

5. If tent(s) are going to be utilized the following must take place:
 - A. A permit for the tent must be obtained prior to tent setup. You can apply for a permit by contacting the City Fire Marshal.
 - B. The City Fire Marshal will also be inspecting the tent(s) to verify it is in compliance with city fire codes.

PLAN OF ACTION REVIEW

Once all documentation for the plan of action is received for your event it will be reviewed by the Police Department and the City Fire Marshal to make sure the plan of action meets city requirements.

- A. Two to four (2-4) weeks before the council meeting, you must be available to answer any questions the Police Department and/or the City Fire Marshal may have regarding the plan of action.
- B. If the Police Department and/or the City Fire Marshal request changes and/or updates to the plan of action and/or event diagram/drawings, you must have the updated plan of action submitted one to two (1-2) weeks before the assigned council meeting.
- C. The Police Department and/or the City Fire Marshal may require pre-inspection of the property prior to their approval.

CITY COUNCIL APPROVAL

Once all documentation for the plan of action is approved for your event it will be added to the City Council Agenda for City Council Approval. You will be assigned a Council Meeting date when it will be considered by the City Council.

*** Reminder: City Council meetings are every second and fourth Monday evening of each month.**

DAY OF EVENT

On the day of the event a Police Department representative and the City Fire Marshal will do an inspection before the event start time to make sure the Plan was followed. If there are issues that have been brought to your attention they must be corrected before the event starts. If the issues are not corrected, the Police Department and/or Fire Marshal will shut the event down until all issues are corrected.

- A. The Police Department will periodically patrol the event as it is occurring. If violations (i.e. alcohol violations) are observed during the event, the event will be shut down and you may be issued a citation.
- B. The City Fire Marshal may also conduct periodic inspections of the event. If fire code violations are observed during the event, the event will be shut down and you may be issued a citation.

QUESTIONS

If you have any questions please contact the following City Employees:

City Clerk: Michelle Tesser 651-450-2513

Fire Marshal: Jeff Schadedegg 651-450-2547

Police Contact: Lt. Joshua Otis 651-450-2528

8150 Barbara Ave. ▪ Inver Grove Heights, MN 55077-3412
Telephone: 651-450-2525 ▪ Police Fax: 651-450-2543



City of Inver Grove Heights

www.ci.inver-grove-heights.mn.us

LIQUOR LICENSE EXTENSION APPLICATION

Business Information:

Name: _____

Address: _____

Business Contact Number: _____

Contact Information:

Name (Last): _____ (First): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Number: (Business): _____ (Cell): _____

Event Information:

Date(s) of event: _____

Reason for Event:

_____, _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
 F Y H _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

Event Affiliation:

Is the event affiliated with organization (corporate, community, nonprofit, etc...)?

Yes No

If yes, please list those affiliation(s): _____

Previous Events:

Has the City of Inver Grove Heights approved for this type of event before?

Yes No

If yes, please provide the date of the previous event:

1. _____

By signing this application, I have completed this application document and agree the information provided is accurate to the best of my ability. I also understand that the application can be denied:

Applicant's Signature

Date