

ENTERTAINMENT
Office of the City Clerk
City of Robbinsdale

LICENSE APPLICATION
License Fee (no banners): \$150/year
License Fee (with banners): \$250/year

I, _____, hereby make application for an Entertainment License, subject to provisions of City Ordinances. I do hereby swear that the several answers and statements, and any attached information set forth by me in this application are true.

The City Ordinance requires that the data requested in this application must be submitted in order for the City to determine your eligibility for the license. Refusal to provide the data may result in an automatic denial of the requested license. The data provided shall be classified in accordance with the Minnesota Government Data Practices Act. The City Staff shall investigate the data provided. A recommendation for approval or denial, based upon the applicant's eligibility is determined by the provisions of the licensing ordinance and other applicable laws, shall be forwarded to the City Council for final determination. Access to the data provided shall be by officials and employees of the City engaged in administering or monitoring the provisions of the licensing ordinance; and also as allowed for by the Minnesota Government Data Practices Act.

PLEASE PRINT OR TYPE YOUR RESPONSES
(Provide in full the first, middle and last names where requested)

Applicant Full Name & Title		Trade Name or D.B.A.	
Business Address		City	State Zip
Driver's License No./State Issued	Date of Birth	Residence Phone No.	Business Phone No.
2nd Contact Person	2nd Contact Residence Phone No.	2nd Contact Business Phone No.	
3rd Contact Person	3rd Contact Residence Phone No.	3rd Contact Business No.	

Provide names, address and phone numbers of three business references from the metropolitan area:

_____	_____	_____
_____	_____	_____
() _____	() _____	() _____

Provide names, address and phone numbers of three financial references from the metropolitan area:

_____	_____	_____
_____	_____	_____
() _____	() _____	() _____

Type of entertainment: _____

Number of entertainers: _____

Instruments: _____

Props and other equipment: _____

Date(s): _____

Time(s): _____

Set up date and times: _____

Describe method of advertising: _____

Describe type of security that will be provided during the entertainment: _____

Describe provisions for sanitary services, if applicable: _____

Name/Address of company providing such service: _____

Phone number: _____ Contact person: _____

The Licensee must submit all of the following (check each item to indicate it is attached to this application):

- _____ A. Letter addressed to the City Council from the property owner granting permission for use of the property for entertainment.
- _____ B. Diagram showing area size needed and the location where entertainment will be situated on (or in) property. If entertainment indoors, also show all exits from building in relation to entertainment set up.
- _____ C. Describe type of entertainment, number of entertainers, number/typed of instruments, props and other equipment.

- D. INDOOR ENTERTAINMENT: *
 - _____ 1) Cash or corporate surety bond made out to the City of Robbinsdale in the amount of \$1,000. (1100.07)
 - _____ 2) \$1,000,000 CSL liability insurance policy with the City of Robbinsdale as additional named insured and certificate holder.
- * Bond and liability insurance may also be required for indoor entertainment, depending on location and other circumstances.
- _____ E. Minnesota Tax/Workers' Compensation forms

SPECIAL EVENT BANNERS (Attach additional information, if necessary.)

Size and location of banner(s): _____

- *City Clerk's office must be notified of each event prior to banner installation.
- *Banners must be securely fastened to buildings, structures or fences; in no case extending above a roof line.
- *Banners shall be removed no later than the day following the event.
- *Banners shall be no larger than 50 square feet. If two events are advertised at one location, the total area shall be no larger than 50 square feet.
- *Banners may not be displayed at any premises more than a total of 90 days. There is no limit on the number of events advertised during the license year.

Completed application should be received in the Office of the City Clerk, 4100 Lakeview Ave N , Robbinsdale, MN 55422, at least thirty (30) days before the beginning of the proposed entertainment. Questions should be directed to the City Clerk's office at (763)531-1255.

Applicant Signature: _____ Date: _____

STAFF REVIEW (Initial approval. Give reason for denial on separate memorandum, if applicable.)

	<u>APPROVE</u>	<u>CONDITIONS?</u>	<u>DENY/MEMO ATTACHED</u>
_____ Building Official	_____	_____	_____
_____ Chief of Police	_____	_____	_____
_____ City Planner	_____	_____	_____
_____ Fire Marshal	_____	_____	_____

The City of Robbinsdale distributes general city information and notices through an electronic notification system. As an applicant for a new business license, or renewal of an existing business license, you can sign up to receive notices through the city's electronic notification system on the city's website at www.robbsdalemn.com/enews. This would include receiving notifications of any proposed ordinances at least ten days before the City Council of Robbinsdale conducts a final vote on the proposed ordinance.