



## 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: \_\_\_\_\_

INDIVIDUALS UNDER 21 PERMITTED:  YES.  NO. If yes, please describe steps to be taken to restrict sale to and consumption by minors: \_\_\_\_\_

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**Prior to submission:**

1. \_\_\_\_\_ Provide a diagram of the area to be used for the event including how the area is restricted to 21 & over and how the area will be blocked off.
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.
3. \_\_\_\_\_ Obtain Department approvals:

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

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

4. \_\_\_\_\_ Licensed establishment must be in good standing (no outstanding fees or documents).

SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

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

\_\_\_\_\_ Map attached

RETURN TO: Valley City Auditor  
254 2<sup>nd</sup> Ave NE  
Valley City, ND 58072  
Phone: (701) 845 – 1700  
Email: [jhintz@valleycity.us](mailto:jhintz@valleycity.us)

Application Completed: \_\_\_\_\_ Date: \_\_\_\_\_

Notified City Commission & City Administrator \_\_\_\_\_ Date: \_\_\_\_\_

## Additional Regulations for Special Event Permits

1. Payment of a nonrefundable fee must accompany the application.
2. The Chief of Police and Fire Chief must review and provide written approval of the application.
3. When required by the Chief of Police, event security must be provided in such numbers to ensure safety of patrons and to maintain order.
4. 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.
5. Signage posted at all exits stating that no alcohol is permitted beyond this point.
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. Sale of other Liquor is prohibited.
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.