



# City of Rockford

## Large Assembly License Application

No person shall permit, maintain, promote, conduct, advertise, act as entrepreneur, undertake, organize, manage, or sell or give tickets to an actual or reasonably anticipated assembly of 250 or more people which continues or can reasonably be expected to continue for four or more consecutive hours, whether on public or private property unless a license to hold the assembly has first been issued by the council. A license to hold an assembly issued to one person shall permit any person to engage in any lawful activity in connection with the holding of the licensed assembly as provided in ordinance 603.

<b>Name of Organization or Sponsor</b>	
<b>Description of the proposed event</b>	
<b>Address and legal description of the property</b>	
<b>Property Owner(s) Name</b>	
<b>Applicant(s)/Corporation Name</b> <b>Address</b> <b>Phone Number</b> <b>Date of Birth</b> <b>Attach separate sheet if more than (1) applicant</b>	
<b>Date(s)</b> <b>and</b> <b>Time(s) of proposed event</b>	
<b>Requesting Barriers</b> <b>If yes, put location on site plan</b>	<b>Yes / No</b>
<b>Outdoor Event</b>	<b>Yes / No</b>
<b>Music</b>	<b>Yes / No</b>
<b>Alcohol</b>	<b>Yes / No</b>
<b>Overnight</b>	<b>Yes / No</b>
<b>Maximum # of persons which the applicant shall permit to assemble at any time, not to exceed</b>	
<b>Maximum number of persons allowed to sleep in the boundaries of the location of the assembly by the zoning regulation of the City, if the assembly is to continue overnight</b>	
<b>Maximum number of tickets to be sold</b>	

**Conditions of Issuance:**

- (1) A fence or barrier (sufficient to prevent ingress/exit except at established gates) completely enclosing the proposed location of sufficient height and strength to prevent people in excess of the maximum permissible number from gaining access to the assembly grounds, which shall have sufficient entrances and exits to allow easy movement into and out of the assembly grounds and provide traffic control onto established public road systems;
- (2) Potable water, meeting all Federal and state requirements for sanitary quality, sufficient to provide drinking water for the maximum number of people to be assembled at the rate of at least one gallon per person per day and where the assembly is to continue for more than 12 hours, water for bathing at the rate of at least 10 gallons per person per day, or portion of a day;
- (3) Separate enclosed toilets for males and females, meeting all state and local specifications, conveniently located throughout the grounds, sufficient to provide facilities for the maximum number of people to be assembled, in accordance with the Minnesota State Board of Health Regulations and Standards;
- (4) A sanitary method of disposing of solid waste, in compliance with state and local laws and regulations, sufficient to dispose of the solid waste production of the maximum number of people to be assembled at the rate of at least 2.5 lbs. of solid waste per person per day, together with a plan for holding and collecting all such waste at least once each day of the assembly, and sufficient trash containers and personnel to perform tasks;

- (5) Physicians and nurses licensed to practice in Minnesota sufficient to provide the average medical care enjoyed by residents of Minnesota for the maximum number of people to be assembled at the rate of at least one physician and nurse for every 1,000 people, together with an enclosed covered structure where treatment may be rendered, containing separately enclosed treatment rooms for each physician, and at least two emergency ambulances with attendants for each 1,000 people;
- (6) If the assembly is to continue during hours of darkness, illumination sufficient to light the entire area of the assembly at the rate of at least five foot candles, but not to shine unreasonably beyond the boundaries of the enclosed location of the assembly;
- (7) A free parking area inside of the assembly grounds sufficient to provide parking space for the maximum number of people to be assembled at the rate of at least one parking space for every four persons;
- (8) Telephones connected to outside lines sufficient to provide service to the maximum number of people to be assembled at the rate of at least one separate line and receiver for each 500 persons;
- (9) If the assembly is to continue overnight, camping facilities in compliance with all state and local requirements as set forth in Minnesota Statutes and regulations and ordinances of the city, sufficient to provide camping accommodations for the maximum number of people to be assembled;
- (10) Security and traffic, and narcotics control plan which will meet the requirements of local authorities and the Minnesota Department: of Public Safety; regularly employed off-duty Minnesota law enforcement officers or protective agents licensed in Minnesota sufficient to provide adequate security for the maximum number of people to be assembled; at least one security guard for every 100 people will be provided for the first 1,000 people to assemble; for assemblies of more than 1,000 people, additional security guards will be provided at the rate of one for each 250 people or major fraction thereof;
- (11) Fire protection shall be provided by the sponsor which may include, but not be limited to, fire alarms, extinguishing devices, and fire lanes, and which shall be sufficient to meet all applicable state laws and local regulations which are in effect, or may be set forth by the political subdivision concerned; and sufficient emergency personnel to efficiently operate the required equipment will be provided by the sponsor;
- (12) All reasonably necessary precautions to insure that the sound of the assembly will not carry unreasonably beyond the enclosed boundaries of the location of the assembly;
- (13) Administrative control center with telephones where local authority can contact the sponsors and law enforcement personnel inside the assembly area;
- (14) Direction of pedestrians and vehicle traffic to prevent trespass on private abutting property;
- (15) Prevention on littering and deposit of waste materials on private and public property, and clean-up of private and public property; and
- (16) A bond, filed with the clerk-treasurer of the city, either in cash or underwritten by a surety company licensed to do business in Minnesota in the minimum amount of \$300,000.00, which shall indemnify and hold harmless this political subdivision or any of its agents, officers, servants, and employees from any liability or causes of action which might arise by reason of granting this license, payment of employees, or services rendered by the granting authority, and from any cost incurred in cleaning up any waste material produced or left by the assembly.

**Plans.** Attached to each application shall be complete plans for complying with the requirements of 603.04, specifically including the following:

- (1) The plans for fencing the location of the assembly and the gates contained in such fence;
- (2) The plans for supplying potable water including the source, amount available, and location of outlets;
- (3) The plans for providing toilet and lavatory facilities including the source, number, and location, type, and means of disposing of waste deposited;
- (4) The plans for holding, collection, and disposing of solid waste material;
- (5) The plans to provide for medical facilities including the location and construction of a medical structure, the names and addresses and hours of availability of physicians and nurses, and provisions for emergency ambulance service;
- (6) The plans, if any, to illuminate the location of the assembly including the source and amount: of power and the location of lights;
- (7) The plans for parking vehicles including size and location of lots, points of highway access and interior roads including routes between highway access and parking lots;
- (8) The plans for telephone service including the source, number and location of telephones;
- (9) The plans for camping facilities, if any, including facilities available and their location;
- (10) The plans for security including the number of guards, their deployment, and their names, credentials and hours of availability;
- (11) The plans for fire protection as may be required by 603.04 (11);
- (12) The plans for sound control and sound amplification, if any, including number, location, and power of amplifiers and speakers;

- (13) The plans for food concessions and concessionaires who will be allowed to operate on the grounds including the names and addresses of all concessionaires and their license or permit numbers;
- (14) The plans for the direction and control of pedestrians and vehicle traffic for safety and to prevent trespass;
- (15) The plans for area traffic control for egress from and exit onto public roads or highways; and
- (16) The plans for the prevention and clean up of litter and waste.

Application shall be accompanied by payment in full of the license fee. The bond or insurance policy required under Ordinance 603.04 (16) shall be attached to the application.	
Attached to each application shall be certified copies of any other, necessary Minnesota state license or permit.	
The application for a license shall be processed within 20 days of receipt and shall be issued if all conditions are complied with. Ten days prior to the assembly, the council shall cause the premises to be inspected to determine whether the requirements of this chapter are met.	
The license may be revoked by the council at any time, if any of the conditions necessary for the issuing of or contained in the license are not complied with, or if any condition previously met ceases to be complied with.	
The license shall permit assembly of only the maximum number of persons stated in the license application. The license shall not sell tickets to or permit to assemble at the licensed location more than that number of persons.	
The license shall not permit the sound of the assembly to carry unreasonably beyond the enclosed boundaries of the location of the assembly. The city hereby adopts by reference the regulations of Minnesota Pollution Control Agency Noise Pollution Control Section. Sound from the licensed activity shall not exceed the standard set for the protection of household or residential units.	
Applicant(s) agrees to defend and hold the city harmless from all claims, demand, actions or causes of action, of whatsoever nature or character, arising out of or by reason of conduct of the event for which the license is granted.	
Applicant(s) will indemnify the city for all damages that may result to city property, including any portion of such street as a result of the event.	
Applicant(s) will, without expense to the city, immediately clean-up, remove and dispose of all litter or material or any kind which is placed or left on city streets or city property because of the event and that if the applicant neglects or fails to proceed with the clean-up within the two-hour period immediately following the end of the event, or if clean-up is done in an inadequate manner, the city public works department is authorized to do the clean-up and the applicant shall be charged for said cost.	
The Applicant(s) will be responsible for the placement, maintenance and removal of barricades which may be required.	
The application shall be in writing and shall contain a statement made under oath or affirmation that the statements contained therein are true and correct to the best knowledge of the applicant and shall be signed and sworn to or affirmed by the individual making application in the case of a corporation, by all partners in the case of a partnership or by all officers of an unincorporated association, society or group, or, if there are no officers, by all members of such association, society, or group.	
Applicant(s) and Property Owner(s) has received Ordinance 603 – Large Assemblies and understand the conditions required.	
Signature of Property Owner(s)	
Signature of Applicant(s)	

\*Applicant attach site plan showing location of event specifics \_\_\_\_\_  
 \*Applicant attach Insurance Certificate \_\_\_\_\_

**City Staff Only**

Signature of Administrator	
Signature of Public Works Supervisor	
Signature of Fire Chief	
Cost	
Notified Sherriff's Department	
Date Approved	