



NON-CITY ASSEMBLY PERMIT APPLICATION

Fees & Definitions:

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

(Double fee for application received less than 45 business days prior to event).

NOTE: This application must be approved by Council at Council meeting.

Event Location: _____

Number of People: _____ **Date:** _____

Type: Residential Corporate Partnership Group or Association Other/ Wedding

Event Description: _____

Event Holder's Name(s): _____

Event Holder's Address: _____

Contact Person's Name: _____

Email: _____ Phone #: _____

2nd Contact Person Name: _____

Email: _____ Phone #: _____

SECURITY PLANS:

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 CONCESSION PLANS

Vendor's Name, Address, and License Number (*Copies of vendor license, insurance, and permits must be provided.*)

Vendor Work # _____ Vendor Cell # _____

Serving Alcohol: Selling Alcohol (*If selling alcohol, contact the
Yes No City Yes No for a Permit.)

By whom will be serving or selling alcohol: Caterer, Real bartenders or Event Host?

Restroom Provisions: Quantity _____

Locations: _____

LIGHTING

Type: _____ Quantity _____

Location of lights: _____

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

PARKING PLANS: *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

Applicant's Signature

Date

Applicant's Signature

Office Use Only

Application Received: ____ - ____ - ____ Application Fee: \$ _____ Date Fee Paid: ____ - ____ - ____

Received Date of \$1,000,000 Certificate of Liability Insurance: _____ - ____ - ____

Date West Hennepin Public Safety was notified of event. _____ - ____ - ____

City Official's Signature

Date

West Hennepin Public Safety Official's Signature

Date

Date Council Approved