



## TEMPORARY ONE-TIME EVENT

It is unlawful for any One-Time Event holders to engage in any activity within the City of Maplewood without first registering with the city. This is in compliance with the City Code, Chapter 6, Article III, Division 1. Applicants are required to be familiar with the ordinances and regulations associated to possessing a One-Time Event permit.

### **Why do I need this Temporary License?**

- A permit may be issued by a Maplewood On-Sale intoxicating Liquor license holder to host up to two (2) outside events in a calendar year, not exceeding 96 hours total, which may include the drinking of intoxicating liquor, wine, or 3.2% malt liquor outside, but still on, their licensed premises.

### **What do I need to obtain this Temporary License?**

- One time Event permit application submitted through Accela
- Detailed plans and/or descriptions of the following (additional information may be required, at the request of the City):
  - Area where alcohol is being served (must be fenced-in)
  - Description on how liquor will be served and what measures will be in place to eliminate the sale of alcohol to underage persons.
  - Proposed parking area (Letter of Agreement if parking from surrounding properties will be used, signed by property owner)

### **What is the price for this Temporary License?**

- Once the permit has been accepted, an invoice will be issued for the fees
  - Permit Fee of \$225
  - Payments accepted when receiving invoice
    - Cash
    - Check / Money Order
    - Credit / Debit Card

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

**City of Maplewood**  
*Office of the City Clerk*  
1830 County Road B East,  
Maplewood, MN 55109  
[Licensing@MaplewoodMN.gov](mailto:Licensing@MaplewoodMN.gov)

Permit approved by:

- City Planner
- Police