



8150 Barbara Avenue
Inver Grove Heights, MN 55077
www.ighmn.gov

Large Assembly Application

Application to request a permit to be issued for a large assembly (City Ord. 4-14) of fifty (50) or more people on private property or two hundred (200) or more people whether on public or private property.

In addition to the permit required, the applicant must obtain and submit to the City any other State licenses and/or permits necessary to carry on the assembly.

The application for a large assembly permit shall be made in writing and filed with either the Park and Recreation Department if a privately sponsored event is planned to be held in any City park, or the Police Department if the large assembly is to occur at any other location. Application for a large assembly permit shall be made no less than thirty (30) days in advance of the proposed date for the large assembly.

Associated Fee: The City requires a non-refundable processing fee and a cash escrow to be deposited with the City Clerk.

Applicant Information

APPLICANT NAME(*):			
APPLICANT HOME ADDRESS:	CITY:	STATE:	ZIP CODE:
DAYTIME PHONE NUMBER:	EVENING PHONE NUMBER:		
APPLICANT EMAIL:			
(*) If event is hosted by a partnership or corporation: list on a separate sheet all event partners if a partnership, and all officers of the corporation if a corporation.			

Site and Property Owner Information

IS SITE CITY PROPERTY:	YES	NO	
SITE STREET ADDRESS:	CITY:	STATE:	ZIP CODE:
OWNER NAME(*):			
OWNER MAILING ADDRESS:	CITY:	STATE:	ZIP CODE:
DAYTIME PHONE NUMBER:	EVENING PHONE NUMBER:		
OWNER EMAIL:			
(*) If land is held by multiple persons with an equitable or legal interest: list on a separate sheet above information for all persons.			

Event Specifics

DATE(S) OF EVENT:		
HOURS OF EVENT:		
ESTIMATED NUMBER OF ATTENDEES:		
IS THERE FOOD SERVICE:	YES	NO
IS THERE ALCOHOL SERVICE:	YES	NO

PLEASE INCLUDE A PLAN FOR THE FOLLOWING IF APPLICABLE

Attach a written description of your event and plans/documentation for:		
FOOD & ALCOHOL SERVICE	TRAFFIC MANAGEMENT/PARKING	COMMUNICATIONS PLAN
SECURITY PLAN	LIGHTING PLAN	SEVERE WEATHER PLAN
SOUND/EXCESSIVE NOISE PLAN	FIRST AID PLAN	SURETY BOND
RESTROOM FACILITIES	FIRE PROTECTION PLAN	LIABILITY INSURANCE

Property Owner Signature (if different than Applicant)

Property Owner Acknowledgement and Approval: I acknowledge no person shall lease, rent, barter, or promote for some form of remuneration the use of my private property for an actual or reasonably anticipated assembly of fifty (50) or more people on said private property. I understand the City may limit the number of events I may host to protect the health, safety, and welfare of the affected neighborhood and community at large. By signing below, I approve of this assembly.

Signed: _____

Date: _____

Notice and Applicant Signature

Applicant Acknowledgement: I acknowledge no person shall permit, maintain, promote, conduct, advertise, manage, sell, barter or give tickets to an actual or reasonably anticipated assembly of two hundred (200) or more people, whether on public or private property, unless I am issued a permit by the City to hold the assembly. I understand in addition to the permit required, the applicant must obtain and submit to the City any other State licenses and/or permits necessary to carry on the assembly. I understand that the application may be denied. I also understand I must pay a non-refundable processing fee and deposit an escrow with the City Clerk. I attest the information contained in this application is true and correct to the best of my knowledge.

Signed: _____

Date: _____

FOR OFFICE USE ONLY

Application Received: _____	30 Day Deadline: _____
By: _____	Police Department Date: _____
Fee Paid: _____	Park & Rec Date: _____
Receipt #: _____	Fire Department Date: _____
Escrow Received (\$500.00 min): _____	_____ Department Date: _____
By: _____	_____ Department Date: _____