



# NON-CITY ASSEMBLY PERMIT APPLICATION

## Fees & Definitions:

200+ Attendees (Large Assembly) = \$100
100+ Attendees (Medium Assembly) = \$25
50+ Attendees (Small Assembly) = \$25

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

**Event Location:** \_\_\_\_\_

**Type of event:** \_\_\_\_\_ **Number of people** \_\_\_\_\_ **Date** \_\_\_\_\_

Residential  Corporate  Partnership  Group or Association  Other

**Event Holder's Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**2<sup>nd</sup> Contact Person:** \_\_\_\_\_ **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**