



TEMPORARY LARGE ASSEMBLY

Guidance relating to Large Assemblies is contained in the Maplewood City Code, Chapter 14, Article VII. All permit holders are required to be familiar with the provisions of this Chapter and with applicable Minnesota Statutes and federal regulations.

Why do I need this Temporary Permit?

- Required for any persons or organization conducting an event with an actual or reasonably anticipated assembly of 500 or more people, or an event with 5 or more city-licensed food vendors, whether on public or private property.

What do I need to obtain this Temporary Permit?

- Submit a completed Temporary Large Assembly permit application online via Accela at least 45 days before the event.
- Signed lease or letter of agreement (if operating on a property not owned by the event organizer) at time of application.
- Certificate of Insurance naming the City of Maplewood as the Certificate Holder and, in the '*description of operations*' area of the certificate, the address at which the permit will be used and the date(s) of event. Minimum amounts of coverage should be as follows:
 - \$100,000 Property Damage
 - \$300,000 General Liability
- Proof of a surety bond in the amount of \$5,000.
- Detailed diagram of the event showing the location of the following (as applicable):
 - Event location on property
 - Entry/Exits
 - Various activities relating to the event (e.g. concert stage, seating, food stands, food trucks, beer garden, merchants, inflatables, etc)
 - Outdoor restroom facilities and handwashing stations (include count of each)
 - Garbage receptacles and dumpsters
 - Parking



What is the price for this Temporary Permit?

- Once the permit has been accepted, an invoice will be created for the fees:
 - Permit Fee (based on number of food vendors):
 - 0 to 4 food vendors = \$258.00
 - 5 to 14 food vendors = \$515.00
 - 15+ food vendors = \$773.00
 - Reset Inspection Fee = \$200 per day for multiple day events
- Payments accepted:
 - Cash
 - Check / Money Order
 - Credit / Debit card
- An escrow may be required depending on number of food vendors:
 - 1 to 14 food vendors = \$500.00
 - 15+ food vendors = \$1,000.00

Event Organizer Notes – Additional procedural information:

- Any event with non-mobile food units must supply their own certified food protection manager who is not a vendor or the organizer.
- Event organizer to supply list of potential vendors to city.
- Event organizer and city staff will agree to a specific vendor application deadline date.
- Event organizer will communicate the application deadline date to vendors.
 - Applications received after the deadline will not be accepted for participation in the event.
 - Applications received before the deadline but not on the supplied potential list will be verified with event organizer.
- Event organizer will restrict participation to those on the final event vendor list.
- Event organizer will provide the city with requested information as necessary for the event type.
- Event organizer will sign terms of condition before issuance of Large Assembly permit.

Contact Licensing with any questions
[Temporary Permits | Maplewood, MN \(maplewoodmn.gov\)](http://www.maplewoodmn.gov)

City of Maplewood
Office of the City Clerk
1830 County Road B East,
Maplewood, MN 55109
Licensing@MaplewoodMN.gov

Permit approved by:

- City Planner
- Fire Marshal
- Health Officer
- Police