

## **SPECIAL EVENTS FORM**

## **Aug 4-10, 2025**

If you would like for the Kimball Days Committee to include your event in our advertising, you must complete and return this form to us by **June 30**, **2025**.


Please provide any specific details you would like us to include. (example: specific age requirements, pre-registration, deadlines, etc.)

If you have any specific promotional images or forms/files you'd like for us to use, you must email them to us before June 30 at: <a href="mailto:kimballmndays@gmail.com">kimballmndays@gmail.com</a>

## **IMPORTANT NOTES:**

- If your organization is holding an event on City property, the City of Kimball will need a certification of insurance naming the City of Kimball as an additional insured. If you are hosting at someone else's property they may require the same.
- If your organization is holding an event and will be serving food items you will need to have a Stearns County Special Events Food Stand License on hand the day of the event. You can get an application and further information at City Hall.

## **Kimball Days Advertising Methods**

- Kimball Days Facebook page
- Kimball Days Website Sponsored Events Page (<a href="https://bit.ly/3llHtlA">https://bit.ly/3llHtlA</a>)
- Newspaper/Print ads
- Kimball Days Event Flyer

Return this form and any attachments by June 30, 2025.

Kimball Days Committee P.O. Box 666 Kimball, MN 55353