarding the cost and funding needed, lighting upgrades, etc. The Board requested staff to research other funding sources that could be pursued, and to present this information at the next meeting.

Item 6: Other Business

Mr. Gilmour acknowledged Derrick LaPoint for his work with this Board and the Planning Department. Mr. LaPoint will be leaving the middle of February. Mr. Gilmour also shared that he will be moving to the City's Commission Offices, and Nicole Crutchfield will be the new Planning Director.

Mr. LaPoint shared after visiting with representatives from TESLA; the company will be donating the equipment needed to install charging stations at the Roberts Commons Parking Ramp.

Member Hayer left.

Item 7: Adjournment

Member Bailly moved to adjourn the meeting at 9:45 a.m. Second by Member Williams. All Members present voted aye and the motion was declared carried.

**BOARD OF PARKING COMMISSIONERS
MINUTES**

Regular Meeting:

Thursday:

March 22, 2018:

The Regular Meeting of the Board of Parking Commissioners of the City of Fargo, North Dakota, was held in the City Commission Room at City Hall at 9:00 o'clock a.m., Thursday, March 22, 2018.

The Parking Commissioners present or absent were as follows:

Present: Chairperson Mike Williams, Randy Thorson

Absent: Brian Hayer, Margie Bailly, Jay Krabbenhoft

Also Present: Commissioner Piepkorn

****No Quorum in order to have official meeting – meeting will commence with informal presentations and discussion.**

Chairperson Williams called the meeting to order.

Item 1: Approve Order of Agenda

Due to the lack of a quorum, **no action** was taken.

Item 2: Minutes: Regular Meeting of January 25, 2018

Due to the lack of a quorum, **no action** was taken.

Item 3: Interstate Report/Financial Data

Andy Renfrew, Interstate Parking (IP), presented the January and February financial and operations reports, noting the 2018 parking rate changes took effect on February 1.

Item 4: Citation Revenue Review

Director of Strategic Planning and Research Jim Gilmour referred to the information included in the packet. Mr. Gilmour submitted an updated copy of the Revenue per Parking Space Comparison of 2014 to 2017, to the Board.

Item 5: RoCo Events Discussion

Mr. Renfrew talked about the increased interest from the public to host events in City-owned parking lots and ramps, noting the City has no formal process in place to approve these requests. He referred to the copy of the Special Event Permit application included in the packet, and stated staff would like to use this as a model for drafting this new application.

Melissa Rademacher, President/CEO of the Downtown Community Partnership, shared that her staff has also received similar requests. Ms. Rademacher talked about working together with City staff and other stakeholders, to coordinate a procedure that will work for all involved.

Discussion continued concluding this item needs further review, and to be discussed at a future Parking Commission meeting.

Item 6: 15 Minute Parking in Front of Radisson Hotel (2nd Avenue North)

This item was discussed after item #11.

Mr. Gilmour explained this 15-minute parking spot is for a new coffee shop located at this address. As staff has the authority until the end of May this year to go forward with this, there was no need for a quorum to address this item.

Item 7: Parking Time Zone Changes

Assistant Planning Director Mark Williams referred to the Board's direction two years ago, delegating staff to authorize downtown parking time zone changes as needed until May of 2018. Mr. Gilmour stated staff would like to continue with this authority for an additional year, and will present a formal recommendation at the next Parking Commission meeting.

Item 8: Annual 2018 Budget

Jim Gilmour provided an overview of the information for the 2018 budget that was included in the packet.

Item 9: Capital Improvement Plans Update

Mr. Gilmour provided an update on the improvements/repairs needed at specific City-owned parking lots and ramps. He stated Mark Williams would be managing these projects this year.

Item 10: Easement Modification Proposal to Accommodate Doors at RoCo and Dillard

Mark Williams presented this proposal. Mr. Gilmour added will need approval from the City Commission before going forward.

Holly Hassler, Kilbourne Group Business Manager provided more details of what this proposal entails.

Item 11: LED Sign Proposal for RoCo

Mr. Gilmour presented this item. Mr. Renfrew further explained the information that was included in the packet.

ITEM 6 presented.

Item 12: Commissioner Williams Oslo Trip Findings

Mr. Williams shared a slide presentation of a recent trip to Oslo, Norway showing a parking ramp that included several car-charging stations.

Item 13: Other Business

No other business was presented.

The time at adjournment was 10:10 a.m.



INTERSTATE PARKING COMPANY OF ND

401 3rd Avenue North

Fargo, North Dakota

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E-Mail: ndinfo@interstateparking.com

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MEMORANDUM

TO: Parking Commission
FROM: Interstate Parking
DATE: April 19, 2018
RE: March 2018 Financial and Operations Report

Operations

Lot	Facility	Monthly Spaces	Spaces Rented	% Sold	Tickets per Day	Avg. Ticket Value	Occupancy
4001	Civic Ramp	225	210	93%	33.4	\$6.59	85%
4006	NP Ave.	75	65	87%	44.2	\$4.43	75%
4007	GTC	185	173	94%			64%
4008	4th St.	174	242	139%			50%
4009	3rd St.	145	187	129%			79%
4010	Main Ave.	75	64	85%			92%
4011	IPR	355	411	116%			69%
4012	7th Street	26	26	100%			54%
4013	Roberts Commons	380	339	89%	244.9	\$1.28	71%

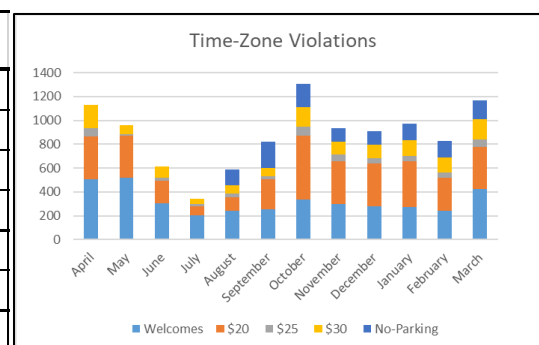
Financial Report

For five days in March we were unable to collect transient revenue at the Civic Center Ramp. The exit gate had been damaged and was replaced with our spare, only to be damaged itself a couple days later. Fortunately, we were able to get a replacement and have it installed within a week, typical lead time is four weeks. Therefore, revenue was down 2.8% in March as a result of a 20% decrease in transient revenue from the Civic Center Ramp.

In addition, March was a three-payroll month meaning our enforcement payroll expenses were up approximately \$4,000.

On-Street Management

Time Zone Violations			
	March	February	January
Welcomes	426	245	273
\$20	348	272	383
\$25	68	46	47
\$30	168	124	128
No-Parking	158	143	138
All	1238	911	1031



City of Fargo

2018 Revenue Report



For the Month Ending March 31, 2018:

	ND4001 Civic Center Ramp	ND4003 3rd Avenue Lot	ND4004	ND4005 2nd Avenue South Lot	ND4006 NP Avenue Lot	ND4007 GTC Ramp	ND4008 4th Street Lot	ND4009 3rd Street Lot	ND4010 Main Avenue Lot	ND4011 Island Park Ramp	ND4012 7th Street Lot	Total	Prior Year Total
Monthly Parking Revenue	20,691.00				5,265.00	16,191.00	16,836.00	13,464.00	4,080.00	21,598.50	1,100.00	99,225.50	111,874.00
Transient Revenue	1,740.00				1,961.00							3,701.00	7,615.93
Pay by Phone	5.35				903.75							909.10	2,902.50
Validation Revenue	4,286.00				66.75							4,352.75	5,112.25
Validation Revenue - Radisson	2,576.00											2,576.00	-
Violation Revenue					593.00		22.00	17.00	39.00		17.00	688.00	825.00
Bike Lockers Revenue												-	-
Event Revenue												-	-
Gross Revenue	\$ 29,298.35	\$ -		\$ -	\$ 8,789.50	\$ 16,191.00	\$ 16,858.00	\$ 13,481.00	\$ 4,119.00	\$ 21,598.50	\$ 1,117.00	\$ 111,452.35	\$ 128,329.68
Credit Card Fees	(226.13)				(255.81)	(277.70)	-	(28.35)	(15.26)	(88.86)	(12.25)	(904.36)	(898.26)
Sales Tax												-	-
Special Event Payroll												-	-
Enforcement Payroll					(1,745.23)		(2,106.32)	(1,745.23)	(902.71)	(4,814.44)	(312.95)	(11,626.88)	(6,492.50)
Passport Fees					(290.40)			(10.80)	(8.80)	(19.60)		(329.60)	(580.11)
Management Fee	(6,373.00)	(2,124.00)			(2,124.00)	(4,249.00)	(2,124.00)	(2,124.00)	(2,124.00)	(4,249.00)	(2,099.00)	(27,590.00)	(37,096.00)
City Expenses:													(771.43)
Tapco (Replace Gate Arm)	(281.52)											(281.52)	
The LockShop		(1,004.25)										(1,004.25)	
Glacier Snow					(2,232.04)							(2,232.04)	
Schindler Elevator										(104.66)		(104.66)	
GTC Office Lease	-	-		-	-	120.00	-	-	-	-	-	120.00	120.00
Total Adjustments	(6,880.65)	(3,128.25)	-	-	(6,647.48)	(4,406.70)	(4,230.32)	(3,908.38)	(3,050.77)	(9,276.56)	(2,424.20)	(43,953.31)	(45,718.30)
Service Permit Revenue	-	-		-	-	-	-	-	-	-	-	950.00	350.00
DRP3 Revenue	-	-		-	-	-	-	-	-	-	-	375.00	1,075.00
Net Operating Income	\$ 22,417.70	\$ (3,128.25)	\$ -	\$ -	\$ 2,142.02	\$ 11,784.30	\$ 12,627.68	\$ 9,572.62	\$ 1,068.23	\$ 12,321.94	\$ (1,307.20)	\$ 68,824.04	\$ 84,036.38
												\$ 68,824.04	

City of Fargo

2018 Revenue Report



ND4013 - Roberts Commons

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Monthly Parking Revenue	33,813.53	36,147.00	35,975.00										105,935.53
Transient Revenue	3,906.00	4,209.00	6,325.00										14,440.00
Pay by Phone													-
Validation Revenue	259.00	226.00	447.00										932.00
Validation Revenue - Radisson													-
Violation Revenue													-
Bike Lockers Revenue													-
Event Revenue													-
Gross Revenue	\$ 37,978.53	\$ 40,582.00	\$ 42,747.00										\$ 121,307.53
Credit Card Fees	(192.86)	(281.65)	(196.84)										(671.35)
Sales Tax													-
Special Event Payroll													-
Enforcement Payroll													-
Passport Fees													-
Management Fee	(16,374.00)	(16,374.00)	(16,374.00)										(49,122.00)
City Expenses:													
Sentry Security (6093)	(2,303.10)												(2,303.10)
Sentry Security (6118)	(1,804.16)												(1,804.16)
Sentry Security (6138)	(2,006.90)												(2,006.90)
City of Fargo	(67.82)												(67.82)
Sentury Security (6176)	(1,490.36)												(1,490.36)
Sentury Security (6177)	(1,186.32)												(1,186.32)
Sentury Security (6195)		(2,646.91)											(2,646.91)
Sentury Security (6213)		(2,476.84)											(2,476.84)
Sentury Security (6235)		(2,940.84)											(2,940.84)
Sentury Security (FC22)		(60.76)											(60.76)
Xcel Energy			(8,029.33)										(8,029.33)
Sentry Security			(2,865.99)										(2,865.99)
City of Fargo			(63.56)										(63.56)
Tapco			(747.86)										(747.86)
													-
													-
													-
Total Adjustments	(25,425.52)	(24,781.00)	(28,277.58)										(78,484.10)
Service Permit Revenue	-	-	-										-
DRP3 Revenue	-	-	-										-
Net Operating Income	\$ 12,553.01	\$ 15,801.00	\$ 14,469.42										\$ 42,823.43

City of Fargo

2018 Revenue Report



For the Three Months Ending March 31, 2018:

	ND4001 Civic Center Ramp	ND4003 3rd Avenue Lot	ND4004	ND4005 2nd Avenue South Lot	ND4006 NP Avenue Lot	ND4007 GTC Ramp	ND4008 4th Street Lot	ND4009 3rd Street Lot	ND4010 Main Avenue Lot	ND4011 Island Park Ramp	ND4012 7th Street Lot	Total	Prior Year Total
Monthly Parking Revenue	60,381.00	-	-	-	15,405.00	47,607.64	49,552.00	39,143.00	11,894.86	63,753.00	3,086.14	290,822.64	342,477.21
Transient Revenue	5,060.00	-	-	-	5,342.75	-	-	-	-	-	-	10,402.75	19,011.43
Pay by Phone	49.85	-	-	-	2,840.75	-	-	-	-	-	-	2,890.60	7,774.75
Validation Revenue	11,977.00	-	-	-	674.00	3.75	-	-	-	-	-	12,654.75	16,132.00
Validation Revenue - Radisson	6,887.00	-	-	-	-	-	-	-	-	-	-	6,887.00	-
Violation Revenue	-	78.00	-	-	1,520.00	-	22.00	56.00	39.00	17.00	17.00	1,749.00	3,426.00
Bike Lockers Revenue	-	-	-	-	-	-	-	-	-	-	-	-	100.00
Event Revenue	-	-	-	-	-	-	-	-	-	4,267.00	-	4,267.00	-
Gross Revenue	\$ 84,354.85	\$ 78.00		\$ -	\$ 25,782.50	\$ 47,611.39	\$ 49,574.00	\$ 39,199.00	\$ 11,933.86	\$ 68,037.00	\$ 3,103.14	\$ 329,673.74	\$ 388,921.39
Credit Card Fees	(784.75)	-	-	(151.79)	(792.23)	(380.75)	(270.58)	(58.92)	(44.06)	(286.07)	(38.12)	(2,807.27)	(2,917.20)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	-	-
Enforcement Payroll	-	-	-	-	(3,905.15)	-	(4,713.11)	(3,905.15)	(2,019.91)	(10,772.83)	(700.23)	(26,016.38)	(23,359.75)
Passport Fees	-	(39.20)	-	-	(744.40)	-	-	(10.80)	(28.40)	(19.60)	-	(842.40)	(1,277.33)
Management Fee	(19,119.00)	(6,372.00)	-	-	(6,372.00)	(12,747.00)	(6,372.00)	(6,372.00)	(6,372.00)	(12,747.00)	(6,297.00)	(82,770.00)	(111,288.00)
City Expenses:													(3,440.55)
Electric	(2,198.99)				(29.74)							(2,228.73)	-
Snow					(8,054.38)							(8,054.38)	-
Elevator										(310.70)		(310.70)	-
Security												-	-
Tapco (Replace Gate Arm)	(281.52)											(281.52)	-
The LockShop		(1,004.25)										(1,004.25)	-
												-	-
GTC Office Lease	-	-	-	-	-	360.00	-	-	-	-	-	360.00	360.00
Total Adjustments	(22,384.26)	(7,415.45)	-	(151.79)	(19,897.90)	(12,767.75)	(11,355.69)	(10,346.87)	(8,464.37)	(24,136.20)	(7,035.35)	(123,955.63)	(96,204.53)
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	4,450.00	3,100.00
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	1,400.00	2,675.00
Net Operating Income	\$ 61,970.59	\$ (7,337.45)	\$ -	\$ (151.79)	\$ 5,884.60	\$ 34,843.64	\$ 38,218.31	\$ 28,852.13	\$ 3,469.49	\$ 43,900.80	\$ (3,932.21)	\$ 211,568.11	\$ 168,737.18



INTERSTATE PARKING COMPANY OF ND

401 3rd Avenue North

Fargo, North Dakota

Phone: (701) 235-1618

E-Mail: ndinfo@interstateparking.com

www.fargoparking.com

MEMORANDUM

TO: Parking Commission
FROM: Interstate Parking
DATE: March 14, 2018
RE: Special Event Permit

City staff has received requests with increasing frequency to host events in City-owned parking facilities. We believe that by formalizing the event review process we can host more events, potentially driving awareness of the City's parking assets, and improve the experience for event participants and the greater downtown community.

Fortunately, with a few amendments, the existing Special Event Permit would satisfy our review needs. Changes needed include:

1. Insurance:

General liability insurance would be required of any group hosting an event in a City owned facility with the City being named as additionally insured.

2. Cleaning Deposit:

The event host would be required to post a deposit according to the following table for the purpose of returning the site to the original condition, if host fails to do so.

Estimated Number of Attendees	Deposit Amount
0-100	\$100
101-250	\$250
250+	\$500

Recommendation: To direct Staff to finalize amendments to the Special Event Permit and allow for approval decisions to be made at the Staff level.

18-0314. - Community events and festivals.

The planning director is hereby authorized to grant a permit, after notice, a hearing before the review committee and approval by vote of the majority of the members of the review committee in attendance, for certain types of community events or festivals to take place upon the public streets, sidewalks, squares, avenues or alleys of the city.

- A. The sponsor of the event or festival shall submit to the planning director a written application for a permit at least 45 days prior to the opening of the community event or festival for which a permit is desired. The application shall state:
 1. The time, date and location of the festival or event;
 2. The group, firm or individual by whom the festival or event will be sponsored;
 3. The purpose of the festival or event;
 4. The activities that will be held.
- B. A hearing must be held by the review committee, after notice of the application and of the hearing is given. The provisions of sections 20-0901 through 20-0904 of the Land Development Code shall apply to the requirements for such applications, notice, the burden of proof or persuasion and date of decision and time period for appeals, with the exception that appeals of final decisions must be filed within 24 hours of the date of the decision. The decision of the review committee may be appealed to the board of city commissioners.
- C. In granting permits for community events and festivals, the review committee shall consider the following:
 1. The nature of the event or festival and how it can serve the community of the city and its citizens;
 2. The time period during which the event or festival will occur;
 3. The location of the event or festival and whether the location inhibits the safe flow of traffic in the city;
 4. Whether the activities would be in compliance with other applicable laws;
 5. Whether the event or festival is to benefit nonprofit community service organizations. Commercial events or festivals which generate profit for the private sector, other than profit incidental to the festival or event which is made by persons other than the sponsor of the festival or event, shall be permitted only if the applicant submits evidence to the review committee that the event or festival constitutes a community service; and
 6. The general health, safety and welfare of the participants in the event or festival and the citizens of the city.
- D. The annual Downtown Street Fair, sponsored by the Downtown Community

Partnership, is deemed a festival and shall be automatically allowed.

- E. The sponsor of the event or festival shall provide all cleaning services necessary to rid the festival area of all debris and litter created as a result of the event or festival.
- F. The issuance of a permit to a sponsor shall authorize only that sponsor and participants specifically authorized by the sponsor to participate in that community event or festival without the restrictions imposed by this chapter.
- G. Authorized participants in a community event or festival for which a permit has been issued shall not be required to obtain a city permit required by the provisions of sections 18-0307 through 18-0316, for the period during which the community event or festival takes place; provided, however, that in no event may any person affix any structure to the sidewalk or other public right of way during such community event or festival without an encroachment agreement.
- H. Community events and festivals will be posted in city hall, near the office of the city auditor and on the city's website.

Source: 4379 (2004).



General Special Permit / Street Closing / Block Party Request

For Office Use

Received by: _____ Date: _____

Approved () Denied () By: _____ Date: _____

Requesting Party Notified: Yes () No () Date: _____

CC Approved Requests:

- Fire Chief _____
- FM Ambulance _____
- Street Department _____
- Dispatch _____
- Police Supervisor _____
- City Traffic Engineer _____
- Mat Bus _____

Contact Information

Name: _____

Business / Organization (If Applicable): _____

Address: _____

Daytime Phone Number: _____ Evening Phone Number: _____

Cell Phone Number: _____ Fax Number: _____

Email Address: _____

APPLICATIONS MUST BE SUBMITTED 45 DAYS PRIOR TO EVENT

Description of proposed event including date, times and estimated number of people attending. If the proposed event is a parade, you must indicate the number of vehicles, animals and/or other special equipment. When applicable include a diagram or map.

Date: _____ Time: _____

Does your event require a street closing? *If yes, answer below.*

Street and specific block you would like to close: _____

If you are requesting to block a street, two barricades at each end of the block will be required to discourage vehicular traffic. The requesting party is responsible for making arrangement through the City of Fargo Street Department for FOUR barricades by calling (701) 241.1453.

Do you need barricades at your special event? Yes () No ()

History

Have you ever been denied any permit by the City of Fargo during the past five (5) years?

Yes () No () If yes, give a brief description of the circumstances:

Insurance

The City of Fargo requires certain events to obtain insurance *prior to approval*. Those events include parades and/or other mobile events utilizing City of Fargo streets, events open to the public with the expectation of a large number of attendees, events including exotic animals and any other events deemed necessary by the City of Fargo.

Does your event require insurance? Yes () No () If yes, fill out the below information.

As a condition of the permit, the applicant shall:

- Procure and maintain insurance, which includes the City of Fargo as named insured or additional named insured.
- This insurance will need to provide the level of coverage that the City of Fargo determines to be necessary and adequate under the circumstances.
- Proof of insurance shall be submitted to the City of Fargo at least 10 days prior to the event.

Insurance Company: _____

Policy Holder: _____

Insurance Company Address: _____

Policy Number: _____ Proof of Insurance submitted? Yes () No ()

Waiver

By signing you are verifying you understand and agree to abide by the bulleted points listed below:

- Requests to close major thoroughfare may not be approved.
- No bands or amplified music will be allowed at block parties.
- The applicant has a copy of the General Special Permit / Street Closing / Block Party Request procedure of the City of Fargo, and is familiar with the conditions and requirements set forth and contained therein.
- The applicant is familiar with the questions, answers and information as now appears in this completed application and that the answers and information are, to the applicant's knowledge, true, correct and complete.
- The applicant, if granted a Special Event Permit, will obey and comply with the City of Fargo Special Event Permit requirements and any amendments which may be made.

I hereby agree to indemnify the City of Fargo from any claims arising from events or activities under the permit.

Signature

Date

Return completed applications to:

City of Fargo Engineering Department

Mail: 200 3rd Street North, Fargo, ND 58102

Email: feng@fargond.gov

Fax: 701.241.8101