



**APPLICATION FOR PERMIT
FOR PRIVATE USE OF
PUBLIC STREETS (RIGHTS-OF-WAY)
AND PARKING LOTS**

Applicant Name: Visit Marshall / Marshall CVB

Applicant Address: 1651 Victory Drive

Contact Person: Cassi Weiss Phone/Cell#: 612-590-9581

Address of Request: Marvin Schwan Memorial Drive from W College Dr to 1st street & 1st street to Caseys Entrance

Reason for Request: Arts & Living Festival

Start Date of Request: September 25th 2026 Start Time: 4:00pm am/pm

End Date of Request: September 26th 2026 End Time: 3pm am/pm

Brief Description of Area Requested for Private Use/Closure (attach map): We will have Art Vendors & Historical reenactors set up on the street as well as stage for live music, we will work in partnership with the Farmers Market for this week.

Does the request involve Mn/DOT Right-of-Way? Yes ☐ No ☒

The Applicant agrees to assume entire responsibility and liability for all damages or injury to all persons, whether employees or otherwise and to all property, arising out of, resulting from or in any manner connected with the operation of the event.

The Applicant agrees to indemnify the City, its agents and employees from all such claims including, without limiting the generality of the foregoing claims for which the City may be or may be claimed to be liable, and legal fees and disbursements paid or incurred to enforce the provisions this paragraph.

The Applicant will be responsible for any damage done to the public property as a result of the event activities, damages payable upon receipt of invoice.

It is the responsibility of the Applicant to install and maintain the appropriate traffic control devices during the closure period. Traffic control devices shall be in conformance with the Minnesota Manual on Uniform Traffic Control Devices, MUTCD.

If the event or private use area occurs within Mn/DOT right-of-way:

1. Participants and event officials will obey all Minnesota Laws pertaining to the use of Highway Rights of Way.
2. The event officials will notify the Minnesota State Patrol of the proposed event and will provide law enforcement officers to control and/or detour trunk highway traffic affected by the event.

Date

Cassi Weiss

Signature of Applicant

 Digitally signed by Cassi Weiss
Date: 2024.06.05 12:15:07 -05'00'

CLICK TO SEND TO PUBLIC WORKS

RECOMMENDATION

Minnesota State Statutes 169.04 states in part that any parade or assemblage on Trunk Highways requires the consent of the Commissioner of Highways (or his delegate). In order to validate this permit, the City must obtain consent from the Commissioner of Highways prior to approval of this permit (a copy of which is attached).

RECOMMENDATION: _____

Special Provisions: _____

Date

Director of Public Works/City Engineer

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**PERMIT FOR
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According to Section 62-6 of the Code of Ordinances, permit granted by the Common Council of the City of Marshall this _____ day of _____, 20_____.

ATTEST:

City Clerk

Mayor of the City of Marshall, MN

Attachments

Copies to: Director of Public Safety James Marshall
Minnesota Department of Transportation