

If Yes (*additional permits may be required, see below*). Provide details: _____

17. Estimated number of persons and spectators expected to attend the event: _____

18. Describe event details:

a. **Attach a Map** showing the locations of all facilities and equipment on the premises, including the location of loud speakers, toilets, medical facilities, solid waste receptacles, emergency routes along with a brief summary of each one listed below:

i. **Emergency Communications**: Describe what type of emergency communication you will be using outside of 911 services: _____

ii. **Security Protection**: What is the plan for security? If additional security is needed, name or entity providing the service, if no explain why you feel no security is needed: _____

iii. **Water & Food Supply** and additional restroom facilities: _____

iv. **Medical Facilities and Services**: Will you have medical facilities, service staff on-site? Explain:

v. **Vehicle Parking Space** (parking provisions for employees and visitors): What is your plan for all vehicle parking? _____

vi. **Vehicle Uses and On-Site Traffic Control** – show emergency access/exits. Who will be providing on-site traffic control and what uses will be used? _____

vii. **Sound and Lighting Equipment**: Describe any sound and lighting equipment that will be used: _____

viii. **Fire Protection Plan**: Describe any services or equipment on site for fire prevention: _____

ix. **Garbage/Trash & Litter** clean-up services plan: _____

x. Will spectators or participants will remain at night or overnight? Yes No

If Yes, list arrangements for illuminating the premises & camping facilities: _____

APPLICANT ACKNOWLEDGEMENTS

- The applicant agrees that within 24 hours after the conclusion of the event, the premises will be cleaned up, including contiguous public roads, ways and easements, and remove all debris, garbage, trash, litter and other waste matter from, in and around said premises, together with all advertising materials for the event.
- If severe weather is approaching, it is the permittee’s responsibility to notify those attending and take appropriate action.
- If applicant is different from the property owner, written documentation (email, letter) by the property owner acknowledging and accepting the temporary use on the property must accompany this permit application.
- Special events **require a fire inspection**, call 763-427-4452 to schedule. This application **does not** cover permits needed for cooking vendors, tents over 400 square feet, the use and storage of flammable/combustible liquids, fireworks, etc.
- Additional permits for serving food and drink may be required. These include:
 - o Vendors serving alcohol need a Temporary On-Sale Liquor License. An application can be found at <https://dps.mn.gov/divisions/age/forms-documents/AlcoholDocuments/temporaryOnsaleIntoxicating.pdf>. This is submitted to the City **at least 45 days** prior to the event and needs approval from both the City and State.
 - o Food vendors are required to have a Mobile Food Unit license with the City and County:
 - City of Ramsey applications can be found at <https://www.cityoframsey.com/169/Business-Licensing>
 - Anoka County applications at <https://www.anokacounty.us/1414/Food-Service-Establishments>

I hereby certify that the foregoing statements are true and correct to the best of my knowledge and that the giving of false information or the failure to give pertinent information constitutes cause for revocation of this permit. Further, I agree to comply with all the provisions of the ordinance under which this permit is granted.

Applicant’s Signature: _____ Date: _____

Return completed application and requested information along with the fee to:

***City of Ramsey
Attn: Business Licenses
7550 Sunwood Drive NW
Ramsey, MN 55303***

Make check or money order payable to “City of Ramsey”. VISA, MasterCard, Discover accepted.

DATA PRACTICES ADVISORY: *The data supplied in this application will be used to assess the qualifications for a license. This data is not legally required but the City will not be able to grant the license without it. If a license is granted, the data will constitute a public record.*

This Special Events license is valid for day of event only.

CITY OF RAMSEY

TENNESSEN WARNING

In connection with your request for a license, the City of Ramsey has asked that you provide information about yourself which is classified as either *private or confidential* by the Minnesota Government Data Practices Act (M.S.A. 13.04). Accordingly, the City is required to inform you of the following:

1. The private or confidential information requested includes, but may not necessarily be limited to, the following: *Your social security number or Minnesota business identification number.*
2. The purpose and intended use of the information requested is: *To comply with Minnesota Statutes, Section 270.72.*
3. You are required to supply the requested information.
4. The known consequences of supplying the requested information are as follows: *Loss or denial of the requested license if you owe the State of Minnesota delinquent taxes, penalties or interest.*
5. The known consequences of refusing to supply the requested information is: *Your request for a license cannot be processed.*
6. The following persons and entities are authorized by law to receive the information if provided: *State of Minnesota - Department of Revenue and other government agencies as provided by law.*

The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice.

Date

Signature of Applicant

Print Name

Application to be routed for review by:

- Police Department
- Fire Department
- Building Inspections
- Public Works
- Planning / Code Enforcement

Comments: _____
