



LARGE ASSEMBLY LICENSE APPLICATION

Applicant

Name of Organization: _____

Contact Person: _____

Applicant/Organization Address: _____

Phone Number: _____ Email: _____

Organization/Name, Address & Phone Number of Person Responsible for Payment of Bills:

We, _____, hereby make application on behalf of _____.

Event Information

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

Date of Event: _____ Hours of Event: _____

Name of Event: _____

Address of Event: _____

Description of Event:

Estimated Number of: Special Event Staff _____ Participants _____ Spectators _____

Property is: Public _____ Private _____ City _____

Outdoor Music

Will there be outdoor music? Yes _____ No _____

Outdoor Music Start Time: _____ End Time: _____ (If end time is past 10 p.m., please provide plans for sound control, additional approval needed.)

Will alcohol be served? Yes _____ No _____ (If yes, a separate permit will need to be pulled.)

Map

Attach a detailed and legible map of proposed area to be used which shows 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.

Please provide answers to the questions below pertaining to your event. Attach additional sheets as necessary.

Please provide plans for fencing or gating the assembly. (Additional fencing applications may be required if alcohol is served.)

To supply drinking water, including the source, amount available, and location of outlets.

Advise number of portable restrooms to be supplied on premises including 1 handicap accessible and means of disposing of waste.

Plans for holding, collecting and disposing of solid waste material:

Plans for Medical Emergencies including designated location to provide medical care if needed.

Plans, if any, to illuminate the location of the assembly including number and location of lights.

Provide Parking Plan, including size and location of lots and points of access including traffic control for egress

Plans for security including the number of guards, their employment, their names, addresses, credentials, and hours of availability.

Plans for sound control and sound amplification, if any, including number of bands and power of amplifiers and speakers.

Plans for food concessions, list of all food truck vendors and or food license holders held and contact information.

Provide certificate of insurance for event (this is required)

_____ I read Chapter 93 of the Dayton City Code pertaining to regulations/requirement for large assemblies. All Chapters are available on the City of Dayton website

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

Applicants know the contents of this application and supporting affidavits and that the statements herein are true of 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.

Print Name: _____

Signature: _____ Date: _____

OWNER OF RECORD of the above-described property, if different than applicant, must grant permission to hold an assembly of 1,000 or more persons by signing this form.

PROPERTY OWNER: (if different than applicant).

Name	Date of Birth	Resident Mailing Address:
_____	_____	_____
_____	_____	_____

APPROVED WITH THESE CONTINGENCIES:

- All food vendors must obtain Permit from Hennepin County.
- Applicant must pay the City for _____ Police Officers.
- 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 _____ to _____.

FOR OFFICE USE ONLY

APPROVAL OF THE LARGE ASSEMBLY PERMIT

Approved by the Local Law Enforcement: _____

Fire Department Approval: _____

City Administrator Signature: _____