

SPECIAL EVENT PERMIT APPLICATION

(Pursuant to City Code, Chapter 505)

Instructions: Please print or type. Submit a hard copy or electronic form to City Hall at cityhall@ci.shorewood.mn.us. If you have questions or would like assistance with this form, please contact Shorewood City Hall at 952.960.7900. *Please allow 15 business days for processing, 30 days if mobile cooking will be at the event.*

Event to be Registered: Pursuant to City Code Chapter 505, any person or persons sponsoring an event at which it may reasonably be anticipated that there will be more than 75 persons in attendance shall, prior thereto, register the event with the City Administrator/Clerk, giving the location, date, time, purpose, parking and safety provisions, names of all sponsors and the number of persons it is anticipated will be in attendance. *No fee is required for private property events or city sponsored events, including public safety events. Registration and permit fees on public property are established by the City Council as provided in Chapter 1301 of this code.*

Permit for Additional Events: Within a period of six months following the event, no additional event, at which it may reasonably be anticipated that there will be more than 75 persons in attendance, shall be permitted at the same location unless the person or persons who propose to sponsor the same shall first have obtained an event permit therefor approved by the City Council. Application for the event permit shall be made to the City Administrator/Clerk.

Application Fee: \$50 Public Property/\$0 Private Property (*Not valid for commercial properties.*)

Event Location: _____ Date of Event: _____

Number of Persons (anticipated) to Attend: _____ Time: _____

Purpose: _____

Sponsor's Name(s): _____

Daytime Phone: _____ Email: _____

Contact Name: _____

Daytime Phone: _____ Email: _____

Special Parking or Safety Provisions (e.g. traffic control, parking, pedestrian access): _____

Please attach documents, *if applicable*, that provide further information (e.g. route maps)

Will there be food truck(s) at this event? *If yes, complete mobile and temporary cooking details on page 2*

Enforcement: A police officer may order all persons present, other than the owners or tenants of a dwelling unit, to immediately disperse from the event in lieu of being charged under this chapter, should the continued health, safety, comfort, and repose of the public be in jeopardy, or if the event is in violation of the provisions of Chapter 501.

I acknowledge that roadway will remain passable for emergency vehicles.

Applicant's Signature: _____ Date: _____

MOBILE & TEMPORARY COOKING

Requirements: All mobile and temporary cooking in the City of Shorewood shall be inspected and permitted by the Excelsior Fire District and are subject to the Minnesota State Fire Code and other applicable standards.

Annual permit stickers must be prominently displayed on the serving side of vehicle. NOTE: Double-punched stickers are void. All mobile and temporary cooking must be parked on the street.

Vendor Information

Mobile Food Business Name: _____

Owner: _____

Daytime Phone: _____ Email: _____

Vehicle Details

State: _____ License Plate Number: _____

Type(s) of Food Being Served: _____

Serving Location: _____

Mobile Food Check List

Mobile and Temporary Cooking Inspection Fee: \$80.00 (*Fee must be paid to schedule Pre-Inspection.*)

Contact the Excelsior Fire District for required inspection. Pre-Inspection must be completed no less than 15 days prior to the event. ***Any mobile and temporary cooking that do not complete the Pre-Inspection will not be permitted to serve.*** To schedule an inspection, contact Andy Hein, Fire Inspector ahain@ExcelsiorFire.org or 952.200.8072