

Applicant

Name of Organization:
Contact Person:
Applicant/Organization Address:
Phone Number:
Email:
Organization/Name, Address, and 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

Event Information

Will there be outdoor music? Yes No
Outdoor Music Start Time: End Time: **If end time is past 10pm, 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.

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.

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.

Certificate of insurance for event **(this is required)**.

I read Chapter 93 of the Dayton City Code pertaining to regulations/requirements 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.

Applicant Name

Applicant Signature

Applicant 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)
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Name:	Date of Birth:
Mailing Address:	

Name:	Date of Birth:
Mailing Address:	

FOR OFFICE USE ONLY

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 _____

APPROVAL OF THE LARGE ASSEMBLY PERMIT

Local Law Enforcement:

Fire Department Approval:

City Administrator Signature: