



CITY OF HAM LAKE

15544 Central Ave NE
Ham Lake, MN 55304
763-434-9555
info@hamlakemn.gov

Fee \$50.00 Receipt # _____
Temporary Commercial Structure
Permit Required YES or NO

FIELD PARTY LICENSE APPLICATION

Name of Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

(If more than one applicant, provide the information on reverse side.)

1. Location of Party: (street address or attach a map detailing location): _____
2. Date party is to be held: _____
3. Hours during which party will be held: _____
4. Expected number of guests: _____
5. Name of Owner of land: _____

Address: _____

6. City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

(NOTE: Written permission from Owner must be furnished prior to issuance of license, see page 2.)

7. Will intoxicating beverages or non-intoxicating malt liquor (3.2 Beer) be present? Yes No
 - a) If yes, will there be a fee charged? Yes No
 - b) Will voluntary contributions to defray costs be accepted? Yes No
8. Described the following plans:
 - a) How will the Party be illuminated?
 - b) What means will be available to summon emergency vehicles if needed?
 - c) Describe the means of access to the Party location for emergency vehicles, including the location of nearby public roads:

d) How will you accommodate parking?

e) Will you have live music or other entertainment? (if yes please explain):

9. If in commercial zoning, will a tent be erected on the site? Yes No

If yes, a Temporary Commercial Structure Permit will be required through the Building Department.

Applicant's Signature

Date

Permission of Property Owner

I, _____, of (address) _____
certify that I am the owner of the property upon which the field party is the subject to the above application is to be held, and that I have granted my permission for the conduction of said field party.

Property Owner's Signature

Date

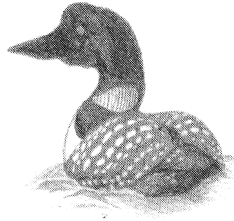
Other:

Any license issued shall be subject to the following conditions, which shall be printed on the face of the license, and shall read as follows:

“This license shall be rendered void if any of the following conditions are found to exist at the field party site.”

- 1.The commission of the crime of assault, disorderly conduct, or breach of the peace by any participant on the field party site;**
- 2.The consumption or possession of any intoxicating beverage or non-toxicating malt liquor by any person 21 years of age or younger.**
- 3.The failure of any applicant to be physically present at the field party site during the entire duration of the field party.**
- 4.The maintenance of any nuisance under any existing or future municipal ordinance.**

Upon observing the violation of any of the conditions of a license, a peace officer shall declare the license to be void, and shall order the participants to disperse.



NOTICE TO ALL APPLICANTS FOR MUNICIPAL PERMITS, LICENSES OR OTHER MUNICIPAL ACTION

- 1. If you are requesting municipal action on any request for any of the above, you will be required to furnish certain information about yourself, the project you are involved in, or other matters pertaining to the subject. Some of the information you are asked to provide is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.**
- 2. The purpose of this information is to enable the City Staff, Commissions, Council or other government agencies to evaluate relevant factors in considering your request. You are not legally required to provide this information. If you do not provide the requested information, the City may not act upon your request.**
- 3. The information you supply will be public and available to any entity requesting to inspect the information.**

DATA PRACTICES ADVISORY TENNESSEN WARNING REQUIRED BY MINNESOTA STATUES CHAPTER 13.04

SIGNED BY: _____

COMPANY/TITLE: _____

DATE: _____

7-600 Field Parties and Large Assemblies

7-610 Field Parties

7-611 Definitions

- A. **“Field Party”** is defined as a gathering of 50 or more people, held partially or completely out of doors, on public or private property and at which intoxicating beverages, non-intoxicating malt liquors or other intoxicating chemicals are used or dispensed by any participant, whether or not a fee is collected for any participant.
- B. **“Out of Doors”** is defined as any place outside of a building as defined in Minn. State. Ch. 609.58 (Subd. 1 (2)).

7-612 Licensing Provisions

No person shall permit, maintain, promote, conduct, advertise, participate in, be present at, act as entrepreneur, undertake, organize, manage, or sell or give tickets to, a field party held in any area of the City of Ham Lake whether on public or private property, unless a license to hold the assembly has first been issued by the City Administrator, application for which must be made at least 30 days in advance of the assembly. Furthermore, if any police officer, upon discovering a field party which is unlicensed or upon declaring any license to be void, shall order the persons present to disperse, it shall be unlawful for any person to continue to be present at the field party.

7-613 Application for License

- A. **Forms.** Application shall be made to the City Clerk on forms to be supplied by the City and shall contain the following information:
 - (1) The names, addresses and telephone numbers of the applicant(s).
 - (2) The precise location of the proposed field party, as well as the date and specific times during which the field party will be in progress and the expected number of guests.
 - (3) The name, address and telephone number of the owner of the land.
 - (4) A written acknowledgment of consent by the owner of the land to the conducting of the proposed field party.
 - (5) A statement as to whether or not intoxicating beverages or non-intoxicating malt liquors will be furnished, and if so, whether a fee of any kind will be collected, or whether voluntary contributions will be collected. If a fee of any kind will be collected or if voluntary contributions will be collected, it shall be necessary for the applicant to comply with the licensing, bonding and insurance provisions of Ham Lake City Code Article 7-800, and for the purposes of this Code, the following shall apply:
 - a. If intoxicating beverages are involved, then the field party shall be deemed to be a “club” as contemplated by Minnesota Statutes and the seating capacity requirement found therein shall be deemed satisfied.
 - b. If non-intoxicating malt liquors are involved, the field party shall be deemed to be a “bona fide club” as contemplated by Article 7-810.15 (D).
 - c. Any license issued for a field party under the provisions of Article 7-600 shall be for no longer than the duration of the field party.
 - (6) A written statement demonstrating that the applicant has adequate plans for measures designed to protect the safety of participants, including the following:
 - a. The means by which the field party will be illuminated;

- b. The means by which emergency vehicles may be summoned, the means of access of emergency vehicles to the field party site; and the provisions for on-site first aid to be present on the field party site.
- B. **Fees.** A fee shall be charged for field party licenses as set by the City Council by resolution from time to time.

7-614 Issuance of Licenses

- A. **Issuance Criteria.** Licenses shall be issued by the City Clerk. The City Clerk shall issue the license if all of the provisions of this Code have been satisfied, PROVIDED, that with regard to Article 7- 613 (A) (6) hereof, the following shall be prohibited to protect the safety of participants:
 - 1. Illumination primarily from motor vehicle headlights, ground fires, or other light sources located less than 10 feet above ground.
 - 2. The lack of a reliable communication device located within 1,000 feet of the proposed site.
 - 3. The existence of the site at a location greater than 1,000 feet from any traveled public road, or the existence of access to a traveled public road which access is not marked by reflectorized markings, or not passable by a four wheeled motor vehicle, or not of sufficient width to accommodate the passage of emergency vehicles.
 - 4. Issuance of no more than four (4) field party licenses within a 12-month period.
- B. **Review by City Council.** If the City Clerk refuses to issue a license, the applicant shall have the right to have the application reviewed by the City Council, by placement on the agenda of the next regular Council Meeting.
- C. **Report to Sheriff.** If a license is issued, a copy thereof shall be forwarded to the office of the Anoka County Sheriff.
- D. **Conditions of License.** Any license issued shall be subject to the following conditions, which shall be printed on the face of the license, and shall read as follows:

“This license shall be rendered void if any of the following conditions are found to exist at the field party site.”

 - 1. The commission of the crime of assault, disorderly conduct, or breach of the peace by any participant on the field party site;
 - 2. The consumption or possession of any intoxicating beverage or non-intoxicating malt liquor by any person 21 years of age or younger;
 - 3. The failure of any applicant to be physically present at the field party site during the entire duration of the field party.
 - 4. The maintenance of any nuisance under any existing or future municipal ordinance. Upon observing the violation of any of the conditions of a license, a peace officer shall declare the license to be void, and shall order the participants to disperse.

7-615 Exceptions

Any field party which commences during daylight hours, and is completely dispersed prior to sunset shall be exempt from the requirements of obtaining a field party license. This exemption shall in no way affect the duty to comply with Article 7-800 if the same applies.

CITY OF HAM LAKE

Fee is \$61.00 – Permit is obtained through the Building Department

9-330.7 Temporary Commercial Structures Following review of a site plan and building code compliance by the city staff, the City's Building Official may issue a permit for a Temporary Commercial Structure ("TCS") under and subject to the following conditions.

A. Definitions

1) Temporary Commercial Structures ("TCS") are shelters having walls or partial walls and a roof, constructed of fabric, wood, plastic, glass or metal, or combinations thereof, which have no permanent foundation and are intended for temporary usage in connection with merchandise sales or sponsored activities of a permanent business. A portable toilet is not a TCS. For the purpose of this code, the following shall not be considered to be TCS, and shall not be allowed to be used as a TCS: mobile homes, travel trailers, motor homes, semi-trailers or any other conveyance designed for or capable of traveling, by self-propulsion or trailering on public roadways. This Article specifically also does not pertain to Legal Fireworks, the sale and display of which is exclusively governed by Article 9-330.6.

2) Parent Business is the permanent business located on the same real estate parcel, or on a real estate parcel adjoining the real estate parcel upon which the TCS is proposed to be located.

3) Permit is a permit which may cover up to three separate events using a TCS.

B. Zoning Districts TCS may be located only in districts zoned CD-1, CD-2, CD-3 or CD-4.

C. Relationship to Business A TCS may be used only in connection with a Parent Business located on the same or a contiguous real estate parcel.

D. Locations A TCS may be located on any area of the parcel upon which a permanent structure could be legally constructed, but may not be located over any portion of an existing individual sewage treatment system or well.

E. Parking and Accessibility The site plan submitted in connection with the TCS shall demonstrate the following:

1) That there is adequate space for parking on bituminous or concrete surfaces for all customers and employees expected in attendance;

2) That the proposed activity will not create any traffic hazards on nearby roadways due to stacking, congestion or turning movements;

F. Duration The following timing conditions shall be applicable to TCS:

1) The TCS may be used for up to six weeks in any given calendar year. This period may be divided into up to three separate usages, each of which usage must be separated by at least thirty days' duration.

2) No activities involving the general public shall take place at the TCS during hours in which the Parent Business is not open for regular business.

G. Physical Features The height, dimensions, structural components, and any electrical, gas, or plumbing features for each TCS shall meet the provisions of all state, county, municipal or federal codes, including, without limitation, the International Building Code, fire codes, electrical code and plumbing code. All signage must meet the City's sign codes, including temporary signs.