

CITY OF HAM LAKE

15544 Central Avenue NE
Ham Lake, Minnesota 55304
(763) 434-9555
info@ci.ham-lake.mn.us

Receipt # _____
Fee \$100.00

CITY OF HAM LAKE LARGE ASSEMBLY LICENSE APPLICATION

Name of Organization _____

Contact Person (1) _____ Phone _____

Contact Person (2) _____ Phone _____

Contact Person (3) _____ Phone _____

Applicant's Address _____

Name & Address of Person(s) responsible for payment of bills: _____

I, _____ hereby make application of behalf of _____

Corporation Partnership Society, Group of Association Other _____

(In the case of a corporation or LLC, a certified copy of the Articles of Incorporation/Organization together with the name, date of birth, residence, and mailing address of each person holding 10 percent or more of the stock or membership of said corporation or LLC)

to the City of Ham Lake for a license to permit the lawful assembly of over 200 persons on the following described property:

The nature and purpose of the assembly will be as follows: _____

The assembly will be held on the _____ day of _____, 20__ between the hours of _____ AM/PM and _____ AM/PM.

The maximum number of persons I will permit to attend are _____ persons. The maximum number of event tickets to be sold, if applicable are _____.

OUTDOOR MUSIC – Will there be outdoor music? Yes No

If yes, please describe: _____

Outdoor music: Start Time _____ AM/PM End Time _____ AM/PM

1. MY PLANS FOR FENCING the location of the assembly and the gates contained in such fence:

2. MY PLANS FOR SUPPLYING POTABLE WATER, including the source, amount available and location of outlets:

3. MY PLANS FOR PROVIDING TOILET AND LAVATORY FACILITIES including the source, number, location, type and means of disposing of waste. Advise of number of portable restrooms to be supplied on premises:

4. MY PLANS FOR HOLDING, collecting and disposing of solid waste material:

5. MY PLANS TO PROVIDE FOR MEDICAL FACILITIES, including the location and the construction of a medical structure, the names, addresses and hours of availability of physicians and nurses, and provisions for emergency ambulance service:

6. MY PLANS, IF ANY, TO ILLUMINATE the location of the assembly, including the amount of power and the location of lights:

7. MY PLANS FOR PARKING VEHICLES, including size and location of lots, points of highway access and interior routes between highway access and parking lots:

8. MY PLANS FOR TELEPHONE SERVICE, including the source, number and location of telephones:

9. MY PLANS FOR SECURITY, including the number of guards, their employment, their names, addresses, credentials and hours of availability:

10. MY PLANS FOR FIRE PROTECTION:

11. MY PLANS FOR SOUND CONTROL AND SOUND AMPLIFICATION, if any, including number and location and power of amplifiers and speakers:

12. MY PLANS FOR FOOD CONCESSIONS and concessionaires who will be allowed to operate on the grounds, including the names and addresses of all concessionaires and their license or permit numbers:

13. MY PLANS FOR AREA TRAFFIC CONTROL for egress from and exit onto public roads and highway:

14. MY PLANS FOR COMPLYING WITH THE INSURANCE REQUIREMENT (Article 7-622 (F):

15. I HAVE ATTACHED A SITE PLAN DRAWN AT SCALE OF 1INCH = 50 FEET. **(The site plan shows the dimensioned locations of all activities, structures, parking and driveways, concession areas, restrooms/toilets facilities, vendor booths, tents or other vendor areas, and any other physical features to be involved.)**

16. I ACKNOWLEDGE THAT I HAVE RECEIVED AND READ ARTICLE 7-620 OF THE HAM LAKE CITY CODE pertaining to Large Assembly rules/regulations.

I, _____ being duly sworn upon oath, hereby make application for a license to permit a large assembly in the City of Ham Lake, Minnesota.

Applicant knows the contents of this application and supporting affidavits and that the statements herein are true or his/her own knowledge, save as to such as are herein stated information and belief, and as to those, he/she believes them to be true.

APPLICANT:

Signature

Date

OWNER OF RECORD of the above- described property, if different than applicant, must grant permission to hold an assembly of 200 or more persons by signing this form.

PROPERTY OWNER: (if different than applicant)

Signature

Date

APPROVED WITH THESE CONTINGENCIES:

All food vendors must obtain Permit from Anoka County, and Transient Sales merchants must obtain License from the City of Ham Lake.

Applicant must pay the Anoka County Sheriff's Office for _____ Deputies.

Applicant must provide _____ portable restrooms.

Applicants must install barricades and remove barricades.

Applicant is responsible for picking up litter from the park immediately after the event.

The hours of outdoor music are limited to _____ AM/PM to _____ AM/PM.

Other:

APPROVAL OF THE LARGE ASSEMBLY PERMIT

Approved by the Planning Commission

Signature

Date

Approved by the Anoka County Sheriff's Office

Signature

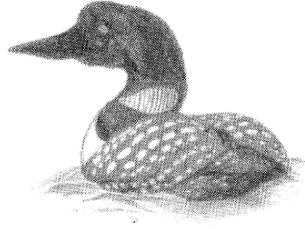
Date

Referred and Approved by _____

City Administrator

Date

Approved by the Ham Lake City Council on this _____ day of _____, 20 .



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NOTICE TO ALL APPLICANTS FOR MUNICIPAL PERMITS, LICENSES, OR OTHER MUNICIPAL ACTION

1. If you are requesting municipal action on any request for any of the above, you will be required to furnish certain information about yourself, the project you are involved in, or other matters pertaining to the subject. Some of the information you are asked to provide is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.
2. The purpose of this information is to enable the City Staff, Commissions, Council or other government agencies to evaluate relevant factors in considering your request. You are not legally required to provide this information. If you do not provide the requested information, the City may not act upon your request.
3. The information you supply will be public and available to any entity requesting to inspect the information.

DATA PRACTICES ADVISORY

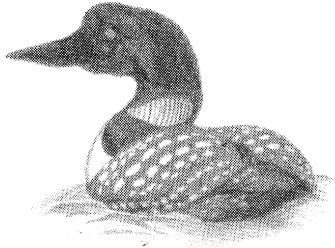
TENNESSEN WARNING

REQUIRED BY MINNESOTA STATUTES CHAPTER 13.04

SIGNED BY: _____

COMPANY/TITLE: _____

DATE: _____



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ACKNOWLEDGEMENT OF RESPONSIBILITY TO REIMBURSE EXPENSES

The undersigned, _____, having applied to the City of Ham Lake for consideration of a planning and zoning request, or any other permit, license, or action requiring review and/or approval of the City, as follows:

_____ acknowledges that the sum of \$_____, has been deposited with the City of Ham Lake to reimburse the City of Ham Lake for any out of pocket expenses incurred by the City in reviewing the proposal, including but not limited to a staff review fee, any signage required by ordinance, and City Engineer and City Attorney's fees for their review, in amounts which are not known to the City at this time. The applicant acknowledges that it is the responsibility of the undersigned to reimburse the City for any such engineering or attorney's fees incurred in review of the applicant's request, or any other expenses incurred by the City in connection with this request, and further acknowledges that in the event that the undersigned fails to promptly remit and amounts incurred by the City in excess of the deposit, the City shall have the right to discontinue further consideration or action upon the undersigned's request, shall have the right to rescind any approvals, withdraw any permits, licenses or other consents, shall have the right to vacate any street or road, plat or other dedication, and the undersigned waives the right to claim damages arising out of any such act by the City. Furthermore, the applicant agrees that in the event that the City is required to take legal action in order to effect recovery of any of the expenses incurred by the City from the undersigned, the City shall be entitled, in addition to principle and interest, to recover its reasonable attorney's fees incurred in collecting said sums from the undersigned.

Applicant Signature _____ Dated _____

The following statement must be signed if the applicant is not the property owner:

_____, as owner of the property involved in the foregoing application, agrees to be jointly and severally liable for payment of the foregoing fees.

Property Owner Signature _____ Dated _____

7-600 Field Parties and Large Assemblies

7-610 Field Parties

7-611 Definitions

- A. **“Field Party”** is defined as a gathering of 50 or more people, held partially or completely out of doors, on public or private property and at which intoxicating beverages, non-intoxicating malt liquors or other intoxicating chemicals are used or dispensed by any participant, whether or not a fee is collected for any participant.
- B. **“Out of Doors”** is defined as any place outside of a building as defined in Minn. State. Ch. 609.58 (Subd. 1 (2)).

7-612 Licensing Provisions

No person shall permit, maintain, promote, conduct, advertise, participate in, be present at, act as entrepreneur, undertake, organize, manage, or sell or give tickets to, a field party held in any area of the City of Ham Lake whether on public or private property, unless a license to hold the assembly has first been issued by the City Administrator, application for which must be made at least 30 days in advance of the assembly. Furthermore, if any police officer, upon discovering a field party which is unlicensed or upon declaring any license to be void, shall order the persons present to disperse, it shall be unlawful for any person to continue to be present at the field party.

7-613 Application for License

- A. **Forms.** Application shall be made to the City Clerk on forms to be supplied by the City and shall contain the following information:
 - (1) The names, addresses and telephone numbers of the applicant(s).
 - (2) The precise location of the proposed field party, as well as the date and specific times during which the field party will be in progress and the expected number of guests.
 - (3) The name, address and telephone number of the owner of the land.
 - (4) A written acknowledgment of consent by the owner of the land to the conducting of the proposed field party.
 - (5) A statement as to whether or not intoxicating beverages or non-intoxicating malt liquors will be furnished, and if so, whether a fee of any kind will be collected, or whether voluntary contributions will be collected. If a fee of any kind will be collected or if voluntary contributions will be collected, it shall be necessary for the applicant to comply with the licensing, bonding and insurance provisions of Ham Lake City Code Article 7-800, and for the purposes of this Code, the following shall apply:
 - a. If intoxicating beverages are involved, then the field party shall be deemed to be a “club” as contemplated by Minnesota Statutes and the seating capacity requirement found therein shall be deemed satisfied.

- b. If non-intoxicating malt liquors are involved, the field party shall be deemed to be a “bona fide club” as contemplated by Article 7-810.15 (D).
 - c. Any license issued for a field party under the provisions of Article 7-600 shall be for no longer than the duration of the field party.
- (6) A written statement demonstrating that the applicant has adequate plans for measures designed to protect the safety of participants, including the following:
- a. The means by which the field party will be illuminated;
 - b. The means by which emergency vehicles may be summoned, the means of access of emergency vehicles to the field party site; and the provisions for on-site first aid to be present on the field party site.
- B. **Fees.** A fee shall be charged for field party licenses as set by the City Council by resolution from time to time.

7-614 Issuance of Licenses

- A. **Issuance Criteria.** Licenses shall be issued by the City Clerk. The City Clerk shall issue the license if all of the provisions of this Code have been satisfied, PROVIDED, that with regard to Article 7- 613 (A) (6) hereof, the following shall be prohibited to protect the safety of participants:
- 1. Illumination primarily from motor vehicle headlights, ground fires, or other light sources located less than 10 feet above ground.
 - 2. The lack of a reliable communication device located within 1,000 feet of the proposed site. A common citizens band radio shall not be deemed a reliable communication device.
 - 3. The existence of the site at a location greater than 1,000 feet from any traveled public road, or the existence of access to a traveled public road which access is not marked by reflectorized markings, or not passable by a four wheeled motor vehicle, or not of sufficient width to accommodate the passage of emergency vehicles.
- B. **Review by City Council.** If the City Clerk refuses to issue a license, the applicant shall have the right to have the application reviewed by the City Council, by placement on the agenda of the next regular Council Meeting.
- C. **Report to Sheriff.** If a license is issued, a copy thereof shall be forwarded to the office of the Anoka County Sheriff.
- D. **Conditions of License.** Any license issued shall be subject to the following conditions, which shall be printed on the face of the license, and shall read as follows:
 “This license shall be rendered void if any of the following conditions are found to exist at the field party site.”
- 1. The commission of the crime of assault, disorderly conduct, or breach of the peace by any participant on the field party site;

2. The consumption or possession of any intoxicating beverage or non-intoxicating malt liquor by any person 21 years of age or younger;
3. The failure of any applicant to be physically present at the field party site during the entire duration of the field party.
4. The maintenance of any nuisance under any existing or future municipal ordinance.

Upon observing the violation of any of the conditions of a license, a peace officer shall declare the license to be void, and shall order the participants to disperse.

7-615 Exceptions

Any field party which commences during daylight hours, and is completely dispersed prior to sunset shall be exempt from the requirements of obtaining a field party license. This exemption shall in no way affect the duty to comply with Article 7-800 if the same applies.

7-620 Large Assemblies

7-621 Definitions

“Assembly” means a company of persons gathered together at any location at any single time for any purpose.

7-622 License Required

No person shall permit, maintain, promote, conduct, advertise act as entrepreneur, undertake, organize, manage, or sell or give tickets to an actual or reasonable anticipated assembly of 200 or more people which continues or can reasonably be expected to continue for four or more consecutive hours, whether on public or private property, unless a license to hold the assembly has first been issued by the governing body of this City. When applying for any assembly license, the sponsor must submit certified copies of other necessary Minnesota State licenses and/or permits to support the application. A license to hold an assembly issued to one person or entity shall permit any person to engage in any lawful activity in connection with the holding of the licensed assembly. The following shall apply to all licenses:

- A. A separate license shall be required for each event and each location in which 200 people assemble or can reasonably be anticipated to assemble. The non-refundable application and license fee shall be in accordance with the City fee schedule as adopted by the City Council.
- B. A license shall permit the assembly of only the maximum number of people stated in the license. The licensee shall not sell tickets to nor

permit to assemble at the licensed location more than the maximum permissible number of people.

- C. This Code shall not apply to any regularly established permanent place of worship, stadium, golf course, athletic field, arena, auditorium, coliseum, or other similar permanently established place of assembly for assemblies which do not exceed by more than 250 people the maximum seating capacity of the structure where the assembly is held. This license requirement shall not apply to activities carried on by a Farm Winery licensed by the State of Minnesota under Minnesota Statutes Chapter 340A. 315 and which also operates under a Conditional Use Permit issued under Ham Lake City Code Articles 9-210.32 (b) (vi) and 9-330.4.
- D. This Code shall not apply to government sponsored fairs held on regularly established fairgrounds nor to assemblies required to be licensed by other state laws and regulations of this City.
- E. No overnight camping or other occupancy overnight shall be permitted.
- F. No license shall be issued unless there is in full force and effect a liability insurance policy issued by an insurance company authorized to do business in the State of Minnesota with a minimum combined single limit of \$500,000 per occurrence and \$1,500,000 aggregate covering personal injury and property damage.
- G. The event shall not exceed 72 hours in duration;
- H. Application forms shall be submitted with the application which contain the following information:
 - 1. The name, residence, and mailing address of all persons.
 - 2. The address and legal description of all property upon which the assembly is to be held, together with the name, residence, and mailing address of the record owner(s) of all such property;
 - 3. Proof of ownership of all property upon which the assembly is to be held or a statement made upon oath or affirmation by the record owner(s) of all such property that the applicant has permission to use such property for an assembly of 200 or more persons;
 - 4. A site plan drawn to scale, showing the dimensioned locations of all activities, structures, parking and driveways, concession areas, rest rooms/toilet facilities, vendor booths, tents or other vendor areas, and any other physical features to be involved.
 - 5. A written narrative describing the activity, its purpose, the charitable beneficiaries of the event, if any, the hours of operation and duration of the event, and the estimated attendance for each day.

7-623 Conditions for Issuing License

Prior to acting on the license, the City Administrator shall refer the plan for comment to the Planning Commission, the Anoka County Sheriff's Office and

any other agency deemed appropriate by the City Administrator, which comments shall be due within 30 days after request by the City. For purposes of the Minnesota "60-day rule", the submission shall not be deemed complete until the City has received responses from all agencies solicited, or until the deadline for comments has elapsed, whichever occurs first.

The City Administrator may also direct that the Planning Commission hold a public hearing on the proposed license, with notice being given in the manner provided by law for zoning change proposals. If a public hearing is required, then the Planning Commission response shall not be due for 45 days after request.

Agencies or institutions from which comment is solicited may address any or all of the following areas in their comments, but are not limited to the following areas:

1. The need for any fencing or gating;
2. The need and standards for potable water supplies;
3. The need and specifications for toilet facilities;
4. Solid waste disposal, including recycling methods;
5. The need for health care professionals and facilities on site;
6. The need for illumination;
7. Parking, traffic circulation and access-ingress points to public roads, including traffic control measures;
8. Security issues, including, without limitation, security measures to be taken and the number and qualifications of security personnel to be provided;
9. Fire protection/prevention needs;
10. Sound abatement needs;
11. Central administration (contact persons) and chain-of-command;
12. Limits on attendance both as to the event in general and occupancy loads of any tents, bleachers or other structures;

7-624 Issuance

The application for a license shall be processed in accord with the Minnesota "60-day rule".

7-625 Revocation

The license may be revoked by the governing body of this City at any time, if any of the conditions necessary for the issuing of or contained in the license are not complied with, or if any condition previously met ceases to be complied with.

7-626 Enforcement

Violations of the conditions of the license shall be considered misdemeanors and may be subsequently prosecuted in the manner provided by law. The City may take into account the occurrence of such violations in determining whether to issue a license in the succeeding year. In the event of a situation present that constitutes a serious threat to the health, safety or welfare of a substantial number of persons or which constitute a significant threat of property damage, the City may impose any or all of the following sanctions by action of its City Administrator, after conferring with law enforcement representatives, the Mayor or Acting Mayor, and the City Attorney:

- A. The applicant may be directed to cease or modify certain practices or activities;
- B. The applicant may be directed to implement certain preventive or safety measures;
- C. The License may be summarily revoked and the applicant directed to discontinue all activities. This latter measure shall not be invoked unless the applicant has failed to comply with sanctions ordered under items 7-626 (A) or (B), or if the threat to public health, safety or welfare is immediate and dangerous, including, without limitation, rioting, drunkenness, brawling, vandalism, assault, illegal drug usage or presence or unsafe conditions of a particular nature.

7-628 Exemptions

Private social gatherings held on the premises of a private residence and confined to the immediate area of the dwelling unit, garage or accessory buildings on the parcel and which meet the following criteria shall be exempt from the provisions of this Article 7-620.

- a) The gathering is a bona fide celebration of a high school graduation or religious rite, a wedding, wedding anniversary, a family reunion, memorial or other similar event;
- b) No more than 300 persons are present on the premises at the same time;

- c) All persons present are either residents of the dwelling or invited guests personally invited by and known to the dwelling occupant; persons present in response to blanket announcements made to the general public through social media or otherwise are not “invited guests”.
- d) There is no direct or indirect fee, contribution or other consideration paid or given by attendees as a condition of attendance or a condition of consuming food or beverages;
- e) The event does not generate noise from music or sound amplification equipment that can be heard on neighboring properties;
- f) The event does not run for more than twelve consecutive hours;

7-629 Summary License Issuance by Administrator

Notwithstanding any of the foregoing provisions of Article 7-620, the City Administrator may summarily issue Large Assembly Licenses without referral to either the Planning Commission or City Council under the following circumstances:

A. The activity for which the license is sought has been previously issued a license, and the new application does not present any significant changes in the scope of the previous license, and under conditions in which activities under the previous license did not generate any significant complaints or verified allegations of violations of the conditions of the previous license; or

B. The activity for which the license is sought has not had a previous license issuance, and is to take place mainly on or making use of city owned property or parks, public roads or trails, public waters or other public open space, and the event is sponsored by an entity promoting charitable, non-profit, civic, benevolent or public awareness causes;

C. The activity does not include any non-licensed dispensing of liquor or non-intoxicating malt liquor;

D. The activity does not generate any excessive noise from live music;

E. The activity is sponsored by the City, such as a fireworks display.

Consistent with the foregoing summary license procedures, in reviewing an application for a license that may qualify for summary issuance, the City Administrator may waive certain other submission requirements for license issuance. The issuance of a summary license does not operate to obligate the City Administrator to issue a summary license in any subsequent renewal application.