

CITY OF MINNETRISTA

7701 County Road 110 W; Minnetrista, MN 55364
 (952) 446-1660 Phone (952) 446-1311 Fax

**SPECIAL EVENT PERMIT APPLICATION**

A Special Event Permit is required if one or more of the following apply to your event:

- | | |
|---|--|
| <input type="checkbox"/> Alcohol will be sold. | <input type="checkbox"/> Admission or rental fees will be charged or donations requested. |
| <input type="checkbox"/> 300 or more individuals will be in attendance. | <input type="checkbox"/> Special services will be required (road closure, traffic control, security, etc.) |

DATE(S) OF THE EVENT**NUMBER OF ATTENDEES****DESCRIPTION OF EVENT** Type, times, complete list of event activities etc.**LOCATION OF THE EVENT** Street Address, City, State, Zip**APPLICANT'S FULL LEGAL NAME** First / Middle / Last**APPLICANT'S CONTACT INFORMATION** Must indicate how to best reach the applicant during the event.

Business Phone

Cell Phone

E-Mail

Home Phone

Fax

Other

PROPERTY OWNER'S FULL LEGAL NAME (If different from applicant) First / Middle / Last**MAILING ADDRESS** (If different from event address) Street Address, City, State, Zip**OWNER'S CONTACT INFORMATION**

Business Phone

Cell Phone

E-Mail

Home Phone

REQUIRED SUBMITTALS

This application is not considered complete until the following materials, as required by city code, have been submitted. Failure to submit any or all of the required materials may result in a delay or denial of your permit.

Please attach separate pages as necessary.

- Admission Fee / Rental Fee / Donation Requested \$ _____
- Food / Alcohol being served _____
- Special City Services Requested (road closure, security, traffic control etc.)
- Copies of any required State, County, and other local government license or permit (liquor, gambling etc.)
- Certificate of Insurance (must name the city, its officials, employees, and agents as additional insureds.)
- Any Public Health Plans (water supply, solid waste collection, toilet facilities etc.)
- Emergency Plans (fire prevention, emergency medical, severe weather etc.)
- Security Plans
- Traffic / Parking Plans
- Sound / Noise Plan

The Signature of the legal owner of the event location or the owner's official representative is required and authorizes the designee of the City of Minnetrista to enter the property to perform inspections to establish and ensure compliance with all permit conditions. Entry may be without prior notice.

I hereby acknowledge that I have read this application and that all information is true and correct to the best of my knowledge. I hereby agree that the special event will be conducted in accordance with the Minnetrista City Code and the laws of the State of Minnesota. I further understand that failure to comply with the conditions of my Special Event Permit, including the payment of required fees, deposits and reimbursements, or conducting the event in a way that creates a threat to the health, safety, or welfare of any individual or the general public may result in the immediate cancellation of the Special Event Permit.

SIGNATURE: _____ DATE: _____

