

Special Event License Application

<input type="checkbox"/> Parade <input type="checkbox"/> Public Assembly <input type="checkbox"/> Recycling Event Name of Event _____ _____	<input type="checkbox"/> Race/Run/Ride <input type="checkbox"/> Private Special Event (more than 200 people)	Application Number: LCE20 _____ Recommended to apply 60 days prior to the event. Additional permits may be necessary.
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Event Details

Date(s) of Event _____ Time of Event (start) _____ to (finish) _____

Set up Starts (date/time) _____ a.m./p.m. Tear down Completed (date/time) _____ a.m./p.m.

Site Address of Event _____

Describe the Event _____

Number of spectators _____ Number of participants _____ Number of animals _____ Number of vehicles _____

Applicant/Sponsor	Individual, Organization, Club _____ Address _____ City _____ State _____ Zip _____ E-mail address _____ Phone (____) _____ - _____
Organization	Organization Headquarters _____ Contact Person _____ Address _____ City _____ State _____ Zip _____ E-mail address _____ Phone (____) _____ - _____
Coordinators	Event Coordinators (s) _____ Address _____ City _____ State _____ Zip _____ E-mail address _____ Phone (____) _____ - _____

(Office Use Only)		
Date Application received _____	<input type="checkbox"/> Insurance	_____ Yes _____ No
Payment entered (4 digits) _____	<input type="checkbox"/> Serving Food/Alcohol	_____ Yes _____ No
Special Committee _____	<input type="checkbox"/> Site map	_____ Yes _____ No
License mailed _____	<input type="checkbox"/> Tent	_____ Yes _____ No

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Will there be sound amplification equipment? Yes No *If yes, name the individual(s) responsible*

Name _____

Address _____ City _____ State _____ Zip _____

Email Address _____ Phone (____) _____ - _____

Will there be hired speakers or performers at the event? Yes No *If yes, name the individual(s)*

Will food or alcohol be served at the event? Yes No **Note:** *Additional permits may be necessary.*

Will there be merchandise for sale at the event? Yes No **Note:** *Additional permits may be necessary.*

If yes, describe:

List the cities in which the applicant (individual, organization or club) has held a similar event in the last five years.

Special Event	Attachments	Attach a site map with the application. Include: tents, stages, platforms, temporary structures, tables, booths, first-aid or relief stations, dumpsters, fencing, portable toilets, signs/banners, sound amplification equipment.
		Attach a letter of authorization from the person organizing event, if different from the applicant.
		Attach a neighborhood notification plan for any properties within 500 feet of the property lines of the site of an event.
Recycling Event	Attachments	Attach a site map showing traffic flow, signage, parking, booths or collection truck and other relevant items. Attach a letter of authorization from the property owner, if different from the applicant.

The data on this form will be used to approve your license. Some requested data may be private. Private data is available to you and the City or State staff who need this information to perform their duties, but is not available to the public. You are not legally required to provide this data, but the City may not be able to approve your license if you do not provide it.

The Bloomington City Code, Public Assemblies, Recycling Events, Chapter 14, and the Noise code, Chapter 10 is available online at BloomingtonMN.gov. It is important to become familiar with the City Code.

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Bloomington to investigate and make whatever inquiries that are necessary to verify the information provided.

Applicant Signature: _____ Date Signed ____/____/____