

PERMIT # _____



NON-CITY ASSEMBLY PERMIT APPLICATION

Fees & Definitions:

• 200+ Attendees (Large Assembly) = \$250	• 50+ Attendees (Small Assembly) = \$50
• 100+ Attendees (Medium Assembly) = \$100	• Non-profit Organizations = \$25

(Double fee for application received less than 10 business days prior to event).

Event Location: _____

Type of event: _____ **Number of people attending:** _____ **Date:** _____
☐ Residential ☐ Corporate ☐ Partnership ☐ Group or Association ☐ Other

Event Holder's Name: _____ **Address:** _____

Contact Person: _____ **Home Phone:** _____ **Cell Phone:** _____

2nd Contact Person: _____ **Home Phone:** _____ **Cell Phone:** _____

Security Plans: _____

Date West Hennepin Public Safety was notified of the event: _____

Severe Weather Plans (in the event of): _____

Sound Plans - amplification and sound control: _____

Outdoor Music ☐ Yes ☐ No - Starting Time _____ AM/PM, Ending Time _____ AM/PM

Food and Concessions Plans: _____

Vendor's name, address, and license number *(copies of vendor license, insurance and permits must be provided)*

Vendor Work #: _____ **Vendor Cell #** _____

Serving Alcohol: Yes: _____ No: _____

Selling Alcohol: Yes: _____ No: _____ (If selling alcohol contact the City for a Permit)

Restroom Provisions: How many? _____ Location: _____

Lighting - Type: _____ **How many?** _____

Location of lights: _____

\$1,000,000 Certificate of Liability Insurance-provide a copy: _____

Parking Plan: *Please provide a site plan showing 1 parking space for each vehicle per 4 guests. If using adjacent property, written permission from property owners must be obtained.*

Date

Signature of applicant

Date

Signature of applicant

Office Use Only

Application Received: _____ **Application Fee:** _____ **Date Fee Paid:** _____

Date \$1,000,000 certificate of liability insurance received: _____

Signature of City Official

Date

Signature of West Hennepin Public Safety

Date