



City of Brooklyn Park
Administration Department

Permit Fee: \$50.00

5200 85th Ave. N., Brooklyn Park, MN 55443-4003: Phone: 763-424-8000 Fax:763-493-8391 TDD: 763-493-8392

TEMPORARY USES & SPECIAL EVENT PERMIT APPLICATION

GOVERNMENT DATA PRACTICES ACT – TENNESSON WARNING:

The data you supply on this form will be used to assess your qualifications for the permit for which you are applying. You are not legally required to provide this data, but we will not be able to grant the permit without it. The data will constitute a public record if and when the permit is granted. We ask for this information for the following reasons:

- To distinguish you from other applicants and identify you in our permit files;
To enable us to verify that you are the individual who applied for this permit;
To enable us to contact you when additional information is required;
To determine if you meet the minimum age requirements (if any);
To determine whether your conviction record may be a job-related consideration affecting your suitability for the license you applied for; and
To make processing more efficient.

(Please complete all sections of the application so the permit can be processed.)

EVENT NAME :

EVENT DATE(S) : Start Time: End Time:

ANTICIPATED ATTENDANCE:

WAS EVENT HELD IN PREVIOUS YEARS? PREVIOUS ATTENDANCE:

LOCATION AND/OR ROUTE OF EVENT:

A site map is required, please attach to permit application. (All permit materials must be turned in 10 days before event to ensure ample time to process.)

Has an informational letter been sent to owners of affected properties? Yes No
If yes, provide copy with application.

OWNER(S) OF PROPERTY(IES) WHERE EVENT WILL OCCUR:

OWNER(S) ADDRESS: PHONE #:

Has use of property been approved by owner(s)? Yes No

ORGANIZATION: NON PROFIT ID #:

PERSON IN CHARGE OF THE EVENT: PHONE #:

ADDRESS:

(OVER)

TYPE(S) OF EVENT ACTIVITIES: _____

CHECK (✓) THE FOLLOWING ACTIVITIES THAT APPLY TO YOUR EVENT. Note: The following activities require a separate permit/license and approval from the regulating department.

- Use of city property (parks, athletic fields, buildings, etc).
- Use of temporary structures or tents. (Need flame retardant info, etc.)
NOTE: If your event is on city property, please contact the Recreation Dept re: tent usage at 763-493-8333.
- Traffic control, parking, driveway access, etc.
- Alcohol served or present on site.
- Food/beverages available. NOTE: Food is permitted on city property; however, selling, cooking, preparing or grilling is not permitted. If food is being distributed, a food license must be present.
- Use of temporary signs, banners, or other signs.
- Want your event on the city's Community Calendar? Contact *Communications* Dept. at 763-493-8154
- Use of music, bands, loudspeakers, or other sound equipment. Provide detailed information about the equipment to be used, sound levels, locations, time, etc. in the Special Request(s) or Concerns Section below.

HAVE YOU APPLIED FOR SEPARATE PERMITS FOR EACH APPLICABLE ACTIVITY? Yes No

Note: Operating without appropriate permits/licenses could result in the immediate closure of your event. Further, some activities may be limited or not allowed due to location, time, or other circumstances.

SPECIAL REQUESTS OR CONCERNS: (Please be specific) _____

HAVE YOU HAD ANY LICENSES OR PERMITS REVOKED IN THE LAST 10 YEARS? Yes No

If yes, explain when, where and what type of license:

Applicant agrees to comply at all times with all laws, ordinances or regulations applicable whether they are Federal, State, County or Municipal. I declare that the information I have provided in this permit application is truthful and I authorize the City of Brooklyn Park to investigate the information provided.

Complaints: If a complaint is received regarding noise, traffic, behaviors, or any other activity associated with this event, the event may be discontinued or altered at the police officer's discretion.

Legal Name of Applicant (Print): _____ Birth Date (mm/dd/yy): _____
Signature of Applicant: _____ Date: _____

Internal Use Only:	
Received by: _____	Referred to appropriate departments on _____:
Date: _____	__PD __FD __RP __EG __OM __AD __CD
Approved & Completed on: _____	



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GENERAL REQUIREMENTS FOR TEMPORARY USES, SPECIAL EVENTS, PARADES & SIMILAR EVENTS

Any individual or organization holding a special event or temporary use of a property which includes erecting temporary structures, offering food/beverages, or affecting traffic or parking requires the necessary permits or licenses from the City of Brooklyn Park. Such events include, but are not limited to, outdoor religious events, tent sales, employment fairs, parades, demonstrations, celebrations, athletic tournaments, or similar events. The following conditions apply to these events:

- **Permits must be applied for at least 10 working days prior to the event.** Permits not applied for at least ten working days prior to an event may have a late fee. Permits/licenses that require City Council approval (liquor licenses, CUPs, etc.) must be submitted at least 60 days prior to the event.
- Events may be limited to 10 consecutive days per calendar year and all equipment, structures, signs, or other evidence of the use must be removed from the property within one day after termination of the event. There is a limit of three events per calendar year for a total of 10 days.
- For public events, a separate food application is required for each food/beverage stand.
- Sanitary facilities must be provided as required by the City Health Authority.
- Any impact to traffic flow must be documented and mitigated to the satisfaction of both the City Engineer and Police Department.
- The permit must include a specific date, not to exceed one year, during which time the use may exist. By the specified date, the use and any associated structure(s) must be removed from the property and the site returned to a condition that meets or exceeds the pre-use condition.
- Financial guarantees or a cash escrow may be required at the time of permit application to guarantee the restoration of the site to its pre-use condition or payment of contracted services by the city. All appropriate fees must be paid prior to the event.
- More than one permit may be required from the City depending on the activities planned for the event. All permits must be obtained from City and the applicable fees submitted for specific event activities as required by City Ordinance before a Special Event Permit is issued.
- Where events occur in more than one city or crosses boundaries, approvals must be obtained from each city or jurisdiction by the event organizer.
- All city, county, state, and federal laws, rules and permits may apply.

Regulations and associated permits help ensure special events are operated within health and safety standards, with minimal negative impact to other members of the community. Thorough completion of the forms and cooperation in complying with all applicable regulations is appreciated. General permit/license requirements are listed on the ***Temporary Uses and Special Event Permit Application***. If you have questions, please contact the Special Events Coordinator regarding the specific activity at 763-493-8154.