



**CIRCUS/CARNIVAL/EXHIBITION LICENSE APPLICATION  
CITY CODE CHAPTER 111.07**

NEW \_\_\_\_\_ RENEW \_\_\_\_\_ YEAR \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Name of Business \_\_\_\_\_

Address \_\_\_\_\_

Contact and phone number \_\_\_\_\_

Email Address \_\_\_\_\_

List of all other business associates: Name, address, and phone number:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where will event take place? \_\_\_\_\_

Day, Date, & Time of Operation: \_\_\_\_\_

Have you considered the following (yes or no) and who will provide relief?

- \_\_\_\_\_ Toilet \_\_\_\_\_
- \_\_\_\_\_ Garbage \_\_\_\_\_
- \_\_\_\_\_ Parking \_\_\_\_\_
- \_\_\_\_\_ Park approval necessary? \_\_\_\_\_
- \_\_\_\_\_ Will you have a tent(s)? \_\_\_\_\_
- \_\_\_\_\_ Will Gambling be involved? \_\_\_\_\_

New applicants must complete an Authorization for Consent to Release Information form.

Applicant Signature and Date \_\_\_\_\_

Police Department Approval and Date \_\_\_\_\_

Fire Inspector Approval and Date \_\_\_\_\_

Building Inspector Approval and Date \_\_\_\_\_

Park Dept. Approval and Date \_\_\_\_\_

City Council Approval and Date \_\_\_\_\_

Minnesota Government Data Practices Act – Chapter 13  
“Tennessen Warning”

Data is requested from the applicant on various forms. The purpose and intended use of the requested data is to verify the applicant meets all state statute and city code provisions and, if the license or permit is approved, to verify that all required data remains current.

The following data collected, created, or maintained is classified under the Minnesota Government Data Practices Act as Private data **until license approval** when the data becomes **Public**: (13.41, Subd. 4).

1. Data submitted by applicants (other than names and designated addresses).
2. Orders for hearing and findings of fact.
3. Conclusions of law and specification of the final disciplinary action contained in the record of the disciplinary action.
4. Entire record concerning the disciplinary proceeding.
5. License numbers.
6. License status.

The following data collected, created, or maintained is classified as **Private**: (13.41, Subd. 2).

1. The identity of complainants who have made reports concerning licenses or applicants which appear in inactive complaint data unless the complainant consents to the disclosure.
2. The nature or content of unsubstantiated complaints when the information is not maintained in anticipation of legal action.
3. Inactive investigative data relating to violations of statutes or rules.
4. The record of any disciplinary proceeding except as limited by Subd. 4.

The following data collected, created, or maintained is classified as **Confidential**: (13.41, Subd. 3).

1. Active investigative data relating to the investigation of complaints against any license.

Under law, private data may be shared with licensing and inspection employees, approval authorities, insurance providers, law enforcement employees, contracted inspection officials, as required by court order and City officials who have a bona fide need for it. The City of Forest Lake may make any data classified as private or confidential accessible to an appropriate person or agency if the licensing agency determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.

We ask that you complete or provide all data requested on the application form(s) unless we have noted that it is not required. Refusal to supply required information may mean that your application cannot be processed.

I READ AND UNDERSTAND THE ABOVE INFORMATION REGARDING MY RIGHTS AS A SUBJECT OF GOVERNMENT DATA.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant



**CERTIFICATION OF COMPLIANCE  
MINNESOTA WORKERS' COMPENSATION**

Minnesota State Statute Chapter 176, Section 182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement. The information required is: The name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. The information will be collected by the licensing agency and retained in their files.

This information is required by law, and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided and /or falsely stated, it may result in a \$2,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

Insurance Company Name: \_\_\_\_\_ (**NOT** the insurance agent)

Policy Number or Self-Insurance Permit Number: \_\_\_\_\_

Dates of Coverage: \_\_\_\_\_ to \_\_\_\_\_

**(or)**

I am not required to have workers' compensation liability coverage because:

I have no employees

I am self-insured (include permit to self-insure)

I have no employees who are covered by the workers' compensation law (these include: spouse, parents, children, and certain farm employees)

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I certify that the information provided above is accurate and complete and that a valid workers' compensation policy will be kept in effect at all times as required by law.

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Licensee Business Name: \_\_\_\_\_

Doing Business As: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**CHAPTER 111: AMUSEMENTS LICENSING AND REGULATION**

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## Section

111.01 Shows, circuses, carnivals and exhibitions

111.98 Violations

**§ 111.01 SHOWS, CIRCUSES, CARNIVALS AND EXHIBITIONS.**

(A) No person or persons may conduct any carnival, tent show, circus, performance or exhibition whatsoever within the city, unless a license to do so is first obtained as hereafter provided. This section shall not apply to a motion picture theater showing regularly scheduled films.

(B) Any person or persons desiring to obtain a license for a carnival or show within the city shall apply for same with the City Clerk upon a form prescribed by the City Administrator and shall pay a license fee; provided, however, that when the entertainment is given by amateurs or unpaid performers or is given for the benefit of any school, church, veterans organization or benevolent institution, the Council shall waive the license fee requirement. The license granted hereunder shall be subject to the approval of the city, Chief of Police and Fire Marshal, and in granting the approval, they shall require that the license holder provide adequate toilet facilities, adequate parking facilities, and if rides, booths or other temporary structures are to be erected, they shall be erected in such a manner as not to endanger the public safety.

(C) The city, Chief of Police and Building Inspector may impose such other conditions as they, in their discretion, shall deem necessary for the protection of the public health, welfare and safety, and any license granted hereunder shall be subject to immediate revocation if the conditions under which a license is granted are not followed.

(D) No gambling or games of chance shall be permitted to be carried on in connection with any entertainment except legally operated bingo games. In connection with the operation of games of skill, the games must have the prior approval of the Chief of Police and shall not offer any cash prizes or display any cash money in connection with their operation.

(E) Every application for a license hereunder shall be accompanied by a cash or corporate surety bond to be approved by the City Administrator in the amount of not less than \$2,000 conditioned that the licensee will not damage any street or other public property, will promptly and fully repay or repair any damages so done, and will clean up and remove any debris remaining upon city property used by the licensee after the conclusion of the licensee period.

(F) No license or renewal shall be granted, nor shall the same be effective, until the applicant shall file with the City Clerk proof of a public liability insurance policy covering all operations of the applicant under this section for the sum of at least \$500,000 against liability for bodily injuries or death for each person, for the sum of at least \$1,500,000 against liability for bodily injuries or death to more than one person from one accident and for at least \$500,000 against liability for damage or destruction of property. The policy shall provide that it may not be canceled by the insurer except after 10 days written notice to the city, and if the insurance is canceled and the licensee shall fail to replace the same with another policy conforming to the provisions of this chapter, the license shall be automatically suspended until the insurance shall have been replaced.

(Prior Code, § 11.08) (Am. Ord. 375, passed 2-10-1986; Am. Ord. 585, passed 9-28-2009)

**§ 111.98 VIOLATIONS.**

Any person, firm or corporation violating any provision of this chapter, or failing to obey a lawful order of the Fire Marshal or Chief of Police given hereunder, shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished according to law.

(Prior Code, § 11.09) Penalty, see § 10.99