

Special Event - Preliminary Information Form



Please return completed form to: thilger@maplegrovern.gov
or Maple Grove Parks and Recreation, attn: Tanya Hilger, 12951 Weaver Lake Rd, Maple Grove, MN 55359

This form is to gather information only, submitting this form does not give approval for an event.
Additional information; permits and fees may be required. If you have questions, please call 763-494-6512.

Provide information in gray areas. Areas will expand as needed.

Name or Title of Event:			
Type of Event:			
<input type="checkbox"/> Run/Walk	<input type="checkbox"/> Community Celebration	<input type="checkbox"/> Block Party	<input type="checkbox"/> Tournament
<input type="checkbox"/> Musical/Drama Event	<input type="checkbox"/> Art/Street Fair	<input type="checkbox"/> Parade	<input type="checkbox"/> Other
Event Information			
Proposed Event Date(s):			
Description of Event:			
Event Start Time:		Event End Time:	
Load in/Set up Date:		Tear down/Load out Date:	
Load in/Set up Start Time:		Tear down/Load out End Time:	
Estimated Attendance:			
Has event been produced previously in Maple Grove? NO <input type="checkbox"/> YES <input type="checkbox"/> If YES, what dates?			
Proposed Location(s):			
Is event on private property? Yes <input type="checkbox"/> No <input type="checkbox"/> And/or Public property Yes <input type="checkbox"/> No <input type="checkbox"/>			
Applicant Information			
Applicant Name:			
Sponsoring Agency (if different than applicant):			
Applicant Address: (street, city, state, zip)			
Home Phone:		Work Phone:	Cell Phone:
Email:			
Event Details			
<i>If ONLY on private property, please answer questions 1-6 below. If on any public property, answer all.</i>			
Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	1. Does this event involve the sale or availability of alcoholic beverages to the public?	
<input type="checkbox"/>	<input type="checkbox"/>	2. Will there be a pyrotechnics display? (fireworks)	
<input type="checkbox"/>	<input type="checkbox"/>	3. Do you anticipate any medical support, security or traffic control services will be required?	
<input type="checkbox"/>	<input type="checkbox"/>	4. Is this event likely to involve a tent more than 200 sq. ft. or a canopy for than 400 sq. ft.? If YES, how many	
<input type="checkbox"/>	<input type="checkbox"/>	5. Will this event affect traffic in an area? If YES explain.	
<input type="checkbox"/>	<input type="checkbox"/>	6. What are parking plans for the event?	
Yes	No		

<input type="checkbox"/>	<input type="checkbox"/>	7. Does this event involve a moving route (parade, race, run/walk, etc.) of any kind along streets, trails or sidewalks? If YES, attach a map or sketch of your proposed route, indicate the direction of travel and/or provide a written narrative to explain your route and if this is a timed event (ie. chipped run)
<input type="checkbox"/>	<input type="checkbox"/>	8. Does proposed site offer adequate parking? Attach parking/shuttle bus plan.
<input type="checkbox"/>	<input type="checkbox"/>	9. Does this event involve vehicles? If YES, how many and what type.
<input type="checkbox"/>	<input type="checkbox"/>	10. Does the proposed event anticipate charging an admission or participation fee? If YES, how much.
<input type="checkbox"/>	<input type="checkbox"/>	11. Does this event involve amusement attractions? (carnivals, inflatables, dunk tanks, etc.) If YES, please describe.
<input type="checkbox"/>	<input type="checkbox"/>	12. Does the proposed event plan to use propane?
		13. Does this event involve motorized aircraft such as model planes or drones?
<input type="checkbox"/>	<input type="checkbox"/>	14. Will this event be on or adjacent to any body of water?
<input type="checkbox"/>	<input type="checkbox"/>	15. Is electricity required?
<input type="checkbox"/>	<input type="checkbox"/>	16. Will there be any temporary electrical wiring or generators used?
<input type="checkbox"/>	<input type="checkbox"/>	17. Will there be a need for portable toilet facilities?
<input type="checkbox"/>	<input type="checkbox"/>	18. Does this event involve any hanging banners or signage?
<input type="checkbox"/>	<input type="checkbox"/>	19. Does this event involve entertainment? Please describe. Start time: End time:
<input type="checkbox"/>	<input type="checkbox"/>	20. Does this event involve amplified sound? If YES, list hours of operation: Start: End:
<input type="checkbox"/>	<input type="checkbox"/>	21. Does this event involve animals? If YES, please describe.
<input type="checkbox"/>	<input type="checkbox"/>	22. Will any food or beverages be served at the event?
<input type="checkbox"/>	<input type="checkbox"/>	23. Will any food or beverages be sold at the event?
<input type="checkbox"/>	<input type="checkbox"/>	24. Will food planned for this event be served/sold by a caterer, food truck/trailer?
<input type="checkbox"/>	<input type="checkbox"/>	25. Will any other goods or services be sold at the event? If YES, please describe.
Additional information which may be necessary for a determination of whether a permit should be issued:		
<p>This form is to gather preliminary information <u>only</u> and submitting this information does <u>not</u> give approval for the event. A certificate of liability insurance, detailed site plan and other additional permits may be required. The City of Maple Grove may require certain public safety standards to be met by the event organizer. You may also be required to meet with the Special Event Committee. The Special Event Coordinator will advise you of additional requirements regarding this event. If you have questions, please email thilger@maplegrovern.gov or call 763-494-6512.</p>		

Signature of Applicant: _____ Date: _____