

APPLICATION FOR PERMIT UNDER ORDINANCE NO. 8-1
PARTY PERMIT APPLICATION
CITY OF ST. FRANCIS

APPLICATION IN WRITING: Application for a permit to hold an actual or anticipated assembly of 20 or more persons shall be made in writing to the City Clerk upon a form to be obtained from City Hall. The application must be completely filled out and given to the City Clerk at least FOURTEEN (14) days in advance of the assembly for assemblies of a maximum of 100 persons or less and a duration of 8 hours or less. Applications for assemblies of a maximum of more than 100 persons or for a duration no longer than 8 hours shall be made at least THIRTY (30) days in advance of the assembly.

(Please print or type the answers to the following):

Name of Applicant: _____

Phone Number : _____

Address of sponsor: _____

Address of Event: _____

Date of Event: _____ Hours of Event: _____

The nature and purpose of the assembly: _____

Number of people expected to attend: _____

What plans do you have to limit the maximum number of persons permitted to assemble? _____

At the time the application is submitted, the sponsor or applicant must provide a written plan including the provisions herein required for operation of the assembly. Ten days prior to the start of the assembly, a city official will inspect the site to determine whether the requirements of these provisions have been met.

1. Will intoxicating beverages or non-intoxicating malt liquors be allowed at the Assembly? _____
 - a. If the answer is YES, then will the applicant be selling such intoxicating beverages or non-intoxicating malt liquor? _____
 - b. Will the application sell tickets for attendance and be providing such beverages? _____

(Note: In the situation where the applicant proposes to sell tickets and provide alcoholic beverages, or proposes to sell the alcohol beverages to the assembly, then an application for the appropriate liquor license will have to accompany the application for the outdoor party license, together with all necessary polices of insurance.)

2. Include plans for illumination of the assembly if it will continue after sundown, including the source and amount of power and the location of lights.
3. List the means by which emergency vehicles will be summoned, and the means of access of emergency vehicles to the outdoor party site.
4. Include plans for adequate sanitary facilities (Toilets and lavatory), including the source, number, location, type, and means of disposing of waste deposited.
5. Include the plans for holding, collecting, and disposing of solid waste material.

6. Include plans for parking vehicles including size and location of lots, points of highway access and interior roads, including routes between the highway access and parking lots.
7. Include plans for fencing the location of assembly and the gates contained in such fences.
8. Will you need barricades or safety cones? If yes, how many?
9. Include plans for supplying potable water including the source, amount available, and location of outlets.
10. Include plans to provide for medical facilities which plans must include the location and construction of a medical structure if assembly will contain over 500 people and continue for more than 2 days, the names and addresses and hours of availability of physicians and nurses, and provision for emergency ambulance service.
11. Include the plans for telephone service, including the source, number and location of telephones.
12. Include plans for camping facilities, if any, including the facilities available and their locations.
13. Include the plans for security, including the number of officers, their deployment, their names, addresses, credentials and hours of availability.

14. Include plans for fire protections, including fire alarms, extinguishing devices, fire lanes and their locations.

15. Include plans for sound control and sound amplification, if any, including the number, location, and power of amplifiers and speakers.

16. Include plans for food concessions and concessioners who will be allowed to operate on the grounds including the names and addresses of all concessioners and their state and county license or permit numbers.

The applicant is hereby notified that the Clerk and/or City Council may attach conditions to any application issued under this ordinance. A copy of the full ordinance is attached for your review. The above plan for the operation of the assembly should conform to the ordinance, especially chapter 8-8-3.

If the proposed outdoor party is for a maximum of less than 100 persons and will not be held for longer than 8 hours, the City Clerk shall issue the license to the applicant.

For applications which the City Clerk or Police Chief recommends prior approval by the City Council, the Clerk shall place the application together with the recommendations on the agenda of the next regularly scheduled meeting of the City Council for its final review.

For assemblies of duration longer than 8 hours or a maximum of more than 100 person, the City Clerk shall place the application reviewed by the Police Chief and then shall place the application, together with the recommendations of the Police Chief on the agenda of the next regularly scheduled meeting of the City Council for its final review.

If the City Council approved of the application, then the City Clerk shall be directed to approve application which shall contain whatever restrictions or requirements that may have been required to be added by the Council.

One of the conditions the City Council may require is that the sponsor provides a bond to issuance of the application, either in cash or underwritten by a surety company licensed to do business in Minnesota in an amount set by the Council. The purpose of the bond shall be to indemnify and hold harmless the City or any of its agents, officers, servants, and employees from any liability or causes of action which might arise by reason of granting the license, payment of employees, or services rendered by the City and from any cost incurred in cleaning up any waste material produced or left by the assembly.

OATH OR AFFIRMATION. The applicant hereby states, under oath and affirmation that the statements contained herein and in the documents attached to this application are true and correct to the best knowledge of the applicant, and is signed and sworn to or affirmed by the individual making application; or a general partner in the case of a partnership; or all of the officers of an unincorporated association, society or group, or if there is no officers, by all members; or by the authorized officers of any corporation, whether it be a non-profit corporation or a business corporation.

Dated: _____

Applicant Signature

Applicant Signature

Applicant Signature

This application has been reviewed by the City Clerk and the following action has been taken:

Copy to Police Chief on: _____
(dated)

The recommendations of the Police and/or Fire Chief have been received and are attached hereto.

Application approved by City Clerk. _____
(dated)

Application referred to the City Council and will be on the regular council meeting agenda on: _____
(dated)

SECTION 8

PARTY PERMIT AND REGULATIONS

SECTION:

- 8-8-1: Definition
- 8-8-2: Permit Required
- 8-8-3: Party Permit Application
- 8-8-4: Permit Fee
- 8-8-5: Permit Conditions
- 8-8-6: Enforcement

8-8-1: DEFINITION. As used in this Section, the term “party” means a gathering of twenty (20) or more natural persons, at any place for any purpose, except:

- A. A permanent place of worship, stadium, athletic field, area, auditorium, coliseum, or other permanent place of assembly, provided, (1) that such assembly is held pursuant to a regularly scheduled daily, weekly, monthly or other publicly advertised or noticed announcement by the person who owns or has control of the premises, and (2) the gathering does not exceed two-hundred fifty (250) natural persons or the seating capacity of such facility where it is held.
- B. A hearing or other assembly held by a government agency or pursuant to law.
- C. So-called PIONEER DAYS or other summer festival.
- D. A gathering of fifty (50) natural persons or less who are members of the same family or to such number of persons gathered on residential premises of one of the persons in attendance at a so-called block or neighborhood party and held during daylight hours and to which the public is not invited.

8-8-2: PERMIT REQUIRED. It is unlawful for any person to conduct, maintain, promote, advertise, manage, attend, or on land owned or under his control, permit a party for which a city party permit has not been issued.

8-8-3: PARTY PERMIT APPLICATION.

- A. All applications for party permits shall be in writing and made on forms supplied by the City, fully completed in every detail, and under oath.
- B. All applications anticipating attendance of one hundred (100) natural persons, or less, and eight hours or less in duration, shall be made at least fourteen (14)

days in advance of the proposed event and those anticipating attendance of more than one hundred (100) natural persons or more than eight hours in duration shall be made at least thirty (30) days in advance of the proposed event.

- C. Application forms shall contain, but not be limited to, the name and address of the sponsor, the number expected to attend, the type of enclosure, water supply, toilet facilities, solid waste disposal, medical care (if any), illumination, parking, camping, security, fire protection, noise control, and telephones.
- D. Incomplete applications shall forthwith be returned by the City Clerk/Treasurer to the sponsor. Applications for attendance of one hundred (100) natural persons or less and duration of eight hours or less shall be review by the Chief of Police and Fire Chief and, if they both approve and waive submission to the Council, the City Clerk/Treasurer shall issue the permit. All other applications shall be submitted to the Council at its next regular meeting.

8-8-4: PERMIT FEE. The Permit fee, which may be graduated, shall be established by Council resolution.

8-8-5: PERMIT CONDITIONS. Before the issuance of a party permit the Council may attach any and all conditions it deems necessary or proper for protection of attendees or the City.

8-8-6: ENFORCEMENT. Any illegal act by any person in attendance at a party, or in the premises of the party, or any violation of any condition of the permit, or any misrepresentation in the application, shall render the permit void and may, upon Council action, cause a forfeiture of any bond posted as a condition. If persons have gathered pursuant to a void permit they shall be ordered to disperse. It is unlawful for any person to fail to disperse when so ordered by a peace officer.