



OUTDOOR ENTERTAINMENT PERMIT APPLICATION
CITY CODE CHAPTER 92
[Forest Lake City Code - Chapter 92: Outdoor Entertainment](#)

Application(s) must be submitted a minimum of 30 days prior to the event date.

NOTE: More than one permit may be required for Outdoor Entertainment activity requests.

Outdoor Entertainment Fee: \$50.00

Tent Permit Fee: \$50.00 / tent (see tent permit application provided)

You must be eighteen (18) years of age or older and applicant **MUST** provide the following information:

Name of Applicant _____

Address _____

Phone Number _____ Email Address _____

Name of Business _____

Business Address _____

Contact Person and Phone Number _____

Business Email Address _____

List of other business associates involved in event: Name and Phone Number

- | | |
|---------------|--------------------|
| 1. Name _____ | Phone Number _____ |
| 2. Name _____ | Phone Number _____ |
| 3. Name _____ | Phone Number _____ |
| 4. Name _____ | Phone Number _____ |

Has applicant ever been convicted of a crime other than a traffic violation? YES _____ NO _____

If yes, please give an explanation including time, place, and nature of each crime/offense and disposition thereof. Include a separate sheet if necessary. _____

Day, Date, and Time of Event Operations _____

Approximate number of individuals expected to attend the event _____

Name, address, phone number, and email address of entity providing entertainment _____

Where will entertainment be located? (Be specific ie., stage, patio, parking lot, etc.) _____

Provide a detailed description of the event _____

Will amplified or non-amplified music and / or singing be provided _____ Yes _____ No

If yes, please provide a description of the type of entertainment _____

Are you using County or State property (Hardwood Creek Trail, street right of way, etc.)? _____ Yes _____ No

If yes, have you notified the County or the State? _____ Yes _____ No

Will you be using City owned property? _____ Yes _____ No

If yes, indicate location and attach or describe a parking plan _____

Will Alcohol be served at the event? _____ Yes _____ No

Will security be present (required if alcohol is served)? If yes, please provide name, address, phone, and email address of company being used _____

Will gambling be part of the event? _____ Yes _____ No

Will tents be used? _____ Yes _____ No

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

_____ Toilet(s) _____

_____ Garbage(s) _____

_____ Parking _____

By signing this form I agree to notify the City of Forest Lake of any changes that occur before or during the issuance of this permit.

By signing this application I hereby authorize the Forest Lake Police department to check the police records of any/and or all individuals listed in conjunction with this license. Signing of this application hereby releases the City of Forest Lake and all individuals connected here within from all liability for damage whatsoever incurred in furnishing such reports.

Upon approval of this license from the City Clerk and City Police Chief and Fire Chief, and the City Council, an Outdoor Entertainment Permit will be issued.

Applicant Signature _____ Date _____

Completed by City Staff

Police Dept. Signature _____ Date _____

Fire Dept. Signature _____ Date _____

Park Dept. Signature _____ Date _____

Council Signature _____ Date _____

Washington County Parks and Public Works information

Washington County Hardwood Creek Trail permit 641-430-8370 parks@co.washington.mn.us

Washington County Obstruction / right of way permit 651-430-4313 publicworks@co.washington.mn.us



ERECTION OF STRUCTURES (TEMPORARY TENT/CANOPY)
CITY CODE CHAPTER 90.03
[Forest Lake City Code - Chapter 90.03: Erection of Structures](#)

All information may be submitted electronically to: fiinspections@ci.forest-lake.mn.us

Date _____

Building Inspections Division
1408 Lake St. S, Forest Lake, MN 55025
Phone (651) 209-9726

Permit Number _____

Business Name _____ Phone _____

Site Address _____ Suite _____

Property Owner Name _____ Phone _____

Applicant Name _____ Owner ___ Contractor ___ Other ___

Contractor Business Name _____ Phone _____

Address _____ Suite _____

City _____ State _____ Zip Code _____

Description of work: _____

Proposed date to start work: _____

Application Submittal Requirements:

1. Provide flammability information for membrane structures, must meet the flame propagation performance of NFPA 701 (MSFC 2404).
2. Provide detailed drawing documenting location of tent(s), structures, and temporary tanks, heaters, cooking equipment, fire extinguishers and exits.

Fee: Flat Permit Fee: \$50.00 per tent Number of tents applying for: _____ Fee Total _____

Make check payable to: **City of Forest Lake**

I hereby apply for this permit and I acknowledge that the information above is complete and accurate; that the work will be done in accordance with the ordinances of the City of Forest Lake and the Minnesota State Fire Code; that I understand this is not a permit but an application for a permit and work is not to start without a permit; that the work will be in accordance with the approved plans, specifications and codes.

Periodic and/or a final inspection of this work is required by the Minnesota State Fire Code. It is the responsibility of the applicant to call the Forest Lake Building Inspections Division at 651-464-4349 to schedule an inspection prior to occupancy and/or use.

Applicant Signature _____ Date _____

Completed by City Staff

Required Inspections: Site

Approved by _____ Date _____ Entered _____ Issued _____

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 complaints 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

 Signature of Applicant

 Date