CITY OF RAMSEY
SPECIAL EVENT LICENSE APPLICATION

License application review and City Council approval is required. Applicant must submit this application 60 days before the event. Business licenses are issued upon approval by City Council. Refer to City Code Chapter 26 Article XI for ordinance details. Tax ID required per MN Statute 270C.72. Incomplete applications *will not* be accepted.

Enclose with this application: License Year: 2026

- License fee of $50
  - 501(c)(3) non-profits: Fee waived if application includes proof of tax exemption status
- A certificate of liability insurance with the "City of Ramsey" named as additionally insured
- Documented permission from property owner (where applicable)
- Documented permission from nearby business owners (when using their parking lots)
- 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)

Check all that apply:

☐ Business ☐ Individual ☐ Association

☐ Sole Owner ☐ Corporation ☐ Non-Profit ☐ Other _____

☐ Partnership: _____
List partners. Attach separate form if needed.

1. **FULL** Name of Business/Association/Individual: _____
2. Location/Address of Event: _____
3. Date(s) of Event: _____
4. Hours of Event: _____
5. Estimated number of persons and spectators expected to attend the event: _____
6. Name & brief description of event: _____

_____

7. Federal Tax ID # or EIN: _____
8. Applicant's **FULL** Name: _____
   Last First Middle
9. Applicant's Phone Number: _____ ☐ Cell ☐ Business ☐ Other: _____
10. Applicant's Email Address: _____
11. Applicant's Address: _____
12. Applicant's Date of Birth: _____
13. Applicant's Position: _____
14. Full Name of Owner of Premises *(if different from applicant)*: _____

15. Owner's Phone Number *(if different from applicant)*: _____

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

☐ None ☐ Live Band ☐ DJ ☐ Karaoke ☐ Other: _____

17. Will there be alcohol? ☐ Yes ☐ No

    a. If Yes, additional permits may be required, see below.

18. Describe event details:

Attach a Map showing the locations of all facilities and equipment on the premises, including the location of loud speakers, toilets, medical facilities, solid waste receptacles, solid waste receptacles, parking & emergency routes.

a. **Emergency Communications** plan. Describe what type of emergency communication you will be using outside of 911 services: _____

_____

b. **Security Protection** plan. Provide details for security of facility & attendees: _____

_____

_____

c. ***Vehicle Parking Space & Onsite Traffic Control*** plan. Provided a detailed parking & traffic plan addressing the available parking space capacity, emergency access & exits: _____

_____

d. ***Water & Food Supply*** and additional restroom facilities plan: _____

_____

e. ***Medical Facilities and Services*** plan: _____

_____

f. ***Sound and Lighting Equipment***: Describe any sound and lighting equipment that will beused: _____

_____

g. ***Fire Protection Plan***: Describe any services or equipment on site for fire prevention: _____

_____

h. ***Garbage/Trash & Litter*** plan: _____

_____

i. Will spectators or participants will remain at night or overnight? ☐ Yes ☐ No

If Yes, list arrangements for illuminating the premises & camping facilities: _____

_____

APPLICANT ACKNOWLEDGEMENTS

- ☐ 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 materials for the 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, written documentation (email, 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. View permits required by the Ramsey Fire department at https://www.cityoframsey.com/344/Permits-Policies.

- ☐ Additional permits may be required. These include:
  - Vendors serving alcohol need a state catering license from MN Alcohol & Gambling Enforcement. More information at https://dps.mn.gov/divisions/age.
  - A Temporary On-Sale Liquor License is available for non-profit events **only**. An application can be found at https://dps.mn.gov/divisions/age. This is submitted to the City ***at least 45 days*** prior to the event and needs approval from both the City and State.
  - Anoka County Special Event Permit required if event will affect a county road: https://www.anokacountymn.gov/347/Special-Event-Permit
  - Food vendors are required to have a Mobile Food Unit license with the City and County:
    - City of Ramsey applications can be found at https://www.cityoframsey.com/169/Business-Licensing
    - Anoka County applications at https://www.anokacounty.us/1414/Food-Service-Establishments

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 Special Events license is valid for day of event only.****

CITY OF RAMSEY
TENNESSEN WARNING

The City of Ramsey has asked that you provide information about yourself which may be classified as private, confidential, nonpublic, or protected nonpublic under the Minnesota Government Data Practices Act. This means that this data is not ordinarily available to the general public. Accordingly, the City is required to inform you of the following:

1. The purpose and intended use of the information requested is to determine if you are eligible for a license from the City of Ramsey.

2. You are not legally obligated to supply the requested information.

3. The known consequences of supplying the requested information is that the information or further investigation could disclose information which could cause your application to be denied.

4. The known consequences of refusing to supply the requested information is that your request for a license cannot be processed.

5. A criminal charge, arrest, or conviction will not necessarily bar you from obtaining a license with the City, unless the conviction is related to the matter for which the license is sought, according to Minnesota Statute 364.03, or subject to such other exceptions as are provided by law. However, failure to reveal the requested criminal information will be considered falsification of the application and may be used as grounds for the denial of the application.

6. Other governmental agencies necessary to process your application are authorized by law to receive the information provided.

7. The City may be required to furnish some of this information to the Minnesota Department of Revenue or other governmental agencies.

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

_____ _____

Date Signature

_____

Print Name

Application to be routed for review by:

- ☐ Police Department
- ☐ Fire Department
- ☐ Building Inspections
- ☐ Public Works
- ☐ Planning / Code Enforcement

Comments: _____

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