



CITY OF RAMSEY
APPLICATION FOR
2022 TEMPORARY SPECIAL EVENTS PERMIT

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 60 days prior to the event requested. Business licenses are issued upon approval by City Council. Refer to City Code Chapter 26 Article XI for ordinance details. Incomplete applications will not be accepted.

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

Return this completed application along with the following:

- License fee of \$50 (non-profits: fee waived)
• A certificate of liability insurance with the "City of Ramsey" named as additionally insured
• Documented permission from property owner
• Additional permits and fees may be required (i.e. temporary intoxicating, food license) based upon the type of event
• Map of event area (See Question 18 for details)

Please check all that apply:

- [ ] Business [ ] Sole Owner [ ] Partnership
[ ] Association [ ] Non-Profit Non-Profit EIN #:
[ ] Individual [ ] For Profit

List partners, use back page if needed or attach separate form.

- 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
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. Days/Date of Event:
13. Hours of Event:
14. Name & brief description of event:

15. Will there be music? Please check all that apply.

None       Live Band       DJ       Karaoke       Other: \_\_\_\_\_

16. Will there be alcohol?  Yes  No

If Yes – Explain: \_\_\_\_\_

\_\_\_\_\_

17. An estimated number of persons and spectators expected to attend the event: \_\_\_\_\_

18. Details of the program:

a) 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:

b) Emergency Communications: Describe what type of emergency communication you will be using outside of 911 services: \_\_\_\_\_

\_\_\_\_\_

c) 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: \_\_\_\_\_

\_\_\_\_\_

d) Water & Food Supply and additional restroom facilities: \_\_\_\_\_

\_\_\_\_\_

e) Medical Facilities and Services: Will you have medical facilities, service staff on sight: if no, why: \_\_\_\_\_

\_\_\_\_\_

f) Vehicle Parking Space (parking provisions for employees and visitors): What is your plan for all vehicle parking? \_\_\_\_\_

\_\_\_\_\_

g) 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? \_\_\_\_\_

\_\_\_\_\_

h) Sound and Lighting Equipment: Describe any sound and lighting equipment that will be used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- i) Fire Protection Plan: Describe any services or equipment on site for fire prevention or a plan: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- j) Your plan for Garbage/Trash & Litter Clean-up Services: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- k) 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:  
 \_\_\_\_\_  
 \_\_\_\_\_

**APPLICANT REQUIREMENTS:**

- 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.
- If severe weather is approaching, it is the permittee’s responsibility to notify those attending and take appropriate action.
- 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.
- 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.
- The City of Ramsey does not give out food handling permits – please contact Anoka County (763-324-4260) for any food sales requirements,
  - o Temporary Food License Application:  
<http://www.anokacounty.us/DocumentCenter/Home/View/5896>
  - o Anoka County Web: <https://www.anokacounty.us/1414/Food-Service-Establishments>
- Food truck vendors are required to have a [Transient Merchant/Peddler, Solicitor License](#) with the City.

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:

**City of Ramsey**  
**Attn: Business Licenses**  
**7550 Sunwood Drive NW**  
**Ramsey, MN 55303**

*Make check or money order payable to “City of Ramsey”. VISA, MasterCard, Discover accepted.*

**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.

**This license is valid for day of event only.**

**CITY OF RAMSEY**

**TENNESSEN WARNING**

In connection with your request for a license, the City of Ramsey has asked that you provide information about yourself which is classified as either *private or confidential* by the Minnesota Government Data Practices Act (M.S.A. 13.04). Accordingly, the City is required to inform you of the following:

1. The private or confidential information requested includes, but may not necessarily be limited to, the following: *Your social security number or Minnesota business identification number.*
2. The purpose and intended use of the information requested is: *To comply with Minnesota Statutes, Section 270.72.*
3. You are required to supply the requested information.
4. The known consequences of supplying the requested information are as follows: *Loss or denial of the requested license if you owe the State of Minnesota delinquent taxes, penalties or interest.*
5. The known consequences of refusing to supply the requested information is: *Your request for a license cannot be processed.*
6. The following persons and entities are authorized by law to receive the information if provided: *State of Minnesota - Department of Revenue and other government agencies as provided by law.*

**The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name