



## 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.)

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

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

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

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

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

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

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

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

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

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Provide certificate of insurance for event (this is required)

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\_\_\_\_\_ 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: \_\_\_\_\_