



Special Event Application

Community Development Department
Code Enforcement & Public Health Division
5200 85th Avenue North / Brooklyn Park, MN 55443
Phone: (763) 493-8070

\$50.00

GOVERNMENT DATA PRACTICES ACT – TENNESON 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.

Non-profit organizations are exempt from the Special Event Permit Fee

REQUIREMENTS:

- Applications must be turned in at least **10 days** prior to your event to allow time for processing and approvals.
- Operating without appropriate permits/licenses could result in the immediate closure of your event.
- Some activities may be limited or not allowed due to location, time or other circumstances.
- 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.
- **All events cannot exceed 10 days per calendar year.**
- **Site plan requires**
- **License fee is not transferable or refundable**

EVENT NAME: _____

EVENT DATE(S): _____ Start Time: _____ a.m. / p.m. End Time: _____ a.m. / p.m.

ANTICIPATED ATTENDANCE: _____ WAS EVENT HELD IN PREVIOUS YEARS? _____

LOCATION OF EVENT (Site Plan Required): _____

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

OWNER(S) ADDRESS: _____ PHONE #: _____

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

EVENT ORGANIZATION: _____ NON PROFIT ID #: _____

ORGANIZATION ADDRESS: _____

PERSON IN CHARGE OF THE EVENT: _____ PHONE #: _____

EMAIL: _____

Credit Card Payment (Visa & Master Card Only)

NAME ON CARD _____

Card # _____ EXP DATE _____ CVV # _____

SIGN REGULATIONS: Are you putting up a temporary sign(s)? Yes _____ No _____

TENT REGULATIONS: Are you putting up a temporary tent larger than 20 x 20 or excess of 400sqft? Yes ___ No ___

- If yes, please contact Fire Department at 763-493-8020 to set up an inspection before permit is issued.

NOISE REGULATIONS: Will there be amplified sound such as a live band, DJ, or a radio? Yes _____ No _____

- City noise and disorderly conduct ordinances apply to all special events.
- City Park amplified sound is prohibited.
- Noise cannot exceed past 10:00PM.
- For more information contact the Brooklyn Park Police Department at 763-493-8222.

STREET BLOCKAGE: Are you planning on blocking off or closing any streets or public trails? Yes _____ No _____

- Approval for road or trail closing may be required. Contact the Engineering Department at 763-493-8100 and the Police Department at 763-493-8222 for more information.

FOOD: Will there be food? Yes _____ No _____

- A separate license application must be filled out and approved by the city.

ALCOHOL: Will there be alcohol? Yes _____ No _____

- Contact Licensing Department at 763-493-8182.

GAMBLING: Will there be any gambling? Yes _____ No _____

- Contact Licensing Department at 763-493-8182.

PLEASE DESCRIBE THE ACTIVITIES THAT WILL OCCUR AT THIS EVENT:

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.*

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

Signature of Applicant: _____ Date: _____

Internal Use Only:

Received by: _____ Date _____ Referred to appropriate departments on _____

Approved and Completed on: _____ Comments: _____