



# CITY OF CHANHASSEN

## TEMPORARY EVENT PERMIT APPLICATION FORM

### SECTION ONE: EVENT TYPE

Seasonal Sales (\$50)

Temporary Outdoor Event (\$50)

Special Event (\$100)

Race Addendum (+\$50)

**Seasonal Sales** and **Temporary Outdoor Event Permits** must be submitted at least **10 days** prior to the event. **Special Event Permits** must be submitted at least **60 days** prior to the event.

### SECTION TWO: APPLICANT INFORMATION

**Producing Business/  
Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

(Street, City, State, & Zip)

**Applicant Contact:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**On-Site Contact:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Business/Organization Website: \_\_\_\_\_

### SECTION THREE: PROPERTY OWNER INFORMATION

**Address:** \_\_\_\_\_

(Street, City, State, & Zip)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_



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## SECTION FOUR: EVENT INFORMATION

**Event Title:** \_\_\_\_\_

**Event Subtype:**

*Concert* | *Festival* | *Race/Walk (complete and attach race addendum form)* | *Christmas Trees*  
*Temporary food & beverage sales* | *Sidewalk sales* | *Promotional event* | *Seasonal produce*  
*Other:* \_\_\_\_\_

**Event Location:** \_\_\_\_\_

(Street, City, State, & Zip)

**Event Date(s):** \_\_\_\_\_ **Event Time(s):** \_\_\_\_\_

**Event Description:** \_\_\_\_\_

**Provisions for parking and security:** \_\_\_\_\_

**Number participants/attendees:** \_\_\_\_\_ **Number of Employees/Workers:** \_\_\_\_\_

**Will there be sound amplification equipment?** Yes | No *If yes, attach additional permit.*

**Will there be signage at the event?** Yes | No *If yes, attach additional permit.*

**Will merchandise be sold at the event?** Yes | No *If yes, please describe:* \_\_\_\_\_

**Narrative Required:** *(only for Special Event Permit)*

Please provide a narrative including the following information:

- » Description of event
- » Parking arrangements
- » Security
- » Potential impact on public safety, traffic, and other services including proposed mitigation strategy

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## SECTION FOUR: EVENT INFORMATION (CONTINUED)

### Map Required:

**Maps are required** for the overall event layout as well as any separately fenced areas such as beer/wine gardens or contained areas as part of a parade/march route.

As a general rule, maps **must** include the following:

- » Surrounding street names
- » Directional arrows
- » Twenty foot (20') fire lanes
- » Fencing/Barriers
- » Street closure points
- » Barricades
- » Bleachers
- » Booths
- » Generators
- » Canopies/Tents
- » Cooking Areas
- » Generators
- » Vehicles
- » Beer gardens
- » Number and dimension of entrances/exits
- » Start/Finish lines
- » Routes with directional arrows
- » Fire extinguisher locations
- » Safety and First Aid stations
- » Parking areas
- » Special lighting
- » Trash/Recycling containers

### Equipment/Set-Up

Select all that apply (*show all equipment on your attached map*).

Staging/Scaffolding | Lighting | Statues or structures | Portable restrooms

Signage # (*include size and location on map*) \_\_\_\_\_

Tents/Canopies # (*include size and location on map*) \_\_\_\_\_

Tent Size(s): \_\_\_\_\_

Please list the outside companies/vendors that you are using for any of the checked boxes above. A complete list of vendors must be submitted prior to your event.

### Insurance Required:

Proof of liability insurance must be provided at city discretion.

## SECTION FIVE: FOOD

**Will food be served at the event?** Yes | No *If no, skip to next section.*

**Will food be prepared off-site but served on-site?** Yes | No

**Will food be prepared on-site?** Yes | No

**Will food be grilled on-site?** Yes | No *If yes, select one:* Charcoal | LP Gas\*

*\*Size of LP gas tank:* \_\_\_\_\_ .lbs

**Will any of the following appliances be used?** (*Check all that apply*)

Gas griddle (flat top) | Deep fat fryer | Warming oven | Corn roaster

Other: \_\_\_\_\_

**NOTE:** If using any of the cooking methods listed above other than warming ovens, [Chanhassen Fire Department Policy #50-2005 Temporary Assemblies and Tents](#) **must be followed.**

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## SECTION SIX: ALCOHOL

The sale and service of alcoholic beverages are subject to City of Chanhassen regulations, licensing, and permit requirements.

**Will alcohol be served at the event?**    Yes |    No

**Is a non-profit organization providing the alcohol services?**    Yes |    No

*If yes, indicate the name of the non-profit organization:* \_\_\_\_\_

*If no, indicate the name of the caterer:* \_\_\_\_\_

**NOTE:** Alcohol can only be provided and served by a restaurant holding an on-sale intoxicating liquor license issued by any municipality that also holds a caterer's permit (MN Statute 340A.404, Subd. 12).

## SECTION SEVEN: NOTICE AND SIGNATURE

I have familiarized myself with the Chanhassen City Code Chapter 20-964 and subsequent ordinance amendments pertaining thereto, and will abide by the provisions contained therein.

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Chanhassen to investigate and make whatever inquiries are necessary to verify the information provided.

**Applicant:**

>> Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Property Owner:**

>> Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Complete and submit this form and any supplemental documents online on the city's BS&A portal.

A guide is available to help you with the submission process.

Payment will be requested after permit review and approval.