AMUSEMENT MACHINES
LICENSE APPLICATION INSTRUCTIONS

City of Maple Grove•PO Box 1180 Maple Grove, MN 55311•763-494-6010

The attached forms must be completed or provided by the individual making an application for an Amusement Machines License. *(New or Renewal)*

Item numbers 1-3 are attached to be completed by applicant and returned with your application

☑ 1. Amusement Machines License Application

☑ 2. Certificate of Compliance Dept. of Revenue Information

☑ 3. Certificate of Compliance Minnesota Worker's Compensation Law

Item number 4 is provided by applicant and returned with your application

☑ 4. Insurance Certificate (*sample certificate is attached for your reference)*

These forms are to be submitted with the following License Fee:

$15.00 for each location and $15.00 for each machine

(check payable to City of Maple Grove)

The licensing period is April 1 through March 31

Review and Approval Process

Upon City Council approval, a license will be prepared and mailed to the applicant.

Return Completed Documents to
City of Maple Grove
Administration Department
PO Box 1180
Maple Grove, MN 55311-6180
Contact 763-494-6010

AMUSEMENT MACHINES LICENSE APPLICATION

City of Maple Grove•PO Box 1180 Maple Grove, MN 55311•763-494-6010

License Fee

$15.00 for each location and $15.00 for each machine

Part I: Business Information

Legal Corporate Name of Business	Trade Name (DBA)	Business Telephone Number	
Business Address/Location	City	State	Zipcode
Mailing Address (if Different than Business Address)	City	State	Zipcode
Name of Person Filling out this Application	Title	Telephone Number	
E-mail Address	*(The City would like to have an e-mail address if needed (for receipt of renewal and licensing information)* ←		

Type of Ownership:	Date & State of Incorporation:
☐ Sole Proprietor ☐ Corporation ☐ Partnership ☐LLC	

Part II: Name and Complete Home Address of all Partners, Officers, or Directors

First and Last Name	Home Address	City/State/Zip

Part III: Amusement Machine(s) Location
Describe area where machines will be located

Part IV: List of All Amusement Machines	
Name of Machine	Quantity

I certify that I am 18 years of age or older; that the answers given herein are true and complete to the best of my knowledge and I have not omitted any information. I further understand that false, misleading, or omitted information in my application form may disqualify me from receiving a mechanical amusement device license or result in an immediate revocation of my license if discovered at a later date.
The Applicant will be the person responsible for receiving any notices (administrative or criminal) sent by the City to the Licensee.

Signature of Applicant	**Date**

CERTIFICATE OF COMPLIANCE
DEPARTMENT OF REVENUE INFORMATION

City of Maple Grove•PO Box 1180 Maple Grove, MN 55311•763-494-6010

Pursuant to Minnesota Statute 270C.72 Tax Clearance; Issuance of Licenses, the licensing authority is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the social security number of each license applicant (person signing the application).

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance, renewal, or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest;
2. Upon receiving this information, the license authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service;
3. Failure to supply this information may jeopardize or delay the processing of your license issuance.

Please supply the following information and return along with your application:

Personal Information:

Applicant Name	
Applicant Address	City/State/Zip
Social Security Number	Phone Number

Business Information:

Business Name	
Business Address	City/State/Zip
Minnesota Tax ID #	**Federal Tax ID #**

If a Minnesota Tax ID number is not required, please attach explanation.

TENNESSEN WARNING: In connection with your request for a license, the City has asked that you provide information about yourself which may be classified as private, confidential, nonpublic, or protected nonpublic under the Minnesota Government Data Practices Act. This means that this data is not ordinarily available to the general public. Accordingly, the City is required to inform you of the following:

1. The purpose and intended use of the information requested is to determine if you are eligible for a license from the City of Maple Grove.
2. The known consequences of supplying the requested information is that the information or further investigation could disclose information which could cause your application to be denied.
3. You are not legally obligated to supply the requested information. The known consequences of refusing to supply the requested information is that your request for a license cannot be processed.
4. A criminal charge, arrest, or conviction will not necessarily bar you from obtaining a license with the City, unless the conviction is related to the matter for which the license is sought, according to Minn Stat. 364.03. However, failure to reveal the requested criminal information will be considered falsification of the application and may be used as grounds for the denial of the application.
5. Other governmental agencies necessary to process your application are authorized by law to receive the information provided.
6. The City is required by law to furnish some of this information to the Department of Labor and Industry and the Minnesota Commissioner of Revenue.

The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice and has received a copy of this notice.

Signature	
Position	Date

CERTIFICATE OF COMPLIANCE
MINNESOTA WORKER'S COMPENSATION LAW

City of Maple Grove•PO Box 1180 Maple Grove, MN 55311•763-494-6010

Minnesota Statute, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirements of Minnesota Statute Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure.

This information is required by law, and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if the required information is not provided or is falsely stated, it shall result in a $2000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry. This information will be collected by the City and retained in the files.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.
Please supply the following information and return along with your application:

Business Name *(Individual name only if no company name used)*

DBA *(doing business as name, if applicable)*

Business Address/City/State/Zip

YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION.
You must complete number 1, 2 or 3 below:

NUMBER 1 – Complete this portion if you are insured:

Insurance Company Name *(NOT the Agency or Agent)*

Workers' Compensation Insurance Policy No.	Effective Date	Expiration Date

NUMBER 2 – Complete this portion if self-insured:

☐ I have attached a copy of the permit to self-insure.

NUMBER 3 – Complete this portion if exempt:

I am not required to have workers' compensation liability coverage because:

☐ I have no employees

☐ I have employees but they are not covered by the workers' compensation law. (See MN Stat. 176.041 for a list of excluded employees.) Explain why your employees are not covered: _____

_____

☐ Other: _____

ALL APPLICANTS COMPLETE THE FOLLOWING SECTION:

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

Applicant Signature	Title	Date

NOTE: If your Workers' Compensation policy is cancelled within the license or permit period, you must notify the agency who issued the license or permit by resubmitting this form.

ARTICLE XII. - INSURANCE REQUIREMENTS

Sec. 16-435. - Amusement Machines and Amusement Centers.

Insurance requirements under chapter 10, article II, pertaining to amusement machines and amusement centers, are as follows:

(1) The applicant shall furnish with the license application to the city clerk the following policies or certificates of insurance acceptable to the city, and issued by an insurance company authorized to do business in the state as set forth below:

a. Comprehensive general liability policy on an occurrence basis and for minimum combined single liability limits per the following:

General aggregate	$500,000.00
Products—Comp/ops aggregate	500,000.00
Personal and advertising injury	300,000.00
Each occurrence	300,000.00

Such policy shall also include, but not be limited to, contractual and independent contractors' coverage and proof of insurance to the city shall state that such coverage is included. The city shall be named as an additional insured, if the amusement machines are placed on city owned property or premises, and in these situations the applicant shall provide evidence of an automobile liability policy with a minimum combined single limit of $300,000.00.

b. Workers' compensation and employers' liability as required by the state.

(2) Should a policy described in subsection (1) of this section be canceled or not renewed before the expiration date thereof, the issuing company shall mail 30 days' written notice to the city clerk, except such notice shall be ten days for nonpayment of premium.

(3) Each insurance policy shall be written by a company having a minimum Best's Key Rating Guide of A-VII, or as approved by the city's insurance agent.

(Code 1984, § 402:25; Ord. No. 06-10, § 3, 4-17-2006)

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 01/05/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Name and address of Insurance Agency
Phone, Fax & E-mail of Contact Person

CONTACT NAME:
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Shall have minimum Best Rating A-VII	
INSURER B : or as approved by City's Insurance Agent	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED Name and Address of Insured as Appears on License
SAMPLE - AMUSEMENT CENTERS
Minimum City Limit Requirement

COVERAGES CERTIFICATE NUMBER: Sample Amusement Cert REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X Contractual X Ind Contractors GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC			XXXXX	Current	Dates	EACH OCCURRENCE	$ 300,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 50,000
							MED EXP (Any one person)	$ 1,000
							PERSONAL & ADV INJURY	$ 300,000
							GENERAL AGGREGATE	$ 500,000
							PRODUCTS - COMP/OP AGG	$ 500,000
								$
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		XXXXX	Current	Dates	X WC STATU-TORY LIMITS OTH-ER	
							E.L. EACH ACCIDENT	$ 100,000
							E.L. DISEASE - EA EMPLOYEE	$ 100,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

City of Maple Grove
P.O. Box 1180
Maple Grove, MN 55369

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Signature of Agent

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ARTICLE II. - AMUSEMENT CENTERS AND AMUSEMENT MACHINES

Cross reference— Insurance requirements for amusement machines and amusement centers, § 16-435.

State Law reference— Municipal authority to regulate amusements, Minn. Stats. § 412.221, subd. 25.

Sec. 10-31. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Amusement center means a business or location open for public use and participation and devoted primarily to the operation of five or more amusement machines, except that the following locations having five or more amusement machines will not be considered primarily devoted to such a business if the presence of such machines is not advertised in print or media:

(1) A location licensed pursuant to article II or article III of chapter 4

(2) A restaurant or eating establishment other than a convenience food or drive-in restaurant or eating establishment.

(3) A motion picture theater.

(4) A bowling establishment.

(5) An athletic club.

(6) A health spa.

(7) A hotel, motel or campground.

(8) A club room or lodge.

Amusement machine means, but is not limited to, any of the following types of equipment available for public use:

(1) Any table of the pool, billiard, foosball, or ping pong variety and any machine or electronic contrivance available for public use, including, but not limited to, any pinball machine, mechanical miniature pool table, bowling machine, shuffleboard, electric rifle or gun range, miniature mechanical and electronic device and game or amusement patterned after baseball, basketball, hockey, or similar games and any like device, machine, jukebox, or game which may be played, which table, device, or game is commonly, but not necessarily, played by the insertion of a coin or at a fee fixed and charged by the establishment in which any such table, device, or machine is located.

(2) A coin-operated ride that is manually, mechanically, or electrically operated and customarily placed in a public location and that does not normally require the supervision or services of an operator, and any device designed for and used exclusively as a ride by children, including, but not limited to, any kiddie car, miniature airplane ride, mechanical horse, and other miniature mechanical device, not operated as a part of or in connection with any carnival, circus, show, or other entertainment or exhibition.

Machines, projectors, or devices described in the definition of adult motion picture arcade in section 36-3 and section 10-441 are not included within the definition of amusement machine.

(Code 1984, § 402:00)

Cross reference— Definitions generally, § 1-2.

Sec. 10-32. - License required.

(a) Except as otherwise provided in this article, no person shall operate or allow to be operated any amusement machine or amusement center within his control in the city without first having obtained a license from the city to do so.

(b) No amusement machine or amusement center shall be used or operated in any location other than that for which it is licensed. No such license shall be transferable to any other person or location.

(c) A license shall not be required for the following:

(1) An amusement device held or kept for sale or storage or which is not actually in use or displayed for use.

(2) An amusement device used for private, noncommercial purposes, such as, but not limited to, home use.

(3) An amusement device located on commercial or industrial premises in a lunchroom, break room, employee cafeteria, or recreation room which is provided for use by employees and not available for use by the general public.

(4) An amusement device located in a recreation center or recreation room in a multiple-family or townhouse residential complex, which center or room is provided for use by residents, owners, and their guests and is not available for use by the general public.

(Code 1984, § 402:05)

Sec. 10-33. - Application for license.

(a) Application for a license to operate an amusement machine and/or amusement center shall be made upon such forms as the city may require and make available through the city clerk. The application shall contain the name of the applicant, and if a partnership the names of the partners, and if a corporation the names of the officers of such corporation, the place at which each amusement device is to be located, the home address of all persons listed on the application, the type of amusement device to be licensed, and such other further information as the city may from time to time require.

(b) The application shall be signed by the owner, lessee, or operator of the premises at which the licensed machine or center will be operated. The lack of any necessary signature shall make the license application null and void.

(Code 1984, § 402:10)

Sec. 10-34. - Fees.

(a) The fee for an amusement machine license and amusement center license issued under this article shall be in an amount and on such fee-related terms as are established by the city council in this article and in section 16-81. Every such license shall specify the period of time for which it is issued and shall expire at the end of the period stated therein.

(b) The application for any license required by this article shall be accompanied by an investigation fee as set forth in section 16-81. Except as set forth in subsection (c) of this section, the license fee shall be paid within ten days of license approval by the city council. No approved license shall be valid unless issued, and no license will be issued unless all required fees are paid.

(c) The fee for approved but unissued licenses for an amusement center and its amusement machines wherein building construction is not yet completed may be paid no later than such time as a certificate of occupancy is issued by the city for the premises for which the licenses were approved. The fee shall be the yearly license fee prorated for the remainder of the licensing year, subject to the following terms:

(1) Prorating under these terms shall apply only when the total license fee (not including investigation fees) exceeds $1,000.00.

(2) Any period of less than one month that the license is in effect shall be considered and computed as one month for the payment of a pro rata fee.

(3) Before business commences, the licenses must have been issued.

(4) If the licenses are not issued prior to the normal end of the license year because of the applicant's failure to pay the necessary fee or if no substantial construction has taken place on the premises, the council at its discretion may revoke its approval and require the applicant to submit a new application.

(Code 1984, § 402:15)

Sec. 10-35. - Issuance of license; conditions; posting; expiration; suspension or revocation.

(a) The city council may, at its discretion, upon satisfactory completion of the application and compliance by the applicant with any other prerequisites of this article, and upon approval of the chief of police when required, grant the license provided for in this article with such terms and conditions as it deems necessary or appropriate to protect the public's health, safety or welfare after considering all the information on the application and the moral and other qualifications of the applicant.

(b) The license, if granted, shall specify which amusement machines and which premises are licensed therefor, and one amusement machine license certificate may include thereon more than one amusement machine. A license shall only license those machines and/or premises specifically set forth therein.

(c) Any license issued pursuant to the terms of this section shall expire on the following March 31.

(d) The license granted pursuant to the terms of this section shall be posted permanently and conspicuously at the location of the amusement machine or amusement center licensed.

(e) Any violation of this article or any failure to comply with any provision thereof, or any failure to comply with any license condition, shall be grounds for the suspension or revocation of any license issued pursuant to this article, which suspension or revocation shall be pursuant to such terms and conditions as the council may deem appropriate in the circumstances. No such revocation or suspension shall be effective until the licensee has received notice and an opportunity to be heard before the city council.

(Code 1984, § 402:20)

Sec. 10-36. - Insurance.

In the case of amusement centers, or if the machines to be operated are the type described in section 10-31, the applicant shall furnish with the license application the insurance required in chapter 16, article XII.

(Code 1984, § 402:25)

Sec. 10-37. - Operation of amusement centers.

(a) *Issuance of license.* Application for an amusement center license shall be made in duplicate, and one copy shall be referred to the chief of police, or his designated inspector, who shall investigate the location wherein it is proposed to operate an amusement center, and ascertain if the applicant is a person of good moral character, and shall recommend approval or disapproval of the application.

(b) *Inspection prior to issuance of license.* Each amusement center location sought to be licensed under this article shall be inspected under the direction of the police department to ascertain compliance with applicable ordinances, codes, rules and laws.

(c) *Conditional use permit.* No license shall be valid until the city council has issued a conditional use permit for the operation where required by chapter 36

(d) *Sale of food and beverages.* The sale of food and beverages shall be permitted on the site.

(e) *Operation restrictions.*

(1) No amusement center shall be operated so as to constitute a public nuisance.

(2) The licensee shall maintain order on the licensed premises at all times. This duty includes, but is not limited to, prevention of the following:

a. Harassment of any person in or adjacent to the licensed premises by any person on the licensed premises.

b. The frequenting or the use of the licensed premises by any loud, boisterous, or disruptive person.

c. The frequenting or use of the licensed premises by any person who engages in an act of vandalism or destruction of property in or about or adjacent to the licensed premises.

d. Conduct by a person on the licensed premises, which conduct has an adverse effect on adjacent property.

(3) The licensee shall ensure the proper and swift disposal of trash or refuse which may accumulate on the site.

(4) The licensee shall see that the licensed premises do not become overcrowded so as to constitute a hazard to the health of safety of persons therein. The fire marshal shall designate and post the maximum number of persons to be permitted on the licensed premises.

(5) The licensee shall provide a full-time attendant at least 21 years of age upon the licensed premises during business hours. The licensed premises shall be locked and closed to the public whenever such attendant is not present thereon. In addition to the full-time attendant, the city may require that a licensed peace officer or uniformed security personnel be on the premises as a requirement of the conditional use permit or license.

(6) It is unlawful for the licensee or any person operating an amusement center to sell, offer for sale, or permit to be sold or offered for sale, or to be dispensed or consumed, or brought in the amusement center, any alcoholic beverage or prohibited drug, or to allow any illegal activity upon the licensed premises, including, but not limited to, gambling.

(7) Amusement centers shall be closed by 1:00 a.m. and may not open until 9:00 a.m. or until 12:00 noon on Sundays. At all other times, the licensed premises shall be locked and closed to the public.

(8) The interior of an amusement center shall be illuminated as to ensure proper and complete observation of patrons at all times. The building official may require conformance with his recommended standards for lighting levels to carry out the intent of this subsection.

(9) The sale of tobacco products and smoking materials shall be prohibited on the site.

(10) The premises in which an amusement center is located shall have adequate access as required by the Uniform Building Code, but may have no entrances to or exits from adjoining buildings, uses, or premises.

(11) Bike racks may be required to ensure safe and adequate ingress and egress for pedestrian traffic to and from the building in which the amusement center is located.

(12) The restrictions contained in this article may be amended and additional conditions or restrictions may be imposed as part of a conditional use permit issued pursuant to chapter 36 or as provided pursuant to section 10-35(a).

(Code 1984, § 402:30)

Sec. 10-38. - Restrictions on amusement machines.

(a) Amusement machines licensed under this article shall not be available for public use during the hours during which amusement centers shall be closed.

(b) No amusement device shall be located, placed, maintained, or operated on any public street, avenue, boulevard, lane, or alley within the city; on private property in such a manner as to block or interfere with any established driving lane, parking place, fire lane, exit way, or walkway; or in such a manner that its operation will create a nuisance.

(c) It shall be unlawful for any licensee to permit an amusement machine or amusement center to be used for gambling or for the making of a bet or wager.

(Code 1984, § 402:35)

Sec. 10-39. - Prohibited acts; seizure of unlawful devices.

All amusement machines and amusement centers not specified in this article shall be prohibited. Any amusement device being used in violation of this article may be seized and destroyed in the manner set forth in the provisions of the statutes of the state relating to gambling devices.

(Code 1984, § 402:40)