



CITY OF RAMSEY

APPLICATION FOR
2018 TEMPORARY SPECIAL EVENTS PERMIT

Today's Date: \_\_\_\_\_

Application is hereby submitted for a temporary special events permit within the City of Ramsey, in accordance with the Ordinances of said city regulating the same. This application must be submitted a minimum of 30 days prior to the event requested.

Return this completed application along with the following:

- There may be an additional fee based upon the type of event and the City's adopted rates and charges.
• A certificate of insurance for public liability

Please check the following that best describes you and all that apply:

- Business Sole Owner Partnership
Association Non Profit For Profit
Individual

List partners, if more room is needed, please list on back

- 1. FULL Name of Business/Association/Individual:
2. Address or General Description of the premises to be licensed:
3. Applicant's FULL Name: Last First Middle Name
4. Applicant's Phone Number(s): ( ) ( )
5. Applicant's Email Address:
6. Applicant's Address:
7. Applicant's Date of Birth:
8. Applicant's Position with Company:
9. Manager or Owner's FULL Name: (If diff fm applicant) Last First Middle
10. Address of Owner of Premises: (If different from applicant)
11. Owner's Phone Number(s): (If different from applicant) ( ) ( )
12. Brief description of event (use back of sheet if more space is needed):
13. Will there be music: Please check all that apply.
None Live Band DJ Karaoke Other:

14. Will there be alcohol – if yes – Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
15. Days/Date of Event: \_\_\_\_\_
16. Hours of Event: \_\_\_\_\_
17. An estimated number of persons and spectators expected to attend the event on each day it is conducted:  
\_\_\_\_\_
18. Details of the program: ***Include a map (Google earth, etc.) 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, etc, along with a brief summary of each one listed below:***
- a) Emergency Communications: Describe what type of emergency communication you will be using outside of 911 services: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b) 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c) Water & Food Supply and additional restroom facilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d) Medical Facilities and Services: Will you have medical facilities, service staff on sight: if no, why: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- e) Vehicle Parking Space (parking provisions for employees and visitors): What is your plan for all vehicle parking, be specific? (no parking signage, describe overflow parking area, will you have additional traffic control staff): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- f) Vehicle Uses and On-Site Traffic Control – including showing **emergency accesses**: Who will be providing on-site traffic control and what uses will be used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- g) Sound and Lighting Equipment: Describe any sound and lighting equipment that will be used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- h) Fire Protection Plan: Describe any services or equipment on site for fire prevention or a plan: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- i) Your plan for Garbage/Trash & Litter Clean-up Services: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- j) Is it proposed or expected that spectators or participants will remain at night or overnight, the arrangements for illuminating the premises and for camping and similar facilities must be summarized:  
 \_\_\_\_\_  
 \_\_\_\_\_

19. 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 matter to said event.
20. If severe weather is approaching, it is the permittee's responsibility to notify those attending and take appropriate action.
21. If applicant is different from the property owner, a notarized letter by the property owner acknowledging and accepting the temporary use on the property must accompany this permit application.
22. 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.
23. The City of Ramsey does not give out food handling permits – please contact Anoka County (763-324-4260) for any food sales requirements,  
 Temporary Food License Application: <http://www.anokacounty.us/DocumentCenter/Home/View/5896>  
 Anoka County Web: <http://www.anokacounty.us/1414/Food-Service-Establishments>
24. Food truck vendors are required to have a Transient Merchant License with the City. Contact the City Clerk for more information.

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: Mary Jo Warner, Engineering/Public Works Administrative Assistant, City of Ramsey, 7550 Sunwood Drive NW, Ramsey, MN 55303***

***Phone: 763-433-9820 Fax: 763-433-9848 Email: mwarner@cityoframsey.com***

**Make check or money order payable to "City of Ramsey" if applicable**

*OFFICE USE ONLY:*

Approved By/Date \_\_\_\_\_ License Fee \_\_\_\_\_ Receipt No. \_\_\_\_\_ License No. \_\_\_\_\_

***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.