



NON-CITY ASSEMBLY PERMIT APPLICATION

Fees & Definitions:

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

(Requires West Hennepin Public Safety Deposit of \$500)

(Double fees for applications received less than 45 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:** _____
Email: _____
2nd Contact Person: _____ **Phone:** _____
Email: _____

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 an additional 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 Fees/Deposit:** _____ **Date Fee Paid:** _____

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

Signature of City Official

Date

Signature of West Hennepin Public Safety

Date