



Lake Elmo City Hall  
651-747-3900  
3800 Laverne Avenue North  
Lake Elmo, MN 55042

## **SPECIAL EVENT PERMIT APPLICATION**

### I. Title and Brief Description of Event

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### II. Applicant Information

The applicant is responsible for answering all questions, including inquiries from media and citizens.

Applicant: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Business/Organization: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

### III. Event Timetable

A. Requested day and date: \_\_\_\_\_

B. Requested Hours of Operation, from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

C. Set up beginning day and date \_\_\_\_\_, time \_\_\_\_\_ a.m./p.m.

D. Dismantle by day and date \_\_\_\_\_, time \_\_\_\_\_ a.m./p.m.

E. Anticipated number of participants: \_\_\_\_\_; and spectators: \_\_\_\_\_

### IV. Insurance

Attach to this application either an insurance policy or a certificate of insurance including the policy number and showing liability amounts. The policy must state that any outside area to be used for an event is covered. The policy must also show evidence that the requested event is not excluded from insurance liability.

V. Check All Items that Apply to your Event

- Use of a Public Facility (note facility): \_\_\_\_\_;
- Event participant and/or spectator parking areas (describe): \_\_\_\_\_;
- Entertainment or stage location (provide to-scale drawings);
- Construction or erection of temporary structures (may need permit: check with planning department);
- Trash containers (indicate # and locations): \_\_\_\_\_;
- Portable toilet facilities (indicate # and locations): \_\_\_\_\_;
- First aid facilities (indicate who is providing): \_\_\_\_\_;
- Parade and/or parade floats (may need permit);
- Fireworks and/or pyrotechnics site (may need permit, check with the fire department);
- Cooking facilities, open flame, or vehicle fuels (may need permit, check with fire department);
- Electricity (indicate source and plan): \_\_\_\_\_;
- Other (please describe): \_\_\_\_\_

VI. Food, Beverages, and/or Entertainment

A. If your event includes music, live entertainment, sound amplification or any other noise impact, please describe, including the intended hours of the music, sound or noise.

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B. Will alcoholic beverages be served?    \_\_\_Yes    \_\_\_No

C. Name of liquor establishment: \_\_\_\_\_



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D. For service of alcohol outside a licensed premise, include a diagram showing the defined area of the alcohol concession service and attach a copy of your certificate of liquor liability insurance covering the limits of the alcohol service area.

E. If serving alcohol, describe how you will ensure that alcohol will be possessed and consumed only by those persons 21 years or older. Describe all security measures in place.

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F. Will food and/or non-alcoholic beverages be served?  Yes  No

G. If yes, describe sanitation and food-handling procedures:

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H. If yes, you will need to have a Temporary Food License from Washington County. Attach a copy of your Temporary Food License to this application.

I. If you intend to cook food in the event area, describe your area layout, including fuel or electrical sources to be used:

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VII. Vendors or Concessionaires

List what vendors/concessionaires you will have at your event and list their Sales Tax ID Number:

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VIII. Security and Safety Procedures

A. Describe your proposed procedures for security and crowd control:

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B. If the event is to occur at night, describe how you will light the event area in order to increase the safety of participants and spectators coming to and leaving the event:

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IX. Clean-up

List persons responsible for clean-up duties:

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X. Mitigation of Impacts on Others

Describe how you intend to mitigate the impacts of the special event on businesses, churches, neighbors, motorists, and others:

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**Note: Any condition which causes adverse impacts may be cause to revoke the Special Events Permit**



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Applicant Signature: \_\_\_\_\_

Date of Application: \_\_\_\_\_